



**DOWNTOWN FORT WORTH
PLAN 2033
REQUEST FOR QUALIFICATIONS**

**REQUEST FOR QUALIFICATIONS
FOR THE DEVELOPMENT OF PLAN 2033:
A 10 YEAR-STRATEGIC ACTION PLAN
FOR DOWNTOWN FORT WORTH**

Prepared by: Downtown Fort Worth, Inc.

In Partnership with: The City of Fort Worth and Trinity Metro

RELEASE DATE: August 31, 2021

SUBMISSION DUE DATE: 3:00 pm, September 30, 2021

INTRODUCTION:

Downtown Fort Worth, Inc. (DFWI), in partnership with the City of Fort Worth, Texas (City) and Trinity Metro (TM), invites firms to submit qualifications demonstrating competent professional services skills required to develop the next iteration of an inclusive, community-owned, Strategic Action Plan (SAP) for Downtown Fort Worth, Plan 2033. Proposers should have broad experience in visioning, urban design and planning, historic preservation, parking and transportation, market analysis, retail, housing and hospitality economic analysis, citizen outreach, and implementation.

Every ten years, DFWI partners with the City and Trinity Metro to produce a Downtown SAP. Plan 2023 was developed with input from volunteer committees, community stakeholders, the City, Tarrant County, Trinity Metro, neighborhood representatives, and the general public. Plan 2023 was adopted by the Fort Worth City Council in 2013 and incorporated into the City's Comprehensive Plan by reference. It is expected that Plan 2033 will follow a similar process.

A selection committee will evaluate and rank the firms/teams' qualifications based on the criteria below. It is anticipated that the top ranked three firms will be shortlisted. At the conclusion of the evaluation period, the highest ranked firm/team will be engaged in contract negotiations and, if successful, will be offered a contract for the project. If contract negotiations fail, the next highest ranked firm will be engaged as above and so on until a contract is negotiated or the shortlist is exhausted. The engaged firm will use a multi-disciplinary approach that combines local knowledge and leadership with best-practice expertise and perspective. The proposer may be a single firm or a team of firms or entities to provide the necessary breadth and depth of knowledge, skills, and abilities.

The SAP is a roadmap for DFWI and its partners to plan, advocate for, and promote a more robust, thriving, and productive downtown. This document informs work plans, public policy, priority development, and budgeting decisions. The SAP should clarify a vision and provide strategic guidance for all of the plan partners on these core areas of focus:

- Business Development
- Hospitality
- Education
- Housing
- Retail, Arts, and Entertainment
- Transportation
- Urban Design, Open Space, and Public Art.

The selected firm will work closely with DFWI, as well as City and TM staff, to establish the framework, timeline, public outreach, and deliverables. DFWI anticipates that the planning process will take 12 months to complete and will begin in January 2022. The consultant will interact with DFWI and SAP partner staffs, a steering committee, subcommittees and, the general public.

DFWI through Public Improvement District #1, the City, and TM have allocated \$150,000.00 for this process. All costs, fees and reimbursements should be within the \$150,000.

OBJECTIVE:

The resulting 2033 SAP will reflect the community’s vision for an inclusive, livable, healthy, family-friendly, economically vibrant, and exciting downtown for the next ten years. The plan will build on Downtown Fort Worth’s existing natural, cultural, social, and physical assets. It will provide a list of strategic actions that will shape downtown’s future development, enhance connections to surrounding neighborhoods and strengthen its role as the heart of the city. The plan will serve as a benchmark for public and private decisions that affect downtown and be used as a tool to help make policy decisions and promote downtown investment.

BACKGROUND:

The City of Fort Worth is currently the 12th largest city in the United States, with a population of 918,915 (US Census, May 2020). It is the county seat of Tarrant County. Over the last decade, Fort Worth jumped in city size rank from #16 to #12, surpassing San Francisco, Indianapolis, Charlotte, Columbus, and Jacksonville. It was consistently one of the fastest-growing large cities in America and grew by 179,301 residents since 2010.

City leaders have long recognized that a strong city needs a strong downtown and those public/private partnerships are required to accomplish that goal. The SAP is a cornerstone in Fort Worth’s tradition of partnerships, and it articulates the community’s vision and strategies that will be a path forward. This will be the fourth consecutive 10-year plan commissioned by DFWI and its partners.

