

RFP 26–T009 Transit-Oriented Development(TOD)Planning Study

Pre-Proposal Meeting
Microsoft TEAMS Meeting
Tuesday, November 18, 2025
02:00 PM



Agenda

- Introductions
- Project Objective
- Scope of Work Review
- Project Questions and Answers
- Instructions to Proposers
- Evaluation Criteria
- Contract Award
- Schedule of Events
- Final Questions and Answers

Project Objective

Trinity Metro is seeking to procure a qualified consultant or consulting team to conduct a comprehensive Transit-Oriented Development (TOD) Planning Study for key locations along the TEXRail corridors, as well as two major transit hubs within Tarrant County. This effort builds upon a previously awarded Federal Transit Administration (FTA) TOD Planning grant and has been expanded in scope and ambition to reflect current agency priorities and ongoing regional coordination.



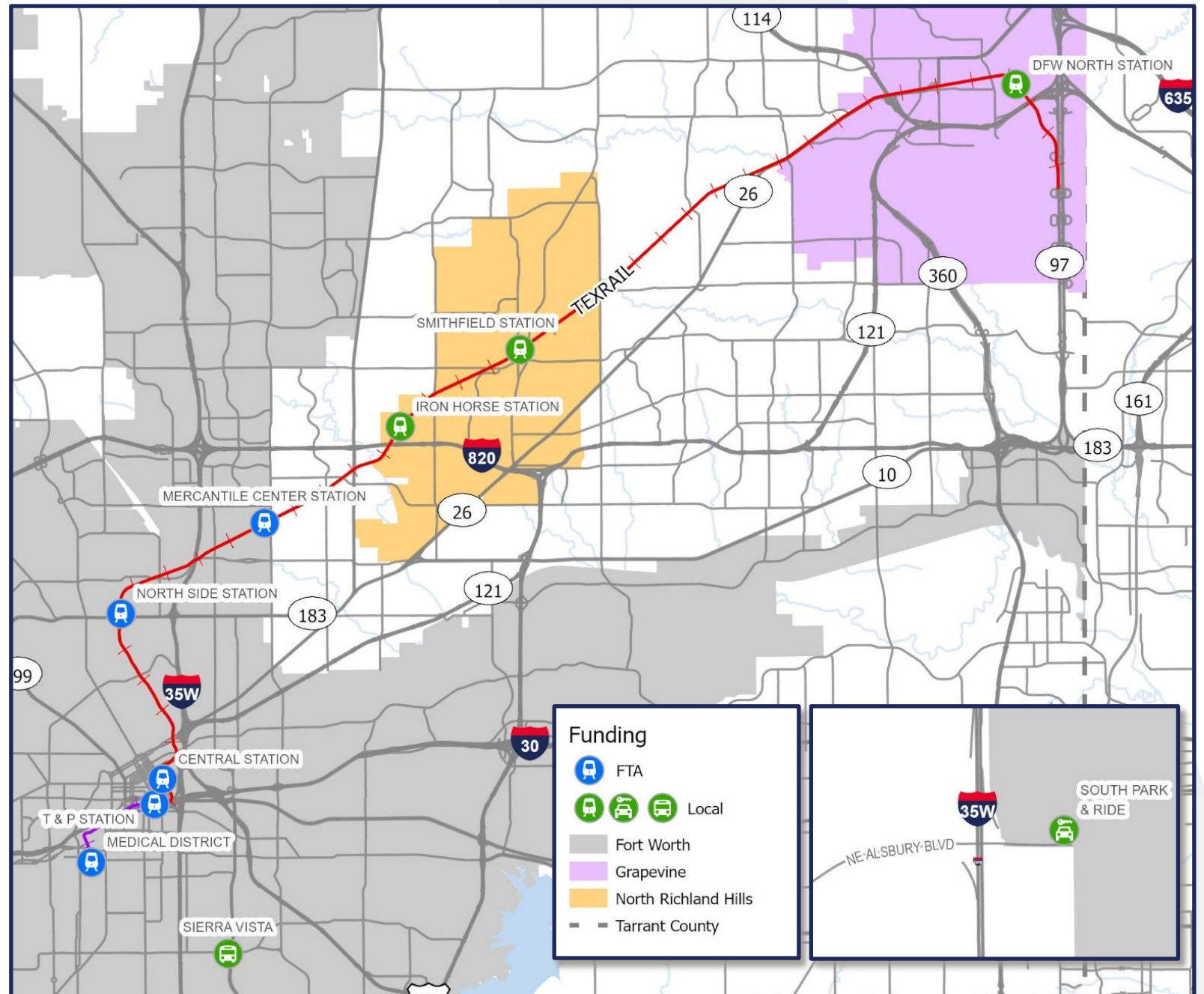
Location Map

Grant Funding

- Five TEXRail Stations

Local Funding Only

- Three TEXRail Stations
- One Bus Transfer Center
- One Bus Park & Ride



Scope of Work

Full Scope – Grant Funding

- T&P Station, Central Station, North Side Station, Mercantile Center Station & Medical District Station (planned 2030)
 - Task 1.0 – Project Management
 - Task 2.0 – Public and Private Sector Engagement
 - Task 3.0 – Real Estate Market Analysis
 - Task 4.0 – Literature Review and Best Practices
 - Task 5.0 – Multi-Modal Connectivity
 - Task 6.0 – Station-Area TOD Development Plans
 - Task 7.0 – Implementation Framework

