

**To the Mayor and Members of the City Council****September 10, 2024**

Page 1 of 2

**SUBJECT: COMPREHENSIVE UPDATE OF THE PANTHER ISLAND DEVELOPMENT STANDARDS AND GUIDELINES**

This report provides updated information regarding a comprehensive update to the Panther Island Form-Based Code District's ("District") development standards to reflect and incorporate recommendations from the recently adopted Panther Island Strategic Vision 2.0.

The City Council established the District and adopted the Panther Island Development Standards and Guidelines in 2006. Periodically the City Council has approved amendments to the development standards and guidelines to reflect changes in best practices, including most recently on April 23, 2024 when Council adopted interim text amendments to the Panther Island North Main (PI-NM) subdistrict and other minor amendments.

The City has selected Livable Plans and Codes, LLC as the consultant to lead the update of the Panther Island Development Standards and Guidelines. The update will streamline development regulations to facilitate development and ensure high-quality public spaces defined by a variety of building types and uses. The update will review and provide recommended updates to all aspects of the development standards, including the regulating plan, building form standards, street standards, canal standards, use regulations, building and lot types, and other elements as needed to implement the principles of functional and vital urbanism and practical management of growth on Panther Island.

The City will collaborate and engage with partner organizations such as the Tarrant Regional Water District (TRWD), Tarrant County, Tarrant County College, Downtown Fort Worth, Inc., the Real Estate Council of Greater Fort Worth, Streams and Valleys, Inc., the Fort Worth Hispanic Chamber of Commerce, and others to ensure that the updated standards and guidelines reflect the shared vision for Panther Island.

The anticipated schedule is as follows:

- |  |                           |
|--|---------------------------|
| • M&C to Council for agreement execution | September 17, 2024        |
| • Public engagement and update process   | October 2024 - March 2025 |
| • Legislative process and adoption       | Spring 2025               |

This update will implement the Strategic Vision 2.0 and help ensure that Panther Island is a vibrant urban district that builds on the area's history and character, complements the downtown core, and creates distinctive neighborhoods.

If you have any questions, please contact Justin Newhart, Preservation & Design Manager, Development Services Department, at 817-392-8037.

**David Cooke**  
**City Manager**

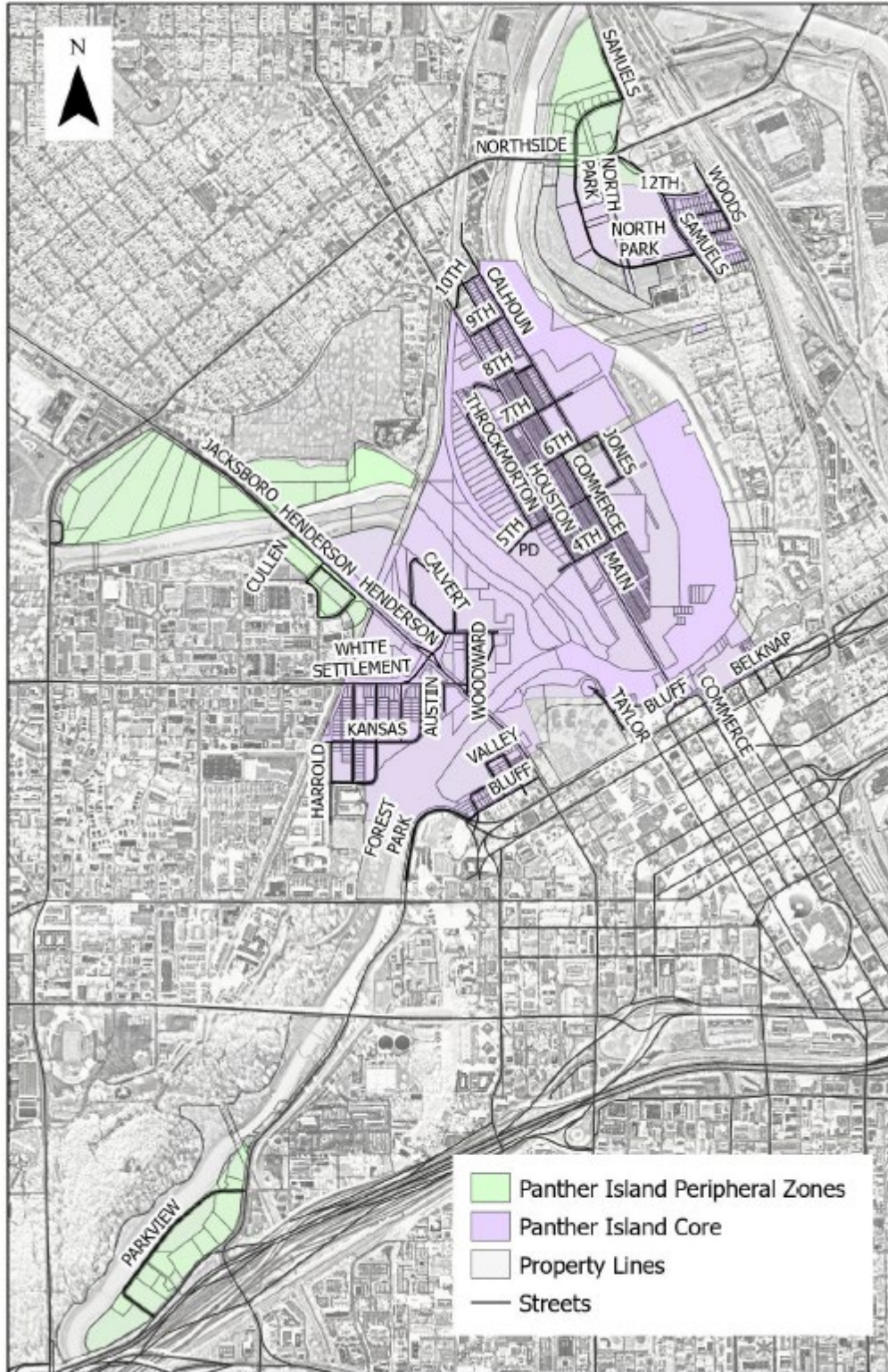
To the Mayor and Members of the City Council

September 10, 2024

Page 2 of 2



**SUBJECT: COMPREHENSIVE UPDATE OF THE PANTHER ISLAND DEVELOPMENT STANDARDS AND GUIDELINES**





Response to Request for Proposals for

# Panther Island Form-Based Code Update

RFP Ref. #: 24-0203



June 13, 2024

# Table of Contents

Executive Summary.....	3
Company History and Ownership.....	5
• Team Organizational Structure.....	6
• Key Team Members Technical Qualifications.....	7
Experience in Municipal Form-Based Code.....	12
• Identifying, evaluating, codifying, and explaining the essential qualities of the community design and character	
Firm’s Approach.....	14
Firm’s Performance Experience.....	16
U.S. Government System for Award Management Documentation.....	18

## Additional Forms

MWBE Certificates

Conflict of Interest Forms

Authorized Signature and Contact Details Form

Questionnaire and Requirements Form

Business Equity MWBE Forms

Exceptions

Addendum Acknowledgement

*Completed Bid Table (BT-78FR) and additional information verifying at least 10 years in business can be found in the uploads on Bonfire*

# Executive Summary

The City of Fort Worth has a long history of successfully adopted form-based tools that have been the catalysts for redevelopment in many neighborhoods and corridors. The original Trinity River Vision and its subsequent iterations as Panther Island is a perfect example of how a major public works project along the Trinity River is envisioned as the catalyst for the creation of a new and vibrant neighborhood as an extension of Downtown Fort Worth.