Plan 2023, the current 10-year plan, can be downloaded at www.dfw.org/about/publications.

DOWNTOWN FORT WORTH:

Downtown Fort Worth, Texas, is a local, regional, and national destination. For an in-depth look at downtown’s leading land use economic indicators, visit www.dfw.org/about/publications.

During the past decade, Downtown Fort Worth has seen a marked increase in residential and hotel development on previously vacant land, as well as redevelopment and repurposing existing buildings in and surrounding what is defined as the “core” in Plan 2023. This growth has been accentuated by remarkable development in the city’s adjacent cultural and entertainment districts. The combination of this growth, limited land availability, continued migration into Fort Worth, the desire for a more robust corporate presence, and lessons learned from the unprecedented times we are experiencing will help shape this plan.

Business Development

The downtown office market is diversified. While still an important industry, downtown office space is not dominated by the oil and gas industry as it once was. The pipeline for new downtown office users is suboptimal given robust corporate growth seen in other parts of the DFW Metroplex.

- In 2018, the total number of downtown employees was approximately 45,900, with 38,140 private employees and approximately 7,800 employees in local, state, and federal government offices.
- The first new office high-rise building in 36 years, Frost Tower, was completed in 2018, adding 278,000 square feet of Class A office space to the existing 14 million square feet of office space.
- The City recently purchased a former corporate office building at the intersections of Belknap Street, Weatherford Street, Summit Avenue, and Forest Park Boulevard as its future City Hall. The existing municipal buildings on the south end of downtown will remain dedicated for municipal uses presenting for interesting growth opportunities around these sites throughout downtown.

Hospitality

The City's Convention Center hosts approximately 185,000 conventioners each year, and pre-COVID, Fort Worth was losing convention business because of lack of convention center and hotel room availability.

- In the last 13 years, approximately 1,800 hotel rooms have been added in 7 new hotels. Another approximate 350 rooms are currently under construction.
- Plans for a significant Convention Center expansion were delayed due to COVID but will resume in the Fall of 2021 (five-year plan).
- There is significant opportunity to develop meeting and event spaces in the southeast corner or "convention district" of downtown.
- A new 1,000 room Convention Center headquarter hotel will be built with the Convention Center expansion.
- This expansion will take place alongside the growth of the Texas A&M Law School campus, and adjacent to the Central Station that connects downtown with DFW Airport by rail.
- The hospitality market and the visitor experience are critical to our success. Proposers should keep this question in mind - As the market evolves, what actions should we be taking to ensure success?

Education

Downtown is home to approximately 12,000 students at three colleges and universities and public schools.

- Tarrant County College (7,000)
- Tarleton State University (1,900)
- The University of Texas at Arlington-Fort Worth Center (500)
- Texas A&M School of Law (700)
 - Texas A&M is actively studying a significant expansion of its campus, academic curriculum, and community partnerships.
- Fort Worth Independent School District's Nash Elementary and the Young Women's Leadership Academy are within the downtown boundaries and the I.M. Terrell Academy for STEM and VPA is located just outside of downtown. (1,600)

Housing

There has been significant progress in developing new residential living opportunities outside of the core of downtown helping to connect to adjacent districts and provide for a stronger downtown.

- Downtown's residential population is approximately 11,000. In the next few years, we anticipate the addition of 2,000+ more residents.

Retail, Arts and Entertainment

Sundance Square is a significant downtown anchor. This family-owned, centrally managed, 24-block area boasts several office buildings, and features numerous restaurants, bars, and retailers. Houston Street is another area with several bars and restaurants.

The ground floor merchants in Sundance Square and beyond were hit hard during Covid. Management appears to be taking a new direction. No announcements have been made. Significant new development outside of Sundance Square presents new retail opportunities.

Downtown hosts a private central plaza – Sundance Square Plaza, small live performance venues, and Bass Performance Hall.

Downtown also features a range of festivals and events including the Downtown Fort Worth Initiatives, Inc. produced MAIN ST. Fort Worth Arts Festival (ranked #3 in the US) each April and The Parade of Lights during the winter holiday season. In addition, street events and other celebrations planned along the Trinity River, such as Oktoberfest and the 4th of July fireworks draw crowds each year.

