



REQUEST FOR PROPOSALS
Professional Economic Consulting Services

To Prepare a Study of Development Costs and
Infrastructure Funding in Fort Worth

INFRASTRUCTURE FUNDING CHALLENGE

The City of Fort Worth is a pro-growth community. Sustainable, managed growth will continue to be a critical element of its success. However, Fort Worth is not keeping pace with the infrastructure needs of a rapidly increasing population, resulting in a backlog of capacity projects.

In 2005, the Dallas-Fort Worth region grew by 168,000 people, making this the 10th consecutive year of growth in excess of 100,000. Fort Worth is the fastest growing large city in the country, with an estimated population of over 700,000. With this growth come infrastructure funding challenges as private development outpaces public investment.

OVERVIEW

The City of Fort Worth is soliciting proposals from firms to provide professional economic consulting services associated with the creation of a Study of Development Costs and Infrastructure Funding to identify financing options for capital improvements in City of Fort Worth.

Interested firms are invited to submit proposals for the subject work in accordance with the requirements outlined herein. Based on the stated selection criteria, a single firm will be asked to enter into a formal agreement for the subject services. This solicitation in no way obligates the City to award a contract for the services described herein, nor will the City assume any liability for the costs incurred in the preparation and transmittal of proposals in response to this solicitation.

PROJECT CONCEPT AND STATUS

City of Fort Worth is experiencing significant development pressure throughout the City. The City of Fort Worth and the Fort Worth Chamber of Commerce are co-sponsoring this study. The City Manager has established an Advisory Committee on Development Costs and Infrastructure Funding to guide this effort and offer recommendations regarding short term and long term funding plan options that will be developed during this work.

The Consultant selected will be asked to identify the impacts associated with development and provide for capital improvements required to increase the capacity in order to facilitate future growth. For purposes of this Request for Proposal only, infrastructure CIP includes arterial roads, bridges, neighborhood street reconstruction, traffic signalization, intersections and government buildings.

SCOPE OF WORK

The anticipated scope of work is divided into four distinct but related tasks to develop and implement the program.

Task One – Revenue/Expenditure Sources

The first task consists of conducting the research necessary to:

1. Provide a comprehensive short term (five-year) and long term (10-year) forecast of the City's infrastructure revenues.
 - a) Infrastructure revenue capacity by source and whether current revenue sources

- can sustain the expected level of City services
 - b) The revenue analysis should include, but not be limited to: user fees, development and impact fees, tax revenues, and all other pertinent revenue sources, i.e. water, sanitary sewer, stormwater fees and transfers.
 - c) The impact of potential revenue enhancements on citizens, businesses, and developers should be determined.
2. Provide a comprehensive short term (five-year) and long term (10-year) forecast of City expenditures for all General Fund Infrastructure Capital Improvement Programs. The CIP plans for the construction of arterial roads, bridges, neighborhood street reconstruction, traffic signalization, intersections and city government buildings. Known and probable future infrastructure requirements should be represented by capital categories, projected implementation/execution timing, and recommendations for sources of funds.

Task Two – Gap Analysis

The second task will be to provide a gap analysis to show how revenue and expenditures compare over a comprehensive short term (five-year) and long term (10-year) period.

1. The analysis should include a review of the capital improvement program (CIP) for each of the funding programs, identifying the deficiencies and providing at least three (3) feasible alternatives for review.
2. Evaluate the City’s debt capacity and ability to raise capital to finance projects identified in its long-term capital needs plan. Include an historical (5 and 10 year summary of long-term indebtedness and investment in infrastructure and benchmark the City’s investment in infrastructure against those cities identified in Task 3.
3. Prioritize expenditures and provide an action plan, based upon recommendations, if adequate revenues can not be generated.
4. Provide strategies to improve the City's internal capacity to develop, adopt, monitor and implement multi-year capital improvement programming.

Task Three – Impact Analysis

The Consultant will be asked to provide an economic analysis that considers the cost of private development and predicts the impact of funding infrastructure on the growth and health of the community.

The analysis should address the current and long-term economic climate in the Dallas-Fort Worth metro area to determine the impact of new or increased fees on sustained long-term growth development. In addition to the financial forecast, the proposal should provide a cost-of-doing-business comparison of Fort Worth to other comparable cities. The following cities will be included in this benchmark study:

Texas Cities			
Arlington	Austin	Dallas	Denton
Frisco	Grand Prairie	Grapevine	Irving
McKinney	Plano	San Antonio	Waco

Other Comparable Cities			
Charlotte, NC	Chicago, IL	Denver, CO	Kansas City, MO
Las Vegas, NV	Oklahoma City, OK	Phoenix, AR	

Evaluative criteria may include but not be limited to: land values, labor rates, ad valorem taxes, sales taxes, impact fees, and other pertinent city-assessed fees, development ordinances and construction standards.