Livable Plans and Codes, LLC is well equipped to achieve this vision and is excited to submit our proposal in response to the City of Fort Worth’s RFP for the Panther Island Form-Based Code Update. Our multidisciplinary team is uniquely qualified to guide the refinement and fine tuning needed to unleash the true potential of Panther Island as a great urban neighborhood.

We have assembled a consultant team that is well suited to deliver the goals and objectives of this project. We are more than just an assemblage of firms. ***What sets our team apart is the depth of experience of our key team members and the unique perspective that each team member brings to the project:***



***Livable Plans and Codes (LPC):*** Our firm specializes in land use planning and implementation through Form-Based Codes. We have worked with over 20 communities in the Metroplex.

***Jayashree (Jay) Narayana:*** Principal and founder of LPC with over 23 years of experience working with communities across the Metroplex. Jay was an early adopter of the Form-Based Code methodology and knows how to employ the tool to achieve positive outcomes. She led the development of the original Camp Bowie Corridor Form-Based Code under prior employment and is currently leading the development of Corridor Form-Based Codes for East Berry Street and East Lancaster Streets in conjunction with corresponding corridor planning initiatives.

***Michael Huston:*** A “civic architect” who has worked in over 40 communities across the country as an urban designer and visionary for walkable urbanism. Huston focuses on the relationship between the public and private realms and how they must work together to form a walkable environment.

## Kimley»Horn

***Kimley-Horn:*** As one of the nation’s top engineering, planning and design consultants, Kimley – Horn infuses our team with critical transportation insights, drawing from their extensive involvement in transportation projects in Fort Worth, DFW Metroplex, and nationally. Specifically, Kimley-Horn is currently working on the East Berry Corridor Plan, East Side Sub-Area Plan, and on various projects with the Trinity River Water District and TxDOT.

***Jeff Whitacre:*** A professional engineer and transportation planner who has directed the design and implementation of multi-modal transportation projects throughout the Metroplex. Jeff understands the difficult balance that must be maintained by sometimes-competing transportation modes.

***Reid Cleeter:*** Reid is a planner that specializes in real estate market analysis. His focus will be to help the team calibrate the vision and code standards with the future market demand - ensuring that the code anticipates a realistic range of development patterns.



**Side Partners, LLC:** Side Partners quarter-century legacy in urban design and form-based code administration leadership in Nashville, Tennessee, Fort Worth, Texas, and at Smart Growth America's Form Based Code Institute, perfectly complements our collective capabilities.

***Randy Hutcheson:*** Randy brings his experience as a writer and administrator of multiple corridor Form-Based Codes. With his years of experience in the public sector, Randy knows what works, and what doesn't work, when it comes to the interface between the code and the permit applicant. Of specific relevance is his depth of understanding of the issues relevant to Panther Island from its original inception, the several iterations of the form-based code, and the challenges of balancing the various stakeholder priorities.

Together, our team members provide the core competencies that are necessary to the task:

- A cumulative experience exceeding five decades in crafting form-based codes, mixed-use regulations, and zoning overlays.
- A robust background in both private-sector engagement and local government experience.
- Proven proficiency in devising form-based codes that are attuned to market dynamics, customer needs, and administrative feasibility.
- A specialized focus on infill and redevelopment initiatives, aligning seamlessly with this project's objectives.

We place immense value on *community involvement*, recognizing that effective planning and design are predicated on the active engagement of residents, businesses, and stakeholders. Our proven methodology includes hosting inclusive workshops, public forums, and digital surveys to capture diverse perspectives and ensure community-driven outcomes. Our commitment to *collaboration and transparency* yields solutions that are both context-sensitive and embraced by the communities we serve.

We see Panther Island as the next new destination in Downtown Fort Worth becoming a world-class, sustainable urban neighborhood that is well connected to downtown and the region. We see the form-based code as a tool that needs to adapt to changing market and infrastructure conditions that are continuously evolving while still maintaining the vision as adopted in Panther Island Vision 2.0.

# Company History and Ownership

**Livable Plans and Codes, LLC** is a DFW planning and urban design firm focused on developing comprehensive and master plans with specific emphasis on implementation. With over 27 years of public and private sector experience, Jayashree (Jay) Narayana, AICP, Principal of Livable Plans and Codes, has worked on several award-winning initiatives. LPC focuses on:

- Master Plans, Urban Design Plans, and Development Plans for walkable, mixed use development;
- Redevelopment plans for downtowns, station areas, corridors, and neighborhoods;
- Comprehensive Plans, Area Plans, and Sector Plans;
- Implementing development ordinances including zoning and form-based codes; and
- Land use analysis and feasibility studies

LPC principals have extensive experience in master planning and coding work underpinned by a firm understanding of real estate market dynamics and incremental implementation. Jay has worked on over a dozen corridor plans and implementing codes including East Berry Corridor Code and East Lancaster Corridor Plans for the City of Fort Worth, Guadalupe and Menchaca Corridor Plans for the City of Austin, SH5 Corridor Plan for the City of McKinney and NCTCOG, SH199 Corridor Plan and Code for the City of Sansom Park, and I35E and FM3040 Overlay Codes for the City of Lewisville to name a few.

LPC is a boutique planning and urban design firm founded in 2013 with Jay Narayana as the founder and principal. LPC routinely collaborates with Michael Huston, AICP, who brings an additional 30 years of experience as an architect, urban designer, and planner. Over the past 20 years of teaming, Narayana and Huston have collaborated on over a dozen master plans and form-based codes. LPC has its office in North Richland Hills, Texas.

**Kimley-Horn and Associates, Inc.** is a national planning and design consulting firm that specializes in urban design, transportation, and civil engineering. Founded 54 years ago, Kimley-Horn is an employee-owned corporation that has a staff of more than 7,400 who serve a wide range of clients across many disciplines from more than 130 offices nationwide. Our multidisciplinary experience covers a wide range within transportation planning and engineering, landscape architecture and urban design, environmental planning and design, and public policy. Kimley-Horn has nine offices in DFW with nearly 1,000 staff. This project will be led from our Fort Worth office.

**Side Partners, LLC:** is the legal name with the Internal Revenue Service and the Texas Secretary of State for this Sole Proprietorship. Founded in early 2022 and led by Randol L. Hutcheson, Side Partners is an urban design firm specializing in form-based coding. Side Partners thrives on the agility and personal attention that only a dedicated owner can provide. With over 25 years of experience in local government, for-profit, and nonprofit work, I offer expert advice on development process improvements, community outreach, development code peer review, historic preservation consultation, and staff training in specialized zoning and development delivery. My commitment to excellence, creativity, and community impact drives us forward as we shape cities with purpose and vision.

# Team Organizational Structure





# Key Team Members Technical Qualifications



## Jayashree Narayana, AICP, CNU-A Project Manager



With over 28 years of public and private sector experience, Jay has worked on several award-winning initiatives. LPC specializes in a range of planning and urban design initiatives from comprehensive plans, downtown plans, corridor and small area plans, all with a focus on implementation through zoning and form-based codes. Jay’s planning and coding work is based on a firm understanding of real estate market fundamentals that ensures that plans are implementable.