Transportation

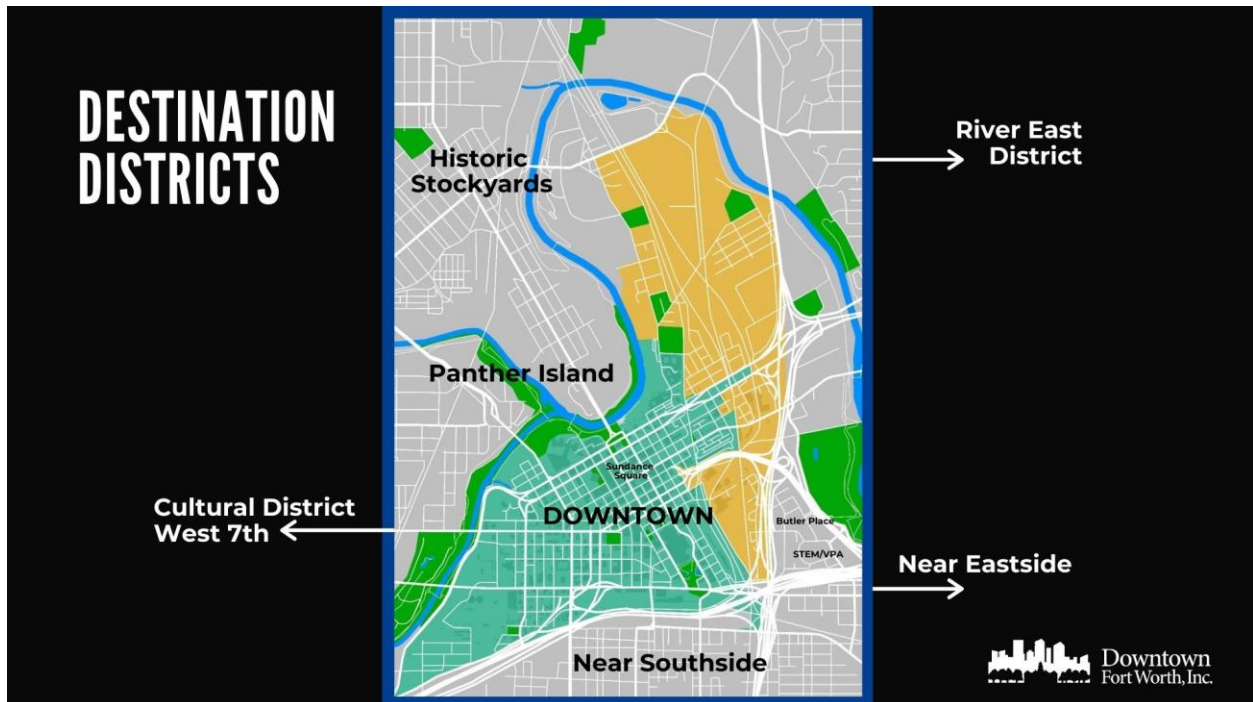
Downtown Fort Worth is a regional transportation hub connecting to DFW International Airport, Downtown Dallas and points in between.

- Amtrak offers service from Downtown Fort Worth north to Oklahoma City on the heartland Flyer and the Texas Eagle which provides service between Chicago and Los Angeles through Dallas and Fort Worth.
- TRE and TEXRail, both services provided by Trinity Metro, offer direct connections to neighborhoods, DFW airport and adjacent municipalities, including Dallas.
- Interstate highways 30 and 35W are significant downtown-adjacent carriers, as is the Chisholm Trail Parkway toll road.
- Downtown is the local hub for buses connecting to every part of the city.
- Fort Worth Bike Share, another service provided by Trinity Metro, provides options for short trips connecting downtown to adjacent districts.
- Two specialty bus routes currently serve downtown and the Cultural District, Molly the Trolley and The Dash.
- A high-speed rail project between Dallas/Fort Worth and Houston is in the conceptual planning stages with the North Central Texas Council of Governments spearheading this opportunity.

In addition, Plan 2033 should explore opportunities to better connect to adjacent districts and infrastructure.

