

Mayor and Council Communication

DATE: 06/25/24

M&C FILE NUMBER: M&C 24-0532

LOG NAME: 03PLANNING SECTOR PLANS CONSULTING SERVICES MIG

SUBJECT

(ALL) Authorize Execution of an Agreement for up to four one-year terms with MIG, Inc. for Planning Sector Plans Consulting Services in Conjunction with the 2050 Fort Worth Comprehensive Plan in an Amount Up to \$201,200.00 and Adopt Appropriation Ordinance

RECOMMENDATION:

It is recommended that City Council:

1. Authorize execution of an agreement with MIG, Inc. for Planning Sector Plans Consulting Services in conjunction with the 2050 Fort Worth Comprehensive Plan in an amount up to \$201,200.00;
 2. Authorize the City Manager or his designee to amend and extend the agreement for up to four one-year terms, if necessary, to complete the Round 1 Planning Sector Plans; and
 3. Adopt the attached appropriation ordinance reallocating appropriation in the General Fund by increasing appropriation in the Fort Worth Lab Department by \$201,200.00 and decreasing appropriations in the Non-Departmental Department by the same amount.
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DISCUSSION:

As an implementation supplement to the 2050 Comprehensive Plan, the City is initiating the preparation of Planning Sector Plans for each of the City's 16 Planning Sectors. Two Comprehensive Plan Planning Sectors will be selected initially for the first round of Planning Sector Plan preparation. To maximize efficiency and cost-effectiveness, a new agreement will be developed between the City and the consultant team working on the 2050 Comprehensive Plan now underway for the preparation of the first two Planning Sector Plans.

The 2050 Comprehensive Plan consulting team is made up of Public Information Associates, LLC (PIA) and MIG, Inc. Based on their current work on the 2050 Comprehensive Plan, and the specialized knowledge and experience of MIG, Inc. in the new place types approach to future land use planning being pursued for the 2050 Comprehensive Plan, City staff recommend that the same team be engaged for the first two Planning Sector Plans, with MIG, Inc. serving as prime and PIA as subcontractor.

This consultant team was selected to work on the 2050 Comprehensive Plan following a Request for Proposal (RFP) No. 23-0059 and the evaluation of RFP responses through a multi-stage review process. In addition to a general review of the responses for overall alignment with the RFP, an evaluation panel consisting of representatives of the FW Lab, Communication & Public Engagement, and Diversity & Inclusion departments evaluated and scored the submittals using Best Value criteria in accordance with the applicable criteria.

The previous evaluation panel concluded that PIA, LLC and MIG, Inc. presented the best value to the City for the 2050 Comprehensive Plan. The MIG-PIA team is uniquely suited to supplement their 2050 Comprehensive Plan work by completing the first two Planning Sector Plans as implementation projects for the 2050 Comprehensive Plan. Therefore, staff recommends that Council authorize an agreement with MIG, Inc. for the first two Planning Sector Plans. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors' previous bid for the 2050 Comprehensive Plan and current scope of work and fee proposal for the Planning Sector Plans Consulting Services have met goals and specifications. The Law Department reviewed the proposed selection of MIG, Inc. to prepare the first two Planning Sector Plans and approved a Chapter 252 exemption.

This implementation is exempt under the professional services exemption and bidding is not required.

FUNDING: The maximum amount allowed under this agreement will be \$201,200.00.

Funding will be budgeted in Other Contractual Services account in the General Fund for the FWLab Department.

BUSINESS EQUITY: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire one year after.

RENEWAL TERMS: This agreement may be renewed for four (4) additional, one-year terms, if necessary, to complete the 2050 Fort Worth Comprehensive Plan at the City's option. 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. Renewal of the agreement will not alter the maximum funding authorized for the agreement.

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 currently available in the General Fund for the Non-Departmental Department and upon approval of the above recommendations and adoption of the attached appropriation ordinance, funds will be available in the General Fund for the FWLab Department to support the above recommendations and execution of the agreement. Prior to an expenditure being incurred, the FWLab Department has the responsibility of verifying the availability of funds.

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Expedited