*Education:* Master of Business Administration (Concentration in Real Estate Finance & Development), University of Texas at Arlington, Texas | Master of Urban & Regional Planning, Virginia Polytechnic Institute and State University, Blacksburg, Virginia | Bachelor of Architecture, Bangalore University, India

*Professional Positions:* Principal, Livable Plans and Codes, LLC (2013 - present) | Principal & Senior Associate, Gateway Planning Group, Inc. (2007 - 2013) | Chief Planner & Senior Planner, City of Southlake, Texas (2001 - 2007) | Planner II, City of Louisville, Kentucky (1998 - 2001)

*Professional Affiliations:* Resource Council Member - Form-Based Codes Institute | Accredited Member, Congress for the New Urbanism (CNU)

*Relevant Experience: Livable Plans and Codes, LLC. (2013 - present)*

- East Berry Street Corridor Plan & Corridor Code, City of Fort Worth, Texas (underway with KHA as the lead firm): Leading the development of a Corridor Redevelopment code structure based on the city’s mixed-use zoning tools that would apply to E Berry and future redevelopment corridors. Anticipated adoption and city-initiated zoning in Fall of 2024.
- East Lancaster Street Sub-Area Plan and Corridor Code, City of Fort Worth, Texas (underway with WSP as the lead firm). Leading the development of an implementing form-based code based on the Corridor Redevelopment Code structure under development. Anticipated city-initiated zoning in 2025.
- Downtown Form-Based Code and on-call support, 2020 - 22, City of Fort Smith, Arkansas. Led the development of a form-based code to implement the adopted Downtown Master Plan. The form-based code has six different character zones, each with their unique development context. LPC also supported the post adoption training and plan review to beta test the code and recommend code refinements.
- SH 199 Corridor Redevelopment Code and On-Call support, City of Sansom Park, Texas (current). LPC led the development of a master plan and implementing form-based code (LITE) with a focus on redevelopment of a mile long aging commercial corridor – SH 199 in the city of Sansom Park and missing-middle neighborhood transitions along the parallel corridors (code adopted in 2021). The code is light on the form-based elements and focuses mainly on allowing good development to happen by eliminating barriers such as deep setbacks and use-based parking requirements and adding multi-family entitlement by right along the corridor.



## Michael Huston, AICP, Arch, LEED-AP Urban Design Lead



With over 30 years of experience as an architect, urban designer and planner, Michael Huston is an integral part of the LPC team. He has worked in various capacities with LPC on a range of planning and implementation projects, all with a focus on walkable, mixed use.

### *Relevant Experience: Livable Plans and Codes*

- East Berry Street Corridor Plan & Corridor Code, City of Fort Worth, Texas (underway with KHA as the lead firm): Developing a corridor redevelopment code structure based on the city's mixed-use zoning tools that would apply to East Berry and future redevelopment corridors. Anticipated adoption and city-initiated zoning in Fall of 2024.
- East Lancaster Street Sub-Area Plan and Corridor Code, City of Fort Worth, Texas (underway with WSP as the lead firm). Leading the development of an implementing form-based code based on the Corridor Redevelopment Code structure under development. Anticipated city-initiated zoning in 2025.
- Advancing East Lancaster - Transit-Oriented Development Plan, City of Fort Worth and Trinity Metro (Adopted Spring 2022 with Kimley-Horn as the lead firm). Supported the land use, concept plans, and zoning recommendations to implement the TOD elements of the E Lancaster Corridor Plan, Phase I.
- Zoning Ordinance Update, City of Crowley, Texas (adopted May 2022). LPC led the development of an overall zoning ordinance update with a specific focus on creating a new form-based Downtown Zoning District within the context of the overall zoning ordinance.
- SH199 Corridor Plan, City of Sansom Park, master planning and site development. LPC led the development of a master plan and implementing form-based code (LITE) with a focus on redevelopment of a mile long aging commercial corridor -- SH 199 in the city of Sansom Park (code adopted in 2021). The code is light on the form-based elements and focuses mainly on allowing good development to happen by eliminating barriers such as deep setbacks and use-based parking requirements and adding multi-family entitlement by right along the corridor.
- Downtown Code, City of Brownsville, Texas (with Freese & Nichols as the lead firm) LPC developed a zoning framework and code for Downtown Brownsville and its adjoining neighborhoods as part of the Unified Development Ordinance. The code uses form-based elements and building types calibrated to the context of historic Downtown Brownsville.

**Education:** Bachelor of Architecture (Professional Degree), University of Kentucky | Bachelor of Design, University of Florida

**Professional Positions:** Senior Urban Designer, Livable Plans and Codes (2013 - present) | Principal, Civic Plan Studio (2020-present) | Principal, Townscape Architects (2018 - present) | Senior Designer, DPZ CoDesign (2012 - 2018) | Independent Architect and Planner (2002-2012) | Architect/Urban Designer, City of Louisville, Kentucky (1999 - 2001)

**Professional Affiliations:** American Institute of Architects | Congress for the New Urbanism (CNU) | Member, American Institute of Certified Planners (AICP) | Member, American Planners Association | Design Committee Lead, Grand Central District Association, St. Petersburg, FL

**Articles/Presentations:** Architecture and the Environmental Impact of Artificial Complexity, Common Edge, 2021



## Jeff Whitacre, PE, AICP

### *Transportation and Infrastructure*

Jeff has 19 years of project experience with mobility planning for cities. Jeff's passion is to move game-changing transportation projects from a creative vision to reality. Jeff is unique in that he is extremely talented at both developing innovative plans, and then leading their design and implementation. He focuses on creating alignments that consider natural, man-made, and fiscal constraints. His goal is to connect communities through mobility investments. These investments include developing "right-sized" transportation plans and prioritizing transportation projects to allow the biggest impact for the dollars spent that fit into the community fabric. He has developed multimodal transportation plans for more than 20 cities in Texas and developed capital improvement plans for over 40 communities.

*Education:* Master of Engineering, Traffic Engineering, Texas A&M University | Master of Public Administration, Public Administration, University of Texas, Arlington | Bachelor of Science, Civil Engineering, Texas A&M University

*Professional Affiliations:* Professional Engineer in Texas (#102469) | Registered American Institute of Certified Planners (#102469) | TxDOT Pre-Certifications Categories: 1.1.1, 1.3.1, 1.4.1, 7.1.1, 7.3.1, 8.3.1, 9.1.1

### *Relevant Experience:*

- Austin Transportation Criteria Manual (Street sections in conjunction with form-based code efforts), Austin, TX
- East Berry Corridor Plan and Form-Based Code, Fort Worth, TX
- Stockyard Transportation Study – in relationship to Form Base Code, Fort Worth, TX
- Advancing East Lancaster Transit-Oriented Development Plan, Fort Worth, TX
- Arlington Thoroughfare Development Plan, Arlington, TX
- Waco Thoroughfare Plan Update, Waco, TX
- Texarkana MPO Regional Transportation Plan, Texarkana, TX
- Burleson Mobility Plan (BTX Moves) and Impact Fees, Burleson, TX
- Mansfield Thoroughfare Plan/Impact Fees, Mansfield, TX
- Cleburne Master Thoroughfare Plan, Cleburne, TX
- Boerne Mobility Plan, Boerne, TX
- San Antonio Tomorrow Multimodal Mobility Plan, San Antonio, TX
- Amarillo MPO Regional Multimodal Transportation Plan, Amarillo, TX
- Lubbock 2040 Comprehensive Plan/Master Thoroughfare Plan/ Impact Fees, Lubbock, TX



## Reid Cleeter

### *Marketing Analysis and Planning Support*

Reid has eight years of experience marrying long-range planning and market research. He focuses on market analysis for a range of real estate product types and enjoys helping communities better understand their existing opportunities and challenges. Prior to joining the firm, he was a planner for an architecture firm in the Dallas-Fort Worth Metroplex.

Reid brings experience working on a variety of longrange planning projects including corridor plans, small area and downtown plans, and comprehensive plans. With a market-based approach to align the real estate analysis with community engagement and stakeholder visioning, fiscally resilient strategies and policy will lay the foundation for continued community sustainability.