Urban Design, Open Space, and Public Art

Downtown is located in-between other destination districts including the Cultural District to the west, the future Panther Island and Historic Stockyards to the north, the Near Southside - home to the Hospital District and a planned future “Innovation District,” the Near East Side. Coordination and cooperation occur with the Near Southside with respect to projects occurring at the south end of downtown along Lancaster Avenue.



Butler Place is a 42-acre site that until recently was occupied by public housing. This site, owned by Fort Worth Housing Solutions, is undergoing the HUD process for disposition. This represents a significant redevelopment opportunity. Within the Butler “island,” Fort Worth ISD recently built their flagship Visual and Performing Arts/STEM school. In addition, a different, but related stakeholder committee is exploring an African American Museum. The city is working closely to look at all connections to Butler.

Downtown is connected to the Trinity Trails, a 100-mile network of bike, running/walking, and equestrian paths connecting recreational opportunities, parks, neighborhoods, trailheads, and riverfront amenities.

- Two forks of the Trinity River join in downtown. This confluence and the stormwater management challenges that they present have inspired the Trinity River Vision and Panther Island project. These significant projects are underway with varying degrees of momentum.

- Streams and Valleys, Inc., a local advocacy group, recently published an ambitious action plan for the river titled: Confluence. <https://streamsandvalleys.org>

Notable downtown parks and plazas highlighted in Plan 2023 include:

- The Philip Johnson-designed Water Gardens (requiring some upgrades, including the South End)
- Lawrence Halprin-designed Heritage Plaza (renovation plans complete)
- Heritage Park (design plans underway)
- Burnett Park (updated 10 years ago)
- General Worth Square (updated 10 years ago)
- Sundance Square Plaza (recently added, currently partially closed)

Heritage Park is a major project currently underway. The project is a partnership between DFII and the City to restore the landmarked Plaza and create a much stronger connection between downtown and the river worthy of the site history and Heritage Plaza.

PARTNERS:

Since our founding in 1981, DFII has worked with our community partners to plan how downtown can evolve into Fort Worth’s premier location for business, visitors, and residents.

TRINITY METRO:

Trinity Metro is a regional transportation authority, providing public transportation services within the city limits of Fort Worth and Blue Mound and rail service to the surrounding Tarrant County communities of North Richland Hills, Haltom City and Grapevine. Services include:

- Fixed bus routes
- Mobility Impaired Transportation Service (ACCESS)
- On-demand services (ZIPZONE)
- Vanpool services
- Bike sharing through Fort Worth Bike Share
- Commuter rail service to DFW Airport on TEXRail and between Fort Worth and Dallas on Trinity Railway Express (TRE).

DFII and DOWNTOWN FORT WORTH INITIATIVES, INC. (DFII):

The mission of DFII is to be the catalyst for transforming downtown into a vibrant place to live, visit, enjoy and conduct business through aggressive leadership of programs, projects and partnerships.

DFII, formed in 1981, is Downtown Fort Worth’s planning, advocacy, public space, and project management organization. DFII serves as an advocate, liaison, ombudsman, and information source for property owners, residents, business owners, lenders, community organizations, and policymakers.

DFII is a 501 (c)(6) non-profit membership organization engaged in a wide range of downtown development and management activities:

- DFWI leads the downtown strategic action planning process, conducted every ten years. DFWI volunteer leaders and staff champion plan implementation, advocacy, and advancement.
- DFWI formed and manages the first Public Improvement District in Texas, established in 1986 and Fort Worth PID #14. The PIDs provide enhanced services to property owners, including maintenance and landscaping, public space management, promotions and marketing, research, transportation, planning, the Downtown Ambassador Program, and security services to 564 acres of downtown.
- DFWI administers Fort Worth's first Tax Increment Finance District (TIF) by contract with the City. Eligible TIF projects include parking, infrastructure assistance to new developments, historic preservation, affordable housing, transportation, and education.

DFWII is a 501(c)(3) non-profit corporation that provides a pathway for foundation grants, philanthropic donations, and other contributions to help fund charitable, educational, and public-purpose downtown projects. DFWII's accomplishments include:

- Partnership with Fort Worth Housing Solutions in Hillside, a 172-unit, 12-acre, mixed-income residential development on the east side of downtown.
- Bringing each year more than 500,000 people to downtown by producing the MAIN ST. Fort Worth Arts Festival and the GM Financial Parade of Lights.
- Developing and continued maintenance the JFK Tribute in Fort Worth.
- Renovated and continued maintenance Burnett Park.
- Renovated and continued to maintenance General Worth Square.
- Currently administering the Heritage Park and Paddock Park design effort.
- Managed the Convention Center events plaza design.
- Funding partner in the redesign of Lancaster Avenue.
- Project Management for improving connection to T & P Station.

