

# Mayor and Council Communication

DATE: 02/14/23

M&C FILE NUMBER: M&C 23-0107

LOG NAME: 19CONSOLIDATED PLAN CONSULTANT

## SUBJECT

(ALL) Authorize Execution of a Professional Services Agreement with J-Quad Planning Group, LLC in an Amount Not to Exceed \$130,050.00 for Consultant Services Related to the Development of the 2023-2027 Consolidated Action Plan and the 2023-2024 Annual Action Plan for Submission to the United States Department of Housing and Urban Development

## RECOMMENDATION:

It is recommended that the City Council authorize the execution of a professional services agreement with J-Quad Planning Group, LLC in an amount not to exceed \$130,050.00 for consultant services related to the development of the City's 2023-2027 Consolidated Plan, including the 2023-2024 Annual Action Plan, for submission to the United States Department of Housing and Urban Development.

## DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to authorize the execution of a professional services agreement with J-Quad Planning Group, LLC to develop the City's 2023-2027 Consolidated Plan (ConPlan), including the 2023-2024 Annual Action Plan (AAP), and Analysis of Impediments (AI) to Fair Housing Choice. The 2023-2027 ConPlan will assess community and affordable housing needs and set strategic priorities and goals for use of federal grant funds from the United States Department of Housing and Urban Development (HUD) for a five-year period. These priorities and goals will be addressed with Annual Action Plans that summarize the major housing and community development activities and proposed expenditures for each of the five years. The ConPlan will collect and analyze data to assess Fort Worth's affordable housing and community development needs and market conditions. The ConPlan will recommend data-driven, place-based investments that will enhance City neighborhoods and create a better quality of life for residents.

Providing an Analysis of Impediments to Fair Housing Choice is a process that recipients of grant funds from HUD undertake as part of their obligation to affirmatively further fair housing (AFFH) under the Fair Housing Act. This includes taking proactive steps to overcome housing discrimination and segregation. The AI identifies fair housing issues in Fort Worth and the surrounding areas, contributing factors to issues, and outlines goals and strategies to address issues. The fair housing analysis in the AI focuses on patterns of integration and segregation, racially and ethnically concentrated areas of poverty, disparities in access to opportunity, and disproportionate housing needs. Other components of the AI examine publicly supported housing, disability and access, fair housing enforcement, and demographics.

## Background

The Neighborhood Services Department (NSD), in an effort to efficiently utilize current staff and provide a more strategic planning process, opted to select a consultant to assist with the development of the ConPlan. In November, 2022, NSD issued a Request for Qualifications (RFQ) requesting Statement of Qualifications from a multidisciplinary team with expertise in the areas of neighborhood and community planning, community development, housing, community engagement, and use of federal HUD block grant funds for neighborhood improvement. This would include an ambitious effort to deeply engage residents, property owners, community leaders, organizations, City departments (e.g. Police, Neighborhood Services, Economic Development, Planning & Data Analytics, Code Compliance, Library), and other community stakeholders to prepare a plan that will align and focus funding from our HUD grant programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons with AIDS (HOPWA) Program.

In response to the RFQ, the City received four proposals from qualified firms. The criteria established in the RFQ included:

Criteria	Factor	Weight
1	Project Team ability to engage with the public and secure meaningful public input during the development of the plan	30
2	Project Team experience in successfully delivering Consolidated Plans that were implemented by the client and accepted by the United States Department of Housing and Urban Development	20
3	Project Team members' pertinent experience in: Neighborhood and Community Planning (10) Community Development (10) Federal Block Grant Funds (10)	30

4	Project Team's understanding of the proposed project as explained in their proposal and capacity to perform the submitted plan	10
5	Diversity of the multi-disciplinary team is representative of the City of Fort Worth	10

A panel comprised of members of the Neighborhood Services Department evaluated the responses with respect to the selection criteria and conducted interviews with each applicant. The team scored and selected a recommended consultant based on the following scores:

Consultant Name	Reviewer Score
J-Quad Planning Group, LLC	87
TDA Consulting	79
WFN Consulting	78
Karen Dash Consulting	56

One firm, J-Quad Planning Group, LLC, scored higher than the other proposals and was recognized by the panel as the most qualified proposer. City staff recommends awarding a contract to J-Quad Planning Group, LLC. This planning effort will begin in February 2023 and will be completed by end of June 2023.

Funding is budgeted in the Consultant & Other Professional Services account of the Neighborhood Services Department's General Fund.

This plan and programs are available in ALL COUNCIL DISTRICTS.

---

**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 an expenditure being incurred, the Neighborhood Services Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Fernando Costa 6122

**Originating Business Unit Head:** Victor Turner 8187

**Additional Information Contact:** Terrance Jones 7563  
Sharon Burkley 5785