Task Four - Public Outreach

The Consultant will be responsible for hosting two (2) community workshops. It is anticipated that the optimal timing for the two workshops will be one each following Task 2 and Task 3. The intent of these workshops is to obtain public input and consensus on the options analysis provided by the Consultant. Results of the workshops will be compiled by the Consultant and added into the final Infrastructure Funding Study presented to the Advisory Committee.

PRESENTATION

Using the analysis and the results of the community stakeholder workshops, the Consultant will be able to complete the Infrastructure Funding Study and present the results and a feasibility of implementation of a preferred alternative for the City to consider.

The Infrastructure Funding Study will document the assumptions and methodology and will include copies of all data, models, and other materials used in the analysis. An administrative draft report for Advisory Committee review will be required prior to scheduling a study session before the Committee. Based on comments received on the draft report, a final report will be prepared for the Advisory Committee review.

SERVICES PROVIDED BY THE CITY

With the exception of the following items, the Consultant shall provide the necessary resources and services to execute the work scope described above. In coordination with the selected Consultant, the City will designate a City staff person to be the primary contact person to provide associated project documents (i.e. information regarding updates to existing fee programs, City planning documents, changes in policy or administrative directives) and administer the subject professional services agreement.

If the Consultant assumes that the City will provide any services other than those specifically indicated above, those assumptions should be clearly stated and highlighted in its proposal.

SCHEDULE

The following schedule is anticipated for consultant selection and contract award.

RFP Release Date	On or about May 7, 2008
Pre-submittal Conference	May 14, 2008
Proposals Due Date	June 9, 2008, by 1:30 PM (Local Time)
Selection Committee Interviews	June 16-20, 2008

Advisory Task Force Selection	June 27,2008
Contract Negotiations by Staffs	July 1-4, 2008
City Council & Chamber Board Approval	July 15-22, 2008
Notice to Proceed (anticipated)	July 28, 2008
Submission of Final Report	December 2008

COMPENSATION

The Consultant will be compensated in accordance with a negotiated fee schedule and within a negotiated not-to-exceed fee limit that will be based on the level of effort identified by the Consultant in its proposal. Note that compensation conditions specified by the City standard agreement include retention of ten percent of all progress payments. Retention will be released in full following City acceptance of all required Consultant submittals.

PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be conducted from 1:30 – 3:00 PM on Wednesday, May 14, 2008 at the Fort Worth Convention Center, conference room 101.

SUBMITTALS

Interested firms are invited to submit ten (10) copies of their proposal to the following address. Proposals must be received in the City of Fort Worth’s Purchasing Division no later than 1:30 PM, June 9, 2008. The submitting firm is responsible for the means of delivering the Proposals documents to the location listed below. Delays due to any instrumentality used to transmit the Proposals including delay occasioned by the Firm or the City of Fort Worth’s internal mailing system will be the responsibility of the Firm. **Late Proposal documents will not be accepted under any circumstances.**

City of Fort Worth
Purchasing Division
1000 Throckmorton Street
Fort Worth, Texas 76102
Project: To Prepare a Study of Development Costs and Infrastructure Funding in Fort Worth

To be considered, proposals must be received no later than the time and date shown on the cover sheet.

PROPOSAL CONTENTS

At a minimum, your proposal should contain the following information and conform to the .pdf format. Additional information that the consultant deems relevant to the selection process may be included.

Firm Background. In two pages or less, provide a brief overview of the firm that will assume all contract responsibilities and identify all proposed sub-consultants.

Project Team. Provide an organization chart that identifies the individuals and sub

consultants (if applicable) assigned to and responsible for the key elements of the work scope and their relationship to the other elements. Under the "Level of Effort" section described below you will be requested to indicate the number of hours each member will be assigned to the project. As a specific contract provision the proposed project team will be committed to this assignment. Once a project team is identified, no changes or substitutions of project team members will be allowed without specific approval from the City.