PROJECT AREA:

Historically, the project area for the SAP has been the Trinity River on the north and west to Northside Drive, I-35 on the east, and I-30 on the south. This is an area of approximately 90,000 acres. (See Exhibit A.) In the 2003 Plan and Plan 2023, the emergence of the Panther Island project, Cultural District, Near Southside and Butler Place required more attention to how downtown affects and is affected by these adjacent areas.

We anticipate similar boundaries as those described above. However, the interconnectivity of downtown with its growing neighbors requires continued awareness and consideration of our broader "in-town" area. When appropriate, the SAP will reference adjacent areas and pending developments that have material strategic relevance to downtown and recommend tactics to address the opportunities they represent and the challenges they face.

PROJECT APPROACH:

The current SAP was approved in 2013. It is expected that Plan 2033 for Downtown Fort Worth will be released for adoption by the partner entities in 2023.

DFWI will assist the consultant in inviting business and property owners, employees, residents, elected officials, community leaders, staff from partner organizations, and surrounding neighborhoods to participate in the planning process. The process will include open and meaningful engagement with the Steering Committee and subcommittees.

Note: A critical consultant task will be to engage diverse groups and constituents who may not typically participate in public processes but are interested in the area and can provide helpful input and perspectives. The consultant team should implement creative strategies to obtain public input from diverse views and host traditional meetings, forums, and online surveys.

Proposed ideas for community outreach should be itemized in the RFP.

Special Considerations:

- Ensure the SAP is inclusive and community-driven, achievable yet aspirational, futuristic yet respectful of existing assets while mindful of the sustainability of downtown.
- Provide recommendations on capital project needs that will inspire and support future development, proposed funding sources, and maintenance issues.

SCOPE OF WORK:

The consultant will work under the direction of DFWI in preparing the 10-year SAP. The consultant is expected to inform and solicit advice and guidance from:

- The General Public
- A Steering Committee (and subcommittees)
- A Task Force for each component of the Plan
- A Technical Committee (partner staff)

This scope of work may be modified during contract negotiations with the consultant. At a minimum, the consultant will undertake the following tasks*:

1. In collaboration with DFWI, develop a detailed project work plan and planning process, a timeline and schedule of meetings, public outreach, engagement and involvement strategy, stakeholder and Task Force input, and key milestones and deliverables. Develop specific details of the planning process, including the timeline, logistics, and deliverables.
2. Review, understand, and present findings and proposals of earlier plans and studies to staff and committees related to the future.
 - Review existing plans, research, data, DFWI Annual Report, and the State of Downtown to understand existing conditions.

- Review City plans, Trinity River Vision Authority Plans, Streams and Valleys' Confluence Plan, Fort Worth Public Art Plans, and Trinity Metro Plans (see Exhibit B and C).
3. Analyze data provided by DFWI, Trinity Metro, and the City, including demographics and GIS files for the planning area as described in Exhibit B to define problems, opportunities, and issues. Data provided can include, but is not limited to:
 - Land use and zoning
 - Historic resources
 - Economic data
 - Employee, visitor, and resident demographics
 - Transportation, transit, and parking
 - Open space/parks
 4. Conduct strategic planning sessions with the Steering Committee to review overall plan recommendations. This should include a review of the mission, creation of vision and value statements, and strategic goals, strategies, and key performance indicators reflective of the mission statement.
 5. Solicit input, develop and receive feedback on a plan that includes, but is not limited to, the following components. Identify and outline an action plan for each core area of focus (see below) that leverages existing plans and identifies strategies for short-term (next 2-3 years) and long-term (5-10 years) opportunities for downtown and how downtown interacts with the surrounding neighborhoods.
 - **Vision:** Articulate a 10-year vision for the downtown, including its relationship to adjacent areas.
 - **Business Development:** Establish goals, policies, objectives, provisions, and guidelines for economic growth and vitality including, but not limited to:
 - Analyze opportunities, strengths, and weaknesses of the local economy and workforce.
 - Provide an overview of the office market, including trends, current context, and recommended direction in future years.
 - Identify enhancement opportunities and economic development potential for areas adjacent to downtown.
 - Review existing quality of life amenities and offerings, large and small, and recommend what other amenities are desired or needed for future talent and business attraction and retention strategies.
 - Recommend ideas and practices with SMART city initiatives in mind.
 - Identify the economic development tactics required, correlated to the area's present and projected employment needs and aspirations.
 - Make recommendations for how downtown can recover and proactively build momentum in a post-COVID 19 world to best position downtown and the surrounding neighborhoods for growth, success, and enhanced connectivity.