*Education:* Bachelor of Science, Geography, University of North Texas | American Planning Association (APA), Member | Urban Land Institute (ULI), Member

### *Relevant Experience: Livable Plans and Codes*

- East Lancaster Corridor Study, Fort Worth, TX
- East Berry Street Corridor Study, Fort Worth, TX
- Waco 25th Street Corridor Plan, Waco, TX
- West End Area Plan, New Braunfels, TX
- TxDOT Active Transportation Plan – Work Order No. 7, Statewide, TX
- Southgate SH 360 Corridor Plan, Grand Prairie, TX\*
- Grand Prairie 161 Corridor Plan, Grand Prairie, TX\*
- US Business 77 Corridor Study, Waco, TX\*
- Anna 2050 Comprehensive Plan, Anna, TX\*\*
- Corinth 2040 Comprehensive Plan, Corinth, TX\*\*
- Ballpark Station Area Plan, Salt Lake City, UT\*
- Farmington Station Area Plan, Farmington, UT\*
- Sachse Comprehensive Plan, Sachse, TX\*
- Downtown Grand Prairie Master Plan, Grand Prairie, TX\*
- City of Grand Prairie 2021 Housing Strategy, Grand Prairie, TX\*

- \*Projects completed prior to joining Kimley-Horn



*Education:* College of Architecture, Design & Construction | M.C.P. – Urban Design | University of Oslo School of Architecture | Scandinavian Architecture and Design | Auburn University | College of Liberal Arts | B.A. – Geography | Minor – Psychology/Sociology

*Awards:* 2019 CLIDE Award Stockyards Form Based Code | 2019 CLIDE Award Historic Preservation Ordinance | 2018 Historic Fort Worth, Inc. Award Historic Preservation Ordinance | 2017 International Downtown Association Award - Downtown Fort Worth Urban Design Standards and Guidelines | 2012 Texas APA – State Award | Camp Bowie Form Based Code | 2011 CLIDE Award Near Southside Form Based Code | 2009 CLIDE Award Trinity Uptown Plan and Code | 2008 Driehaus Form Based Code Institute Code Award Near Southside Form Based Code | 2007 Texas APA – State

*Affiliations:* Community Design Fort Worth Board Chair | CNU-A | Form Based Code Institute | Steering Committee Member | Downtown Fort Worth, Inc | Design Review Committee Member

## /sidē/ Partners

### Randy Hutchenson

#### *FBC Advisor and Quality and Review and Check*

Planning and urban design firm focused on form-based coding, development process improvements, community outreach, development code peer review, providing on-call urban design services, historic preservation consultation, and staff training in specialized zoning and development delivery.

#### *Job Assignments on Recent Projects:*

- Prime – Downtown Fort Worth, Inc. 2022
  - Parks Conservancy Research, Strategy, & Recommendations
- Sub – HR&A Advisors 2023
  - Historic and Cultural Preservation Strategic Plan
  - Research & Government Process/Practice
- Sub – Place Strategies 2023 - Present
  - Camp Bowie Form Based Code Update
  - City of Justin, Texas Unified Development Code & Old Town Form Based Code
  - City of Catoosa and Rodgers County Oklahoma Unified Development Code
- Sub – Livable Plans and Codes – 2024 - Present
  - City of Fort Worth Commercial Corridors Redevelopment Code
    - Citywide enabling legislation
    - East Berry Corridor
    - East Lancaster Corridor

#### *Number of Years at /sidē/ Partners: 2*

#### *Relevant Experience:*

- Metro Nashville Planning Department, 1998 - 2004
- Nashville Civic Design Center, 2000 - 2004
- City of Fort Worth, Texas Development Services Department, 2005 – 2022
  - Senior Planner
  - Planning Manager
  - Acting Assistant Director

# Experience in Preparing and Updating Municipal Form-Based Codes

**The Livable Plans team has unparalleled experience in crafting and implementing form-based codes in Texas over the past 16 years.** LPC Principal Jayashree Narayana, throughout her career with Gateway Planning Group, Livable Plans and Codes, and as a public sector planner, has led the crafting and administering some of the most successful form-based codes in the Metroplex. Specifically, over the last 11 years as a principal of Livable Plans and Codes, first as a sole proprietor and since 2021, as an LLC, Jay has worked on over half-dozen codes with form-based elements:

- PGBT Corridor Code, City of Garland (greenfield code)
- CityLine East TOD Code, KDC Development, Richardson, TX
- Downtown Bastrop FBC, City of Bastrop, Texas
- Bedford Commons Code, City of Bedford, Texas
- Downtown Brownsville Code (part of UDC initiative), City of Brownsville, Texas
- Downtown Crowley Code (part of the Zoning Ordinance update), City of Crowley, Texas
- Downtown Form-Based Code, City of Fort Smith, Arkansas
- IH-35E Corridor Redevelopment Overlay, City of Lewisville, Texas
- SH 199 Corridor Plan and Code, City of Sansom Park, Texas
- Commercial Corridors Redevelopment Code (E Berry and E Lancaster Corridors), City of Fort Worth, Texas

Prior to establishing Livable Plans and Codes, Jay worked on several award-winning codes that have been implemented including:

- Oak Street Corridor Plan and Code, City of Roanoke, Texas
- CityLine TOD Code for KDC Development in Richardson
- McKinney Town Center Code, City of McKinney, Texas
- Camp Bowie Corridor Redevelopment Code, City of Fort Worth, Texas.
- Downtown Owensboro Form-Based Code, City of Owensboro, Kentucky
- Downtown Hutto Form-Based Code, Hutto, Texas

Kimley-Horn has extensive experience related to planning and infrastructure related activities including:

- Panther Island Mass Grading Plan
- Panther Island Wastewater Master Plan
- Lead the 3D model update that is in TRWD's office
- Assisted in the developed the Conceptual Bridge and Canal Schematics
- Assisted in the Evaluation of the Canal Maintenance Dam Options
- Developed the Panther Island utility corridors
- Updated Panther Island Master Plan for minor roadway alignments

- Developed the Panther Island Master Plan Canal Detention Credit Analysis
- Developed the Panther Island Master Plan Canal Phasing Conceptual TRWD Costs which includes canals, storm drain, maintenance dams, local and arterial streets, and utility relocations.
- Evaluated bridges for the canal crossings
- Assisted TRWD with the Heritage Park and TRWD property swap
- Assisted TRWD with the Panther Island Strategic Vision Update
- Developed the Trinity Uptown Transportation Impact Study
- Developed the conceptual/preliminary iSWM for Panther Island
- Update the Panther Island Stormwater opinion of probable construction costs
- Designed the TRWD Panther Island Canal B Phase 1

Kimley-Horn also has experience related to the Panther Island FBC that included:

- Assisted TRWD in updating the Panther Island Form Based Code
- TRWD Water Quality Guidance Manual – helped develop the water quality requirements for Panther Island
- Developed Commercial Development Guide for Panther Island
- Developed the Panther Island Canal Design Guidelines

In addition, KHA has worked with Franchise Utilities and Private development interests to address Oncor transmission line alignment and assisted with the design of various private developments including Encore and Panther Island Pavilion.

Side Partners, LLC is DFW based Planning and Urban Design firm established in 2022, led by Randy Hutcheson that focuses on form-based coding, development process improvements, community outreach, development code peer review, providing on-call urban design services, historic preservation consultation, and staff training in specialized zoning and development delivery.

After over 25 years as a local government urban designer, most recently from the City of Fort Worth, Side Partners provides a range of planning and coding services that will be invaluable to the team. Side Partners is a boutique firm with a sole owner and employee, Randy Hutcheson and has its office in North Richland Hills, Texas.