Individual Qualifications. Provide resumes for each key staff member and demonstrate how the experience and background of each key staff member relate to the proposed assignment on the proposed project. Only include resumes for staffs who are specifically assigned and whose assignment accounts for at least ten (10) percent of the total allocated hours.

Individual Experience. Briefly describe the applicable experience of the personnel proposed for this project. Include all sub-consultant personnel. Provide three examples of recent projects completed by the proposed personnel during the past three years that are relevant to the key elements of this project. Relevant project history in larger cities is a plus and should be provided. For each relevant project: indicate the firm's role and the staff members who were responsible for the cited project work; describe the responsibility of the proposed personnel; completion date; and include the name, title and phone number of a client reference.

Statement of Understanding and Scope of Work. Proposals should provide a statement of your understanding of the project by highlighting the dominant issues, articulating your strategy for achieving the project goals, and outlining your approach toward addressing the project requirements. Proposals should provide a detailed description of the work scope anticipated to achieve the cited objectives. By submitting a proposal it is understood that the Consultant has reviewed the existing programs and applicable program documents, and that based on that review the Consultant is satisfied with the applicable conditions and requirements expressed in those documents unless otherwise stated. In this regard, any recommendations regarding changes to any of the applicable conditions or requirements should be emphasized in your proposal and would be a clear means of demonstrating your understanding of the project requirements.

Level of Effort. Consultants are requested to provide a work proposal that presents the estimated level of effort for each assigned staff and that is organized in a manner consistent with the proposed scope of work. Sufficient information should be provided to justify the proposed level of effort and to serve as a basis for negotiating a contract and any Supplemental Agreements that may be warranted for out of scope services.

Schedule. Proposals should present a project schedule showing milestones (including data collection and completion of all identified tasks), deliverable dates, and the duration of each task at a sufficient level of detail to demonstrate that the project goals can be achieved.

CONSULTANT SELECTION

The Chairman of the Advisory Committee will appoint a six-member subcommittee to review all proposals and rate them in an acceptable manner using the prescribed criteria.

Consultant selection will conform to the process outlined herein and will be based on the cited criteria. The firm considered best suited to meet the requirements of the City will be asked to open negotiation for the described work.

1. The Selection Committee shall, in a professional manner, review each proposal and rate them in an acceptable manner using the criteria outlined below to identify and rank the proposals in a selection order.
2. The Selection Committee, at its sole discretion, may choose to conduct oral interviews of the firms deemed most suitable to meet the City's needs. Prior to final consultant selection, a shortlist of qualified and responsive consulting firms may be requested to participate in an interview. The purpose of the interview will be to provide an opportunity for each consulting firm to present their qualifications and proposals in person and to answer any questions that the Selection Committee may have regarding the consultants' submittals. If interviews will be held, the time and place of interviews will be arranged after the shortlist is completed
3. The Selection Committee shall submit its findings and recommendation to the Advisory Committee for consideration and approval.
4. The Advisory Committee will recommend a Consultant(s) to the City Manager and to the President of the Fort Worth Chamber of Commerce.
5. Final selection including the terms and conditions of any agreements, and authority to proceed with the project will be at the discretion of the Fort Worth City Council and the Fort Worth Chamber of Commerce Board of Directors.

CRITERIA

Consideration of proposals and subsequent award will be based on, but not limited to, the following criteria:

Proven ability to perform the work and meet deadlines.....	30 percent
Qualifications of the proposed project manager for the project.....	20 percent
Understanding of the project.....	40 percent
Commitment to comply with the City’s Minority/Women Business Enterprise (M/WBE) Ordinance. The M/WBE minimum goal is 10%	10 percent
Total:	100 percent

TERMINATION, REMEDIES, AND CANCELLATION

Right to Assurance. Whenever the City has reason to question the successful Firm's intent to perform, the City may demand that the successful Firm give written assurance of successful Firm's intent to perform. In the event a demand is made, and no assurance is given within ten calendar days, the City may treat this failure as an anticipatory repudiation of the contract.

The City may terminate this agreement if the successful Firm fails to cure a material breach, which substantially impairs the value of the contract as a whole within thirty (30) calendar

days of receipt of written notice being given by the other party. If more than thirty (30) calendar days are required to cure such default or breach, a reasonable time in excess of said days may be established, provided both parties agree in writing as to the time period to be substituted. In the event such default or breach is not cured within a specified time, the City may terminate this agreement upon thirty (30)-calendar days written notification.

CHANGE ORDERS

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the City of Fort Worth and the Fort Worth Chamber of Commerce.