- Use existing plans, projects, and initiatives to identify gaps and opportunities for cohesion.
- **Education:** Identify opportunities, establish goals, policies, objectives, provisions, and guidelines for educational growth and vitality for current and anticipated corporate needs, future residents and visitors, including, but not limited to:
 - Assessment of downtown’s educational assets (Fort Worth Independent School District’s Young Women’s Leadership Academy and I.M. Terrell Academy for STEM and VPA, Tarrant County College, the University of Texas at Arlington –Fort Worth Center, Texas A&M University School of Law) and how their current and future role can help to strengthen the local economy.
 - Determine if downtown’s primary educational school, Nash Elementary is sufficient to serve the growing center city. If not, identify options and tactics.
 - Identify how downtown educational institutions can develop programs to support and be supported by commercial growth and economic development.
- **Hospitality:**
 - Review the downtown needs suggested by the proposed expansion of the convention center and new hotel.
- **Housing:**
 - Set goals, plans, and programs required to meet the continued demand for downtown housing, goals for affordable housing and the needs of current and future residents; including, but not limited to:
 - Identify the 10-year new unit goal.
 - Identify land-use strategies and tactics to meet that goal.
- **Retail:**
 - An overview of the downtown retail market, including trends, current context, and recommended directions.
 - Identify market gaps and recommended strategies to fill those gaps.
- **Arts and Entertainment**
 - Review the strengths, weaknesses, and potential opportunities for arts, culture, and entertainment as a driver of the downtown economy.
- **Transportation:** Identify the type, location, programs, goals, and plans needed to meet the transportation needs of the downtown; including, but not limited to:
 - Review Downtown Area Circulation Study from 2013 and recommend any new ideas or changes.
 - Assess public infrastructure needs and priorities, including transit, mobility/accessibility, connectivity, pedestrian comfort, cars, bikes, and other micro-mobility options.
 - Recommend multimodal opportunities and future parking improvements.
 - Identify enhancement opportunities and inclusive economic development potential (TOD) around Trinity Metro transportation corridors and nodes.

- Identify public infrastructure, parking, transportation, and connectivity opportunities, including two-way streets, conflict elimination/easing, and wrong-way driving.
- Recommend strategies for efficient use of private and public parking resources for existing and future development and commerce. Provide recommendations on best practices to reduce future parking demand and to reduce negative impacts of parking on placemaking.
- **Urban Design, Open Space & Public Art:** Identify potential projects and opportunities for improving and enhancing public and private spaces to promote recreation, tourism, and a sense of community, character, and identity including, but not limited to:
 - Identify key sites and catalytic opportunities, including placemaking and unique-to-downtown experiences and projects.
 - Determine ways to connect planned and existing projects and amenities further to make downtown more connected.
 - Make recommendations on collaboration with adjacent districts
 - Identify recommendations for aligning regulations with the Downtown Vision, including zoning, urban design approval, parking, street-use, and signage.
 - Identify opportunities for park enhancements and creative public space activation, including consideration of public art and temporary street closures.