Assigned to the Trinity River Project in 2005, Randy Hutcheson possesses a unique understanding of the project. His tenure on the project from 2005 to 2023 allowed him to witness its evolution firsthand. Randy's pivotal role in introducing the city and project consultants to the advantages of form-based codes underscores his specialized expertise on this form-based code. Specifically, he has deep insights into the code's history, text amendments since its initial approval, updates to the urban design plan, creation of canal guidelines, and strategic decisions related to street sections. Moreover, Randy adeptly balances height considerations, land use dynamics, and stakeholder expectations against Tax Increment Financing (TIF) performance. His expertise is an invaluable asset for Panther Island's success. As a long time Resource Council and Steering Committee member at the Smart Growth America's Form Based Code Institute, Randy has demonstrated his specialized expertise and capabilities by providing peer review of codes from other cities to guidance on form based code education of public and private practitioners. Experience in preparing and updating form-based codes that regulate development and redevelopment in other communities (identifying, evaluating, codifying, and explaining the essential qualities of community design and character) (project sheets)

# Firm's Approach

## Enhancing Panther Island's Form-Based Code: Vision 2.0 Integration

The existing form-based code (FBC) serves as a solid framework aligned with Panther Island's overarching vision. However, Vision 2.0 introduces nuanced design elements related to building heights, desired mix of uses, options for houseboats, open spaces, transit, waterfronts spaces, canals, and channel fronts. Some recommendations are contingent on discussions that were not finalized in the Vision 2.0 process that are necessary to achieve some recommendations. These enhancements must now be seamlessly integrated into the FBC. Additionally, Vision 2.0 emphasizes a more compact street network to foster true urbanism. Consequently, the FBC update should address practical ways to implement the recommended connectivity improvements and refined street cross sections from Vision 2.0.

## Recommended Steps for Panther Island Form Based Code (FBC) Revisions

### 1. Early Workshop and Decision-Making Framework

We recommend starting with a workshop involving key public entities—the city and Trinity River Water District (TRWD). Together, we'll create a decision-making framework. This framework will identify areas of agreement and disagreement on recommendations from Vision 2.0, as well as any agency-specific requirements and priorities. This step will clarify straightforward code amendments versus elements needing further study by our consultant team.



LPC has extensive experience with public and stakeholder engagement that will be critical during this FBC update process.

During this step, we recommend city staff assigned to this project creating the list of stakeholders they want to engage throughout the process including members of the original Vision 2.0 Steering Committee, public entity partners, elected and appointed officials, and major property owners and developers in the district.

### 2. Section-by-Section Comparison and Regulatory Approaches

Next, we'll conduct a thorough comparison between existing FBC provisions and Vision 2.0. Our goal is to identify inconsistencies, areas requiring adjustment, and additions to the code. We'll recommend regulatory approaches to align the FBC with Vision 2.0's goals as agreed upon in step one (1).

We recommend meeting with the City Attorney's Office during this step to ensure recommendations from Vision 2.0 that are intended to be incorporated are in conformance with state law to ensure we are not suggesting unattainable solutions in future steps.



### 3. Code Calibration Charrette

We recommend a two (2)-day code calibration charrette exploring various calibration options for the major form-based standards including options. We will work with city team members charged with implementation of the code and development/infrastructure delivery. The charrette's outcome will be presented in a public meeting, as outlined in step four (4), allowing stakeholders to provide feedback.

### 4. Broad Agreement and Detailed Drafting

Once step three (3) is complete, we will work with the city's project manager to engage stakeholders to discuss major elements that are agreed upon. Achieving consensus will pave the way for a detailed strike-through and underlined version of the updated FBC, complete with graphics and maps. The logistics of the public meeting will be organized by the city's project manager and include, at a minimum, stakeholders identified by staff in step one with the consultant team leading the meetings.

### 5. Beta Testing and Review

The draft code will undergo rigorous beta testing based on existing and potential projects. City staff, partner agencies, and stakeholders will review it thoroughly. This could take the form of a one-day workshop where the city, consultant team, and the public partners including TRWD, all work together to determine fatal flaws. Their feedback will inform necessary refinements.



Example of beta testing of the standards in a form-based code conducted by LPC.

### 6. Final Public Presentation Before Approval Process

The consultant team will present at a second meeting, convened by the city, to present the final draft after completion of steps four (4) and five (5).

### 7. Formal Adoption

The project team will support staff through the formal adoption of the revised code as outlined in the RFP. This will include formal presentations to the Urban Design Commission, Zoning Commission, and City Council and up to two (2) rounds of revisions.

### 8. Ongoing Support (optional)

Following adoption, our team could be available for on-call support during project reviews under the updated FBC. We'll clarify code standards for different scenarios and assist city staff in decision-making. This would be an additional service that our team would offer after the code amendment is adopted.

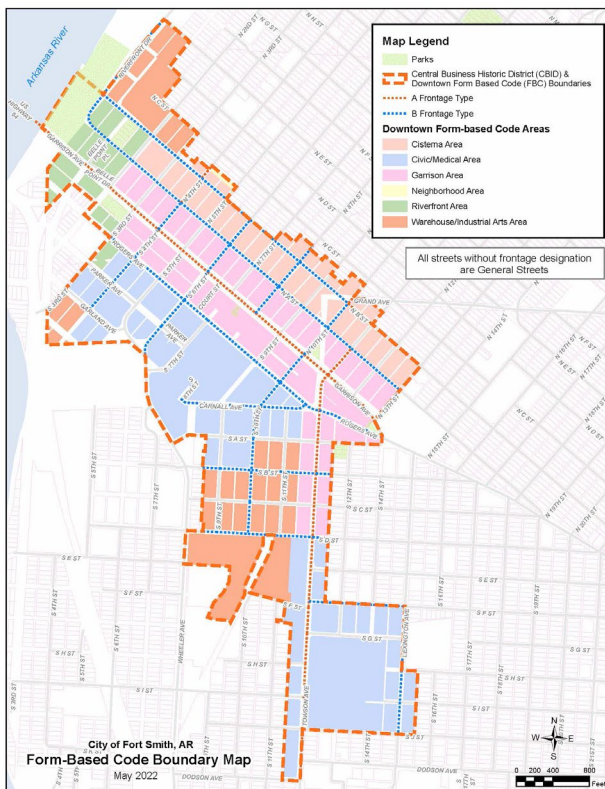
By seamlessly integrating Vision 2.0's enhancements, we'll ensure that Panther Island's FBC reflects the community's evolving needs and aspirations as envisioned in Vision 2.0 and new ideas gathered during this process.

# Firm's Success and Performance Experience

## Downtown Fort Smith Form-Based Code

**Client:** City of Fort Smith, AR | **Location:** Fort Smith, Arkansas

**Key staff:** Jay Narayana- Project Lead and Coding Lead



Livable Plans and Codes was invited to assist the City of Fort Smith, Arkansas in developing the form-based code to implement its downtown master plan, Propelling Downtown Forward.

Led by the Fort Smith Central Business Improvement District (CBID) and the City of Fort Worth, LPC worked with downtown stakeholders and city staff to develop a tailored zoning tool to implement the different redevelopment opportunities in and around downtown. It included the creation of six sub-districts, a regulating plan, and integration of historic preservation guidelines.

LPC also provided post adoption support with training sessions with staff to walk them through the review process and supported the review of the first few projects under the newly adopted code.

