

Mayor and Council Communication

DATE: 09/17/24

M&C FILE NUMBER: M&C 24-0824

LOG NAME: 13P RFP 24-0203 PANTHER ISLAND FORM-BASED CODE UPDATE JF DSD

SUBJECT

(ALL) Authorize Execution of an Agreement with Livable Plans and Codes, LLC to Update the Panther Island Form-Based Code for a One-Year Term in a Total Amount Up to \$149,650.00 for the Development Services Department

RECOMMENDATION:

It is recommended that the City Council authorize the execution of an agreement with Livable Plans and Codes, LLC to update the Panther Island Form-Based Code for a one-year term in a total amount up to \$149,650.00 for the Development Services Department.

DISCUSSION:

The purpose of this M&C is to authorize the execution of an agreement with Livable Plans and Codes, LLC to update the Panther Island Form-Based Code. The updated form-based code will regulate development to ensure high-quality public spaces defined by a variety of building types and uses including housing, retail, hotels, and office space. The updated Code will incorporate recommendations from the Panther Island Strategic Vision 2.0, a regulating plan, building form standards, street standards (plan and section), canal standards (plan and section), use regulations as needed, descriptive building or lot types (optional), and other elements needed to implement the principles of functional, vital urbanism, and practical management of growth. To procure these services, Purchasing staff issued Request for Proposals (RFP) No. 24-0203. The RFP consisted of detailed specifications describing the proposed responsibilities and service requirements.

The bid was advertised in the *Fort Worth Star-Telegram* on May 15, 2024, May 22, 2024, May 29, 2024, June 5, 2024 and June 12, 2024. The City received two (2) responses.

An evaluation panel consisting of representatives from the Development Services Department, Economic Development Department, Transportation Public Works Department, Diversity & Inclusion Department, and the Tarrant Regional Water District (external) reviewed and scored the proposals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below. No guarantee was made that a specific amount of services would be purchased.

Bidder	Evaluation Factors						Rank
	a	b	c	d	e	Total Score	
Livable Plans and Codes, LLC	16.57	12.21	12.64	16.57	30.00	88.00	1
Lake Flato Architects, Inc.	15.14	11.36	12.43	15.71	29.93	84.57	2

Best Value Criteria:

- a. Qualifications and Experience in Preparing and Updating Municipal Form-based Codes
- b. Previous Completed Municipal Form-Based Code Projects
- c. Approach to Perform Services
- d. Ability to Meet the City's Needs
- e. Cost

After evaluation, the panel concluded that Livable Plans and Codes, LLC presented the best value to the City. Therefore, the panel recommends that the City Council authorize an agreement for an update of the Panther Island Form-Based Code with Livable Plans and Codes, LLC. Staff certifies that the recommended vendor met the proposal specifications.

FUNDING: The maximum amount allowed under the agreement will be \$149,650.00; however, the actual amount used will be based on the needs of the department and available budget.

Funding is budgeted in the Development Services Department's General Operating & Maintenance Fund for the purpose of funding the project, as appropriated.

The Business Equity Division placed a 15.70% business equity goal on this solicitation/contract. Livable Plans and Codes, LLC, will be exceeding the goal at 57.49% as a Business Equity Prime and self-performing the scope of the services, meeting the City's Business Equity Ordinance. Any changes in subcontractors will be reviewed by the Business Equity Division.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire one (1) year from that date.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the General Operating & Maintenance Fund. Prior to an expenditure being incurred, the Development Services Department has the responsibility to validate the availability of funds.

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