**DFWI and its partners are interested in the consultant's ideas for each of these categories and may consider expanding, rearranging or adding categories during the course of the contract.*

Baseline Responsibilities:

1. Conduct stakeholder and public outreach to develop a set of detailed recommendations for next steps and action items in each of the categories listed above for task force review.
2. Identify specific catalytic projects for short-term implementation, including priorities, responsibilities, potential funding sources, and timeframes.
3. Prepare interim reports, PowerPoint presentations, working papers, maps, photographs, and plans to convey existing conditions, opportunities, alternative solutions, etc. The consultant will provide all documents to DFWI in advance of public presentations.
4. Prepare the minutes for all meetings, including taking contact information from attendees.
5. Submit all original documents to the Client prepared as part of this planning effort.
6. Facilitate all meetings at the direction of the Chairman of the Steering Committee.
7. Prepare the presentations and draft and final reports that convey all findings, recommendations and implementation strategies discovered from the process. Deliverables shall include:
 - a. A digital-PDF copy of the plan in booklet form for printing as needed. The PDF consists of text, graphics, tables, charts, renderings, original and sourced graphic imagery, and visions for recommendations, streetscapes, and landscapes. The Plan is to be in color and include sections related to components in the Scope of Work.

- b. One set of presentation images, tables, charts renderings, photos, graphics, and additional material provided in electronic format. All images are to be at 300 dpi.

SUBMISSION REQUIREMENTS:

Firms desiring to be considered for this project must submit one (1) unbound, 8.5x11-inch paper copies and one (1) digital copy (Adobe Acrobat (PDF) of the proposal submittal, not to exceed 20 pages total. Pages can be double-sided. The formal, written proposal must be submitted to DFWI's offices no later than September 30, 2021, at 3:00 p.m.

Each proposal submitted within the deadline will be reviewed to ensure all required materials have been submitted according to the guidelines set forth in this RFP. The submissions will be reviewed and evaluated by DFWI, City, and Trinity Metro staff, and a selection committee of volunteers with relevant experience based on the criteria above.

Proposals should be sent to:

Attn: Melissa Konur, Planning Director
Downtown Fort Worth, Inc.
777 Taylor Street, Suite 100
Fort Worth, TX 76102

Proposals received after the deadline will not be considered.

SELECTION CRITERIA:

Proposers are strongly encouraged to have a local partner familiar with Downtown Fort Worth. The response should demonstrate a commitment to providing a high level of service, experience, passion, and enthusiasm for the project and provide sufficient detail to enable the Selection Committee to evaluate and compare it with other responses thoroughly. The following should be included, and forms the basis of the Selection Committee's review and ranking:

1. **Letter of interest (5%):** Cover letter reflecting the understanding of the scope of work, the experience and qualifications of team members, and a brief history of the growth and development of the firm. Include the firm's background, including size, HQ location, and a statement verifying your firm's capacity and ability to begin work on the project and complete the tasks identified in the "timeframe" section of this RFP. This letter should not exceed one (1) page.
2. **Relevant Firm Experience (10%):** Statement of qualifications, including an executive summary of at least three other similar plans the firm has worked on in the past five (5) years, including key elements each plan included. Provide the original budget and timeframe identified when the firm was hired compared to the final budget and timeframe when the project was deemed

complete. If there is a difference in either budget or timeframe from start to finish, please explain why. Identify key staff that played a role in the project. In order to receive maximum points, the team should include a local partner familiar with downtown Fort Worth.

3. **Client deliverables and references (10%):** Include links to the final vision and action plans the firm completed prior. Provide two references for each example, including contact name, organization, title, email, and phone number. Include a description of innovative methods you have used to broaden public participation and input into the planning process.
4. **Project Organization Chart and Individual Staff Experience (10%):** Provide a chart reflecting the name of the project manager, the key personnel and their area of expertise, professional registrations, years of service in their respective area. Include an estimate of each individual's time commitment to the project and how each team member interfaces with the committee and staff. Any proposed sub-consultants should be clearly identified on the chart. Resumes of the key staff members can be included.
5. **Project Understanding and Approach (20%):** The submittal should briefly state the approaches and methodologies, including social and interactive media technology, as part of the citizen input process and planning update process that the firm proposes to meet the stated scope of work. Information that demonstrates the firm's understanding of the project and downtown needs and addresses how the project team proposes to meet those needs, including project approach and methodology.
6. **Preliminary work plan and schedule (20%):** Provide a basic work plan and schedule with as much detail as needed to describe how the required services and scope of the work will be performed. Include estimated start date, with a detailed phasing timeline and essential task list, the estimated completion time of each task with the target completion date of December 2022. **Note:** If the firm recommends a different timeframe to complete a meaningful plan, please clearly note this in your submission and why.
7. **Cost/fee proposal (20%):** Provide a quotation of rates, fees, charges, and other detailed cost-proposal or cost-breakdown for each task. Provide an itemized, not-to-exceed cost breakdown of the process, including travel and material expenses as separate line items and breakouts by consultants. The partnership staff will work with the selected firm to minimize time and expense related to data collection, scheduling meetings, public engagement opportunities, etc. Please also include estimated staff hours and cost in relation to objectives and methodology for the project. Consultants are encouraged to provide as much detail and breakdown of hours and costs as possible for the various scope items.
8. **Capacity Statement (5%):** Include a list of currently active projects, including the name, type of project, location, firm's role in the project, and status of the project.