**Relevant Experience:** Master planning, form-based code, urban design and placemaking

**Project Time-Frame:** 2019 – 2021

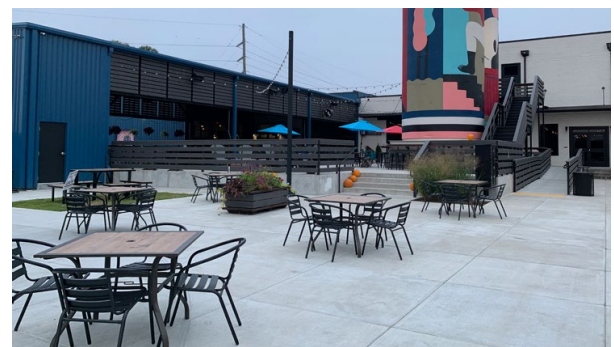
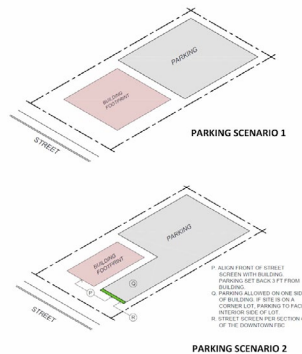


Image of the type of adaptive reuse of the industrial land uses in Downtown Fort Smith the form-based code envisions

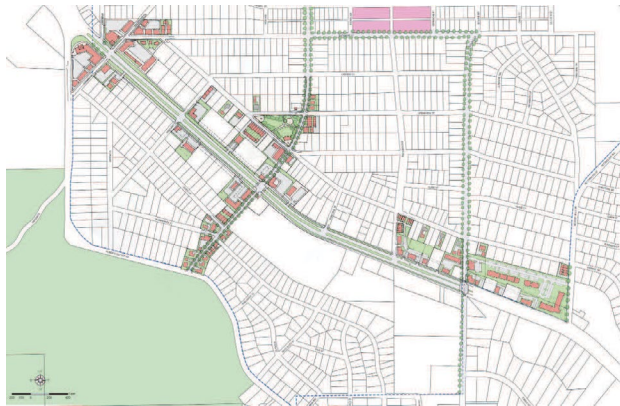
### **Project Contact:**

Maggie Rice, Director of Planning | City of Fort Smith, AR | [mlewis@fortsmithar.gov](mailto:mlewis@fortsmithar.gov) | 479.784.2216

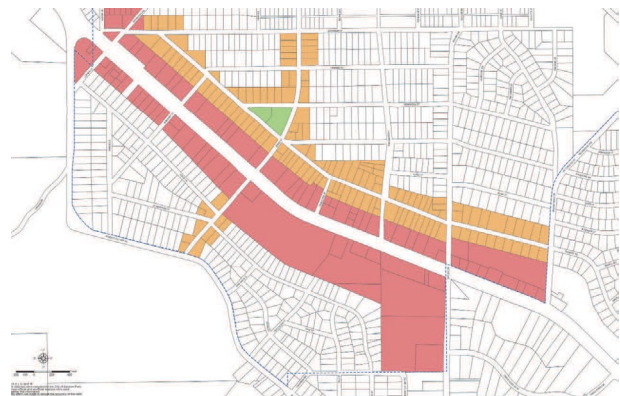
# SH 199 Corridor Plan and Zoning Update

**Client:** City of Sansom Park, Texas | **Location:** Sansom Park, Texas

**Key staff:** Jay Narayana- project lead and coding lead | Michael Huston- urban design and graphics lead



The Illustrative Plan shows potential development scenarios is key sites along the SH 199 corridor. The team proposed pedestrian and bike improvements on local streets to better connect the park and school.



Working under the Livable Plans and Codes umbrella, Narayana and Huston were retained by the City of Sansom Park to develop a masterplan and form-based zoning to coincide with TXDOT right-of-way improvements to SH 199(Jacksboro Highway). The team prepared an Illustrative Plan to study the redevelopment capacity of key opportunity sites along the corridor. In addition, going outside their study area, the team proposed pedestrian and bike facility enhancements to connect the north and south sides of the town that were separated by the high traffic corridor. Biway Street was identified for its potential as a walkable “Main Street” and flexible zoning to encourage small businesses that cater to the local community. The new zones, which included a Corridor Mixed-Use zone and a Neighborhood Mixed-use zone, included basic building design standards intended to improve the character and image of the corridor over time.

**Relevant experience:** Corridor plan, master planning, form-based code, urban design and placemaking

**Project Time-Frame:** 2021 – 2022

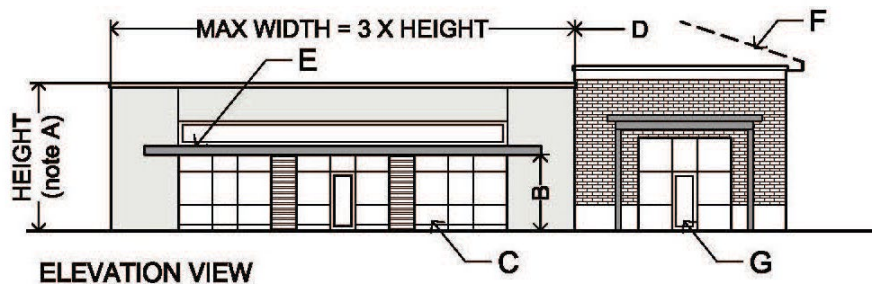


Image above is the zoning map that was informed by the master plan.

**Project Contact:**

Jim Barnett, Jr. | Mayor, City of Sansom Park | [jbarnettjr@sansompark.org](mailto:jbarnettjr@sansompark.org) | 817.739.1250

# U.S. Government System for Award Management Documentation



Jayashree Narayana <jay@livableplans.com>

---

## SAM.gov | You have received a Unique Entity ID for LIVABLE PLANS AND CODES, LLC

1 message

---

donotreply@sam.gov <donotreply@sam.gov>  
To: jay@livableplans.com

Wed, Jun 5, 2024 at 12:11 AM

Jayashree Narayana,

You have successfully received a Unique Entity ID for:

**LIVABLE PLANS AND CODES, LLC**  
**UNIQUE ENTITY ID: P63YF5F8RG26**

You have been assigned the UEI Data Entry Role in the Entity Registration domain with this entity. You can use the Unique Entity ID to identify your entity to federal government agencies or to register your entity on SAM.gov.

Your Unique Entity ID does not expire and does not need to be renewed. You can update your entity information by signing in to SAM.gov and going to your Entity Management Workspace.

If you have additional questions, please go to the [Federal Service Desk](#).

*Do not reply to this auto-generated email.*

This email was sent from SAM.gov



Women Business Enterprise (WBE)  
Livable Plans and Codes, LLC DBA Livable  
Plans and Codes

## **Livable Plans and Codes, LLC DBA Livable Plans and Codes**

has filed with the Agency an Affidavit as defined by NCTRCA Women Business Enterprise (WBE) Policies & Procedures and is hereby certified to provide service(s) in the following areas:

**NAICS 541320: CITY PLANNING SERVICES**  
**NAICS 541320: LAND USE PLANNING SERVICES**  
**NAICS 541611: STRATEGIC PLANNING CONSULTING SERVICES**  
**NAICS 925110: HOUSING PROGRAMS, PLANNING AND DEVELOPMENT, GOVERNMENT**  
**NAICS 925120: REGIONAL PLANNING AND DEVELOPMENT PROGRAM ADMINISTRATION**

This Certification commences September 20, 2022 and supersedes any registration or listing previously issued. This certification must be updated every two years by submission of an Annual Update Affidavit. At any time there is a change in ownership, control of the firm or operation, notification must be made immediately to the North Central Texas Regional Certification Agency for eligibility evaluation.

Certification Expiration: September 30, 2024  
Issued Date: September 20, 2022  
CERTIFICATION NO. IFWB63953N0924

---

Certification Administrator



RFP Title: Panther Island Form-Based Code Update

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

LIVABLE PLANS AND CODES, LLC

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Signature of vendor doing business with the governmental entity

5/30/24
Date



RFP Title: Panther Island Form-Based Code Update

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Kimley-Horn and Associates, Inc.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No (X)

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No (X)

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Signature of vendor doing business with the governmental entity

6/13/2024

Date



RFP Title: Panther Island Form-Based Code Update

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Randy Hutcheson

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No N/A

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No N/A

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).


