

Mayor and Council Communication

DATE: 01/23/24

M&C FILE NUMBER: M&C 24-0017

LOG NAME: 13PRFP 23-0086 ZONING ORDINANCE AMENDMENTS JF DSD

SUBJECT

(ALL) Authorize Consultant Agreement with Code Studio, Inc. for Zoning Ordinance Amendments to Address Mixed Residential, "Missing Middle Housing", and Similar Topics in an Annual Amount Up to \$217,630.00 for the Initial Term and Authorize Two One-Year Renewals for the Same Annual Amount for the Development Services Department

RECOMMENDATION:

It is recommended that the City Council authorize a consultant agreement with Code Studio, Inc. for zoning ordinance amendments to address mixed residential, "missing middle housing", and similar topics in an annual amount up to \$217,630.00 for the initial term and authorize two one-year renewals for the same annual amount for the Development Services Department.

DISCUSSION:

The Development Services Department approached the Purchasing Division to procure an agreement for zoning ordinance amendments to create new regulations and text amendments to the City's zoning ordinance that address mixed residential or 'missing middle housing'. The intention is to create policies and standards to accommodate by-right construction and to provide more options for developers and homeowners in the City of Fort Worth, with the end goal of producing additional housing. The Project will focus on addressing inadequacies and gaps within the current ordinance by creation of new zoning ordinance language addressing mixed residential or 'missing middle housing' developments. In order to procure these services, Purchasing staff issued Request for Proposal (RFP) No. 23-0086. The RFP consisted of detailed specifications describing the City's various requirements and scope of work.

The bid was advertised in the *Fort Worth Star-Telegram* on August 9, 2023, August 16, 2023, August 23, 2023, August 30, 2023, and September 6, 2023. The City received one (1) response.

An evaluation panel consisting of representatives from the Development Services Department and FWLab Department reviewed and scored the submittal 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	Total Score	
Code Studio, Inc.	11.50	9.75	23.63	30.00	74.88	1

Best Value Criteria:

- a. Qualifications and Capabilities
- b. References and related project experience
- c. Ability to meet City's technical requirements
- d. Cost

After evaluation, the panel concluded that Code Studio, Inc. presented the best value to the City. Therefore, the panel recommends that Council authorize an agreement for zoning ordinance amendments to Code Studio, Inc. Staff certifies that the recommended vendors met the bid specifications.

FUNDING: The maximum annual amount allowed under this agreement will be \$217,630.00; however, the actual amount used will be based on the need of the Department and available budget.

Department	Estimated Annual Amount	Account Name
Development Services	\$217,630.00	Consultant and Other Professional Services

Funding is budgeted in the General Fund for the Development Services Department.

DVIN BE: The initial estimated bid amount for this procurement was less than \$100,000.00, therefore, a Business Equity goal was not applicable.

AGREEMENT TERMS: Upon City Council approval, the agreements shall begin upon execution and expire one year from that date.

RENEWAL TERMS: The agreements may be renewed for two additional one-year terms. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

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 Fund. Prior to any expenditure being incurred, the Development Services Department has the responsibility to validate the availability of funds.

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