After the Selection Committee evaluates the submitted proposals, the top 3 finalists may be selected to take part in an interview process. This interview process may include a brief virtual presentation by the consultant and a question-and-answer session led by the Selection Committee.

Interviews will be scored as follows:

1. Past record of professional accomplishments and familiarity with projects of similar scope and of working with nonprofit and public agencies.
2. Competence, experience in the kind of project to be undertaken, and availability of adequate personnel, equipment, and facilities.
3. Overall fit and approach as a partner and demonstrated familiarity with local context. Consultant's local knowledge and ability to timely serve the planning process.
4. Proposed approach and scope of work, proposed work plan (including engagement strategies and timeframe, and capacity to successfully execute the project as outlined) and understanding of project and goals for downtown.
5. Other questions as provided in advance by the selection committee.

Each category will have a value of 20%. Interview scores will be combined with original ranking scores to create a final ranking.

The Steering Committee will consider applicants based on qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, and any other legally protected status. DFWI and the partners reserve the right to not move forward with hiring a consultant for any reason.

ESTIMATED TIMELINE:

Issue RFP	August 31, 2021
Questions	September 9, 2021
Issue Addendums	September 16-27, 2021
Submittals Due	September 30, 2021
Presentation/Interview	October 2021
Selection	October 2021
Contract Negotiations	October-November 2021
DFWI Board Authorization	December 2021
Project Kickoff	January 2022
Planning Process	January 2022-December 2022
Plan Completion	January 2023

RESERVATION OF RIGHTS:

Issuance of the Request for Qualifications does not obligate Downtown Fort Worth, Inc. to enter into an agreement.

CONTACT INFORMATION:

Melissa Konur, AICP
Planning Director
Downtown Fort Worth, Inc.
777 Taylor Street, Suite 100
Fort Worth, TX 76102
(817) 870-1692
melissa@dfwi.org

EXHIBIT A



Downtown Fort Worth, Inc.

Exhibit B

The following Vision Plans, Strategic Plans, Studies and Reports are available for reference (items without direct links can be sent by request).

- Downtown Fort Worth <https://www.dfwf.org/about/publications>
 - 2003 Strategic Action plan
 - Plan 2023
 - Residential Survey-multiple years
 - PID 1 and PID 14
 - Annual Reports
 - State of Downtown reports
- City of Fort Worth
 - Comprehensive Plan
 - <https://www.fortworthtexas.gov/departments/planning-data-analytics/planning/comprehensiveplan>
 - City of Fort Worth Economic Development Strategic Plan
 - <https://www.fortworthtexas.gov/departments/ecodev/edplan>
 - Downtown Urban Design Standards and Guidelines
 - <https://www.fortworthtexas.gov/departments/development-services/preservation-urban-design/urban-design/downtown>
- Trinity Metro
 - Various reports and studies
 - Bus
 - Expansion of TexRail
- Fort Worth Housing Solutions
 - Butler Housing
 - <https://www.fwhs.org/butler-place/facts-about-butler-place/>
- Fort Worth Chamber
 - Economic Studies
- Fort Worth Public Art
 - Master Plan
 - <https://fwpublicart.org/wp-content/uploads/2019/02/Forth-Worth-Master-Plan-update-2017.pdf>
- Adjacent Districts
 - Near Southside <https://www.nearsouthsidefw.org/>
 - Trinity River Vision <https://trinityrivervision.org/>
 - West 7th Street Corridor
 - East Fort Worth
 - Streams and Valleys <http://streamsandvalleys.org/fw-trinity-river/>