

# Mayor and Council Communication

DATE: 06/27/23

M&C FILE NUMBER: M&C 23-0572

LOG NAME: 13P RFP 23-0055 STRUCTURAL & EFFICIENCY STUDY DS MC

**SUBJECT**

(ALL) Authorize the Execution of a Purchase Agreement with Berry, Dunn, McNeil & Parker, LLC to Provide a Structural and Efficiency Study for Development and Permitting Services in an Annual Amount Up to \$172,700.00 for the Development Services Department

**RECOMMENDATION:**

It is recommended that the City Council authorize the execution of a purchase agreement with Berry, Dunn, McNeil & Parker, LLC to provide a structural and efficiency study for development and permitting services for the Development Services Department in an annual amount up to \$172,700.00 for the initial term and authorize four one-year renewal options for the same amount.

**DISCUSSION:**

The Development Services Department approached the Purchasing Division to finalize an agreement to provide a structural and efficiency study for development and permitting services that will allow the Department to identify innovative methods to improve operational efficiency and effectiveness of its services.

In order to procure these services, staff issued a Request for Proposal (RFP) No. 23-0055. The RFP consisted of detailed specifications of services to be performed and minimum requirements that the vendor must comply with.

This RFP was advertised in the *Fort Worth Star-Telegram* on April 5, 2023, April 12, 2023, April 19, 2023 and April 26, 2023. The City received three (3) responses.

An evaluation panel, consisting of representatives from the Development Services and Human Resources departments evaluated and scored the submittals using Best Value criteria. After the initial evaluation meetings, the top two firms were interviewed on May 18, 2023 and May 19, 2023 and the City requested a Best and Final Offer (BAFO) which resulted in no changes to the prices submitted by each of the Bidders in their initial responses. 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	Total Score	Rank
Berry, Dunn, McNeil & Parker, LLC	19.17	20.00	29.17	14.75	83.09	1
Matrix Consulting Group, Ltd	18.33	17.50	25.67	15.00	76.50	2

Best Value Criteria:

- a. Qualifications of the firm in performing projects of similar scope;
- b. Experience and qualifications of key individuals assigned to the project;
- c. Proposer's ability to meet the City's needs; and
- d. Cost of service.

After interviews the evaluation panel concluded that Berry, Dunn, McNeil & Parker, LLC presented the best value to the City. Therefore, the panel recommends that Council authorize an agreement with Berry, Dunn, McNeil & Parker, LLC. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor's bid met specifications.

FUNDING: The maximum allowed under this agreement would be \$172,700.00; however, the actual amount used will be based on the need of the department and available budget.

Funding is budgeted in the Development Services Department rollup within the General Fund.

BUSINESS EQUITY - The initial estimated bid amount for this procurement was less than \$100,000.00, therefore, a Business Equity goal was 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.

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

RENEWAL OPTIONS: This agreement may be renewed up to four (4) one-year terms 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.

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

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Expedited