7 Signature of vendor doing business with the governmental entity

Randol Hutcheson

5/30/2024

Date



	<b>CITY OF FORT WORTH - PURCHASING DIVISION          AUTHORIZED SIGNATURE AND CONTACT DETAILS</b>	
RFP Ref. #: 24-0203	Doc. Ref#: RFP-03	Page 1 of 1
RFP Title: Panther Island Form-Based Code Update		

Legal Name of Proposer: Livable Plans and Codes, LLC

D/B/A Name of Proposer: Livable Plans and Codes

City of Fort Worth Bidder/Supplied Id or Federal Id Number (TIN): 90-1906155

Address: 8928 Redding Street, North Richland Hills, Texas 76180

Name of the Authorized Representative: Jayashree Narayana

Title: Principal

The undersigned, by his/her signature, represents that he/she is submitting a binding Proposal and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet for this RFP and agrees to be bound by the terms therein.

The undersigned agrees if the Proposal is accepted, to furnish any and all items and/or services upon which prices are offered, at the price(s) and upon the terms, conditions, and scope/specifications contained in this RFP.

Signature of the Authorized Representative: 

Email: jay@livableplans.com Phone: 817-937-7186

Name of Contact Person - 1: Jayashree Narayana

Title of Contact Person - 1: Principal

Email: jay@livableplans.com Phone: 817.937.7186

Name of Contact Person - 2: \_\_\_\_\_

Title of Contact Person - 2: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Contact Person - 3: \_\_\_\_\_

Title of Contact Person - 3: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



**CITY OF FORT WORTH - PURCHASING DIVISION  
 PROPRIETARY INFORMATION, QUALIFICATION  
 QUESTIONNAIRE, AND MANDATORY REQUIREMENTS**

RFP Ref. #: 24-0203

Doc. Ref#: **RFP-05**

Page 1 of 5

RFP Title: Panther Island Form-Based Code Update

Legal Name of Proposer: Livable Plans and Codes, LLC

**1.0 PROPRIETARY INFORMATION**

- 1.1 All material submitted to the City becomes public property and is subject to the Texas Public Information Act upon receipt.
- 1.2 If a Bidder does not desire information that it believes to be proprietary in the bid to be disclosed, the bidder must list each page number in the chart below and must clearly mark and identify each page by including the word “PROPRIETARY” in all caps and highlighted yellow on the bottom center of each page at the time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to the information that must be disclosed lies with the Texas Attorney General. Note: Pricing may not be marked proprietary and will be made publicly available in the form of a bid tab following evaluation of all bids. By submitting a response, Bidders agree that pricing is not proprietary and may be released.
- 1.3 Failure to identify proprietary information, as required in Section 1.2, will result in all unmarked sections being deemed non-proprietary and available upon public request.

Pages with information believed to be Proprietary	Please indicate if only specific sections on the page are believed to be Proprietary
None	



**CITY OF FORT WORTH - PURCHASING DIVISION  
PROPRIETARY INFORMATION, QUALIFICATION  
QUESTIONNAIRE, AND MANDATORY REQUIREMENTS**

RFP Ref. #: 24-0203

Doc. Ref#: **RFP-05**

Page 2 of 5

RFP Title: Panther Island Form-Based Code Update

**2.0 PROPOSER'S QUALIFICATION QUESTIONNAIRE**

The information provided on this questionnaire and in the Proposal, submittal will be used to determine the responsiveness of the Proposal. Please answer each question thoroughly. Answers may be provided on a separate sheet as long as each response is labeled according to the question.

2.1 Will the agreement be available for Cooperative Agreement use?  
Please refer to the Cooperative Purchasing clause in the "RFP-01 Instruction to Proposers" document.

Yes  No

2.2 How long has your company been in business? 11 years (3 years as an LLC and 8 as a sole proprietor (Attach information that can be used to verify your years of experience.)

2.3 Do you have an email address that is regularly monitored? Yes  
Email Address:

**jay@livableplans.com**


2.4 How often will emails be responded to? within 24 hours

2.5 What are your business hours and days?

**Regular work hours: 9:00 am - 5:00 pm including evening meetings as needed**

2.6 Will your company be able to complete the deliverables on time listed on Section 3.0, Page 7, RFP-04-Evaluation Factors and Scope of Services?

Yes  No

	<b>CITY OF FORT WORTH - PURCHASING DIVISION          PROPRIETARY INFORMATION, QUALIFICATION          QUESTIONNAIRE, AND MANDATORY REQUIREMENTS</b>	
RFP Ref. #: 24-0203	Doc. Ref#: <b>RFP-05</b>	Page 3 of 5
RFP Title: Panther Island Form-Based Code Update		

**3.0 DOCUMENTS REQUIRED FOR PROPOSAL TO BE CONSIDERED RESPONSIVE**

- 3.1 Proposals should adequately address all evaluation factors listed in this solicitation and include the following list of required items that that will be used as part of the evaluation.
- 3.2 Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only.
- 3.3 The following documents and information is required to be submitted to be considered responsive:
  - 3.3.1 A completed and signed Conflict of Interest (CIQ) form, RFP-02-Form CIQ. This form shall not count towards any page limits.
  - 3.3.2 A completed and signed Authorized Signature and Contact Details, RFP-03-Authorized Signature and Contact Details form. This form shall not count towards any page limits.
  - 3.3.3 Completed Questionnaire and Requirements form, RFP-05-Questionnaire and Requirements, to include:
    - 3.3.3.1 Executive Summary detailing the Firm’s interest and understanding of the project.



**CITY OF FORT WORTH - PURCHASING DIVISION  
PROPRIETARY INFORMATION, QUALIFICATION  
QUESTIONNAIRE, AND MANDATORY REQUIREMENTS**

RFP Ref. #: 24-0203

Doc. Ref#: **RFP-05**

Page 4 of 5

RFP Title: Panther Island Form-Based Code Update

- 3.3.3.2 Provide firm's background, team organizational structure and the technical qualifications and capabilities of the key team members of the Firm who will actually be performing work on the project described in this RFP. Demonstrate technical competency, qualifications, licenses/certifications for Municipal Form-based Code, and compliance with technical requirements. Document specialized expertise demonstrating such specialized capabilities pertinent to similar work experience as described in the solicitation by the individuals.
- 3.3.3.3 Provide experience in preparing and updating municipal form-based codes that regulate development and redevelopment in other communities.
- 3.3.4.3.1 Identifying, evaluating, codifying, and explaining the essential qualities of community design and character.
- 3.3.3.4 Provide Firm's approach for completing and managing the services described in this solicitation.
- 3.3.3.5 Provide Firm's success and performance experiences related to other similar projects in size with in the last ten (10) years. List and describe no more than two (2) completed projects total and provide key staff members and roles. Include the customer's contact information for each project.
- 3.3.3.6 Documentation showing the Proposer has an active account or has started their firm registration with the U.S. Government System for Award Management (SAM.GOV). Note: there is no cost to register in SAM.GOV.



**CITY OF FORT WORTH - PURCHASING DIVISION  
PROPRIETARY INFORMATION, QUALIFICATION  
QUESTIONNAIRE, AND MANDATORY REQUIREMENTS**

RFP Ref. #: 24-0203

Doc. Ref#: **RFP-05**

Page **5** of **5**

RFP Title: Panther Island Form-Based Code Update

- 3.3.4 Completed Business Equity MWBE and Forms, RFP-06-  
Business Equity MWBE and Forms. This form shall not count  
towards any page limits.
  
