

Mayor and Council Communication

DATE: 04/28/26

M&C FILE NUMBER: M&C 26-0304

LOG NAME: 13P RFP 26-0072 CONSULTANT SERVICES FOR THE SCDP ED GN

SUBJECT

(ALL) Authorize Execution of an Agreement with HUB International Insurance Services, Inc. for Consultant Services for the Small Contractor Development Program in an Annual Amount Up to \$250,000.00 for the Initial One-Year Term and Authorize Four One-Year Renewal Options for the Same Annual Amount for the Economic Development Department

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with HUB International Insurance Services, Inc. for consultant services for the small contractor development program in an annual amount up to \$250,000.00 for the initial one-year term and authorize four one-year renewal options for the same annual amount for the Economic Development Department.

DISCUSSION:

The purpose of this Mayor and Council Communication is to authorize an exclusive agreement for consulting services for the Small Contractor Development Program (SCDP) for the Economic Development Department.

The Small Business Development Program (SBDP) within the Economic Development Department will use this contract to expand upon the City of Fort Worth's (City) SBDP goals of assisting small contractors. The SCDP is intended to strengthen the capacity, competitiveness, and performance of small, local, new, and emerging businesses within Tarrant, Denton, Johnson, Parker, and Wise Counties in delivering water, transportation, and other public works projects for the City.

This initiative supports the City's goals of increasing small, local contractor participation, enhancing opportunities in procurement, and ensuring long-term sustainability and growth of the local construction market.

On August 5, 2025, the City Council approved an ordinance amending Chapter 21 of the Code of the City of Fort Worth, as amended to establish a small business program for procurement of goods, services, and construction. This includes a 30% Small Business Enterprise (SBE) goal from the five county areas (Tarrant, Wise, Johnson, Parker, and Denton) on public works projects.

The City of Fort Worth invests \$600 million annually in water and sewer infrastructure, street and stormwater improvements, and other public works construction. However, small contractors often face challenges related to bonding, insurance, technical expertise, and bidding processes that limit their participation.

The SCDP aims to:

- Provide training, mentorship, and technical assistance.
- Support firms in understanding Texas-specific contracting requirements Texas Department of Transportation (TxDOT), Texas Commission on Environmental Quality (TCEQ), HUB) and Fort Worth's contracting requirements as well as the new Small Business Development Program.
- Identify and make recommendations regarding access to bonding, financing, and compliance resources.
- Identify additional best value subcontracting and prime contracting opportunities on municipal capital improvement projects for SCDP cohort member participation.

Purchasing Staff issued Request for Proposal (RFP) No. 26-0072. The RFP consisted of detailed specifications describing the responsibilities and requirements to provide these services.

The RFP was advertised in the *Fort Worth Star-Telegram* on December 17, 2025, December 24, 2025, December 31, 2025, January 7, 2026, January 14, 2026, January 21, 2026, and January 28, 2026. The City received eighteen (18) responses. Three vendors were deemed non-responsive for failing to submit the required documents.

The bids were evaluated using the Best Value Criteria. An evaluation panel consisting of representatives from the City Manager's Office, Water Department, Financial Management Services Department, and the Economic Development Department reviewed and scored submissions and then held a round of interviews with seven (7) of the applicants. The individual scores were averaged for each of the criteria, and the final scores are listed in the table below:

Bidders	Evaluation Criteria					
	a.	b.	c.	d.	e.	Total Score
HUB International Insurance Services, Inc	29.40	23.50	19.20	9.60	0.96	82.66

Willpower Consulting Group, LLC	24.00	20.50	15.20	8.00	0.96	68.66
I'Kola Industries	23.40	19.50	15.60	8.20	0.53	67.23
The Burrell Group	19.20	14.00	10.00	6.00	15.00	64.20
Core Change Management Consulting Inc	22.20	15.50	13.60	7.20	0.77	59.27
Kimley-Horn and Associates, Inc	22.80	7.50	12.40	7.40	1.19	51.29
Blackbridge Consulting	16.20	10.50	10.80	5.40	0.96	43.86

Best Value Criteria:

- a. Qualifications & Company Experience
- b. Technical Approach & Methodology
- c. Capacity to Provide Training and Technical Support
- d. Relevant Expertise of Key Personnel
- e. Pricing

After evaluation, the panel concluded that HUB International Insurance Services, Inc. presented the best value for the City. Therefore, the panel recommends that City Council authorize the execution of an agreement with HUB International Insurance Services, Inc. Staff certifies that the recommended vendor met the bid specifications.

FUNDING: The maximum annual amount allowed under this agreement is \$250,000.00; however, the actual amount used will be based on the needs of the program and available budget. Funding is budgeted in the Other Contractual Services account within the General Fund for the Economic Development Department.

AGREEMENT TERMS: Upon City Council approval, the agreement will begin upon execution and will end one year from that date.

RENEWAL TERMS: This agreement may be renewed for four 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.

EXEMPT PROCUREMENT: The City Attorney's Office has determined that consultant services for the SCDP are exempt from competitive bidding under the provisions of Chapter 252 of the Texas Local Government Code because of the required specialized knowledge and expertise. Nevertheless, the City chose to voluntarily procure this agreement through the competitive process, as allowed, to ensure the City receives a fair and equitable contract.

SMALL BUSINESS PROGRAM: This project was approved for a waiver per the Chapter 252 exemption, for Professional Services by the Legal Department. Therefore, the Business Equity Goal requirement is not applicable.

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 funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendation and execution of agreement. Prior to any expenditure being incurred, the Economic Development Department has the responsibility to validate the availability of funds.

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