- 3.3.5 Any Other Required Documents. Proposers can include  
additional documentation in this section that may assist in the  
evaluation process. Documents should reference the section it  
pertains to. Documents on this section shall count towards the  
page limit.
  
- 3.3.6 Completed Bid Table (BT-78FR). This form shall not count  
towards any page limits.
  
- 3.3.7 RFP 24-0203 Exception Forms – Proposer shall indicate any  
and all exceptions to the RFP. The exceptions must be listed on  
an item-by-item basis and cross-referenced. If there are no  
exceptions, the Proposer must expressly state that no exceptions  
are taken. This form shall not count towards any page limits.

**RFP Exceptions**  
**Livable Plans and Codes, LLC**  
**Panther Island Form-Based Code Update**

1. Delete “and defend” on the first sentence under item 8.2 General Indemnification, page 3.

8.2 GENERAL INDEMNIFICATION - VENDOR HEREBY COVENANTS AND AGREES TO INDEMNIFY, **AND** HOLD HARMLESS, ~~AND DEFEND~~ CITY, ITS OFFICERS, AGENTS, REPRESENTATIVES, SERVANTS, AND EMPLOYEES, FROM AND AGAINST ANY AND ALL CLAIMS OR LAWSUITS OF ANY KIND OR CHARACTER, WHETHER REAL OR ASSERTED, FOR EITHER PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO VENDOR'S BUSINESS AND ANY RESULTING LOST PROFITS) AND PERSONAL INJURY, INCLUDING, BUT NOT LIMITED TO, DEATH, TO ANY AND ALL PERSONS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, TO THE EXTENT CAUSED BY THE NEGLIGENT ACTS OR OMISSIONS OR MALFEASANCE OF VENDOR, ITS OFFICERS, AGENTS, REPRESENTATIVES, SERVANTS, EMPLOYEES, CONTRACTORS, OR SUBCONTRACTORS.

2. Change #24 Warranty of Services to the following text (Page 7):

Vendor warrants that its services will be of the level of competency presently maintained by other practicing planners as promulgated by the American Institute of Certified Planners (AICP) for professional and technical soundness, accuracy, and adequacy of the work and materials provided under this agreement. ~~its services will be of a high quality and conform to generally prevailing industry standards.~~ City must give written notice of any breach of this warranty within thirty (30) days from the date that the services are completed. In such event, at Vendor’s option, Vendor will either (a) use commercially reasonable efforts to re-perform the services in a manner that conforms with the warranty, or (b) refund the fees paid by City to Vendor for the nonconforming services.



**ADDENDUM TO REQUEST FOR PROPOSAL NO. 24-0203  
PANTHER ISLAND FORM-BASED CODE UPDATE  
PURCHASING DIVISION**

**ADDENDUM NO. 1**

**DATE ISSUED: June 6, 2024**

**REQUEST FOR PROPOSAL (RFP): 24-0203  
BID CLOSING DATE: June 13, 2024 (UNCHANGED)**

RFP No. 24-0203 issued May 15, 2024, is hereby amended as follows:

1. The Proposal Submission Deadline is changed from June 13, 2024 at 2:00 AM (CST) to June 13, 2024 at 2:00 PM (CST).
2. Questions and Answers document is hereby incorporated, in full text on page 2 of this addendum.

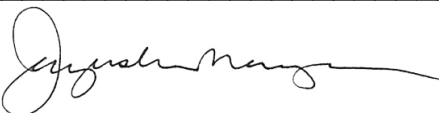
All other terms and conditions remain unchanged.

*Jesus Fernandez*

**Jesus Fernandez  
BUYER**

.....  
By the signature affixed below, Addendum No. 1 is hereby incorporated into and made part of the above referenced Request for Proposal.

COMPANY NAME: Livable Plans and Codes, LLC

SIGNATURE: 

**NOTE:** Company name and signature must be the same as on the original bid documents. Failure to return this form with your sealed bid may constitute grounds for rejection of your offer.



## Questions and Answers

- Q1 Is four (4) the desired number of community meetings?
- A1 Yes, that is the ideal number of community meetings given the various stakeholder groups that will be involved. However, if the consultant has a different model and community meeting format that has worked well in the past on a similar project, the City would be open to discussing alternatives.
- Q2 Is it possible to consider an additional fee increase to allow the urban design and planning firm who completed Panther Island Updated Strategic Vision to be able to join a team to provide insight and expertise on the approved Panther Island Strategic Vision 2.0?
- A2 The City does not have additional funding in the project budget to bring on a separate firm to assist with the project.
- Q3 Is it encouraged for proposing teams to include the urban design and planning firm who completed Panther Island Updated Strategic Vision to join their team to provide insight and expertise on the approved Panther Island Strategic Vision 2.0?
- A3 It is encouraged but not required, since the City has access/ownership to the Panther Island Strategic Vision 2.0 project documents.
- Q4 On Section 2.2.3, Page 3 of Evaluation Factors and Scope of Services, to what extent should this form-based code update process revisit the issues resolved in Panther Island Strategic Vision 2.0? Specifically, as it relates to building heights since that has been very contentious. Or can this form-based code process assume that some of these previously resolved issues as a given?
- A4 The building height item is not resolved. An analysis of existing building heights and recommendations for adjustments to the heights within sub-districts (including sub-district boundaries) is expected as part of this update. The City adopted a text amendment to the Code in April 2024 to increase the building height in the Panther Island-North Main sub-district to 20 stories. This text amendment was intended to be

temporary until a full evaluation of heights, massing, and sub-districts is undertaken as part of the Code update process.

The building height issue is also one of the factors that leads into the number of community engagement meetings.

Q5 Can an MWBE Prime firm count their participation as meeting the MWBE requirements?

A5 Yes, an MWBE Prime that is certified through the accepted certification agencies, is within the six county marketplace, and/or falls under the significant business presence requirement, can count toward the participation of the MWBE goal set on the project.

Q6 Is the SAM.gov registration requirement a must? This is something that many small businesses find unnecessary to complete.

A6 Yes, the City requires a SAM.gov registration or proof that the proposer is currently registering the account.

Q7 Is the City looking at just tweaking the existing code and refining it so it addresses the Panther Island Strategic Vision 2.0 that was recently adopted?

A7 The City's goal is to make necessary adjustments to the existing Code so that it reflects recommendations in the Panther Island Strategic Vision 2.0. The City does not anticipate a full re-write of the Code.

Q8 On the bid table, are these calendar dates laid out to happen exactly right after the other or would there be a reality where the proposers might do some work and wait for some of those studies to get done? That way some of that information could technically get incorporated into the updated form-based code.

A8 Those calendar dates can happen concurrently or be moved forward or backward if necessary. The "Calendar Days to Complete Deliverable" is an estimated time frame based on similar Code updates that the City has undertaken in the past.

- Q9 Are there specific methods that the City is looking for the proposers to bring to the table or is it for the proposers to come up with different tools and engagement topologies?
- A9 There are no specific methods, although the National Charrette Institute provides good principles for conducting community engagement.
- Q10 Is there an existing steering committee or advisory committee that's been appointed by City Council that did the Panther Island Strategic Vision 2.0 and would shepherd this process or work with the City and the consultants on this process?
- A10 No, there is not an existing steering committee or advisory committee that has been appointed. Staff does not anticipate such a committee being appointed by Council; rather, a key group of stakeholders will be involved throughout the Code update process.
- Q11 Can the City elaborate more on the thought process of the community engagements? Are they being set up and run by the City and then the consultants share the information? Or is a consultant in charge of setting up all those meetings up and running them and the details?
- A11 The logistics of the community engagement meetings will be handled by City staff. It is expected that the consultant will lead the meetings, walk participants through proposed changes as well as rationale behind the changes, and facilitate and collect feedback from participants to be incorporated into the Code update.