Limited Scope – Local Funding Only

- Iron Horse Station, Smithfield Station, DFW Airport North Station, South Park & Ride and Sierra Vista Transfer Center
 - Task 1.0 – Project Management
 - Task 3.0 – Real Estate Market Analysis
 - Task 6.0 – Station-Area TOD Development Plans

Separate accounting of costs by funding for tasks 1, 3 & 6

Tasks	Process & Deliverables	Grant Funded	Locally Funded
1.0 Project Management	<ul style="list-style-type: none"> • Work Plan • Schedule • Invoices • Monthly Progress Reports • Meetings 	✓	✓
2.0 Public and Private Sector Engagement	<ul style="list-style-type: none"> • Public Involvement Program <ul style="list-style-type: none"> • Public Meetings • Surveys • Social Media • Private Sector Engagement Plan <ul style="list-style-type: none"> • Stakeholder Interviews • Developer Roundtables • Summary Technical Memorandum with Recommendations 	✓	
3.0 Real Estate Market Analysis	<ul style="list-style-type: none"> • Summary Technical Memorandum identifying trends, future demand, market preferences, gaps, opportunities, TOD impact on property value 	✓	✓

Tasks	Process & Deliverables	Grant Funded	Locally Funded
4.0 Literature Review & Best Practices	<ul style="list-style-type: none"> Summary Technical Memorandum reviewing successful case studies and identifying relevant/applicable policies and tools 	✓	
4.1 Review of Existing (Local) Plans & Initiatives	<ul style="list-style-type: none"> Gap analysis Recommendations for improvement 	✓	
4.2 Key Guidelines for TOD Regulations	<ul style="list-style-type: none"> Recommendations for regulatory framework (zoning, urban design, parking, etc) & implementation strategy 	✓	
5.0 Multi-Modal Connectivity	<ul style="list-style-type: none"> Maps 	✓	
5.1 Model & Analysis	<ul style="list-style-type: none"> Summary Technical Memorandum outlining travel patterns and recommendations for improved connectivity 	✓	

Tasks	Process & Deliverables	Grant Funded	Locally Funded
5.2 Multi-Modal Connectivity Analysis	<ul style="list-style-type: none"> • Observation/assessment of current station operations and connectivity • Summary Technical Memorandum with recommendations for improvements. 	✓	
6.0 Station-Area TOD Development Plans	<ul style="list-style-type: none"> • Detailed Station Area TOD Plans with recommended land use, zoning, densities, building forms, design guidelines, parking, & multimodal connectivity infrastructure 	✓	✓
7.0 Implementation Framework	<ul style="list-style-type: none"> • Phased development strategy for each of the stations • Summary Technical Memorandum with recommendations for an overall Transit-Oriented Development Policy 	✓	

SCOPE OF WORK QUESTIONS AND ANSWERS

Submit Questions through Bonfire

or email:

CONTRACTMGMT@RIDETM.ORG

Procurement

Instructions to Proposers

- **Two Options to Submit Proposals**

- **Bonfire Portal, or <https://ridetm.bonfirehub.com/portal>**
- **Submit one original and one copy of your proposal by delivering or mailing the proposal to our offices at the address below.**

Trinity Metro

Attn: PROCUREMENT/CONTRACT MGMT

801 Grove Street

Fort Worth, TX 76102

RFP 26-T009 Transit-Oriented Development (TOD) Planning Study

**ALL PROPOSALS MUST BE SUBMITTED BY
2:00 PM on December 8, 2025**



Instructions to Proposers

- Trinity Metro reserves the right to reject any or all submissions
- All requests for clarification or changes should be submitted in writing in time to be received in accordance with the Schedule of Events outlined in Section 2.
- Ensure submissions are submitted in the format as listed in Section 3.2 and include all required elements outlined in Section 4: Evaluation Criteria
- **Section 7 - Federal Contract and Other Requirements (FTA Clauses)**
- Section 9 – Attachments and Forms
 - **All Forms must be completed, signed, and submitted with the Proposal.**

Evaluation Criteria

Section 4 Evaluation Criteria

Proposals will be evaluated by a selection committee of individuals from TRINITY METRO and other departments. TRINITY METRO will evaluate the proposals in accordance with the criteria listed below. TRINITY METRO may invite proposers to make a presentation and be interviewed by the committee as part of the selection process.

Contractors' proposals shall be evaluated using the following criteria:

Category	Maximum Points	Maximum Pages
A. Ability of Professional Personnel (Maximum Points)	30	12
Describe the qualifications and relevant experience of the Project Manager and all key staff that are intended to be assigned to the project. Include resumes for the Project Manager and all key staff described. Include the qualifications and relevant experience of all subconsultants' key staff to be assigned to the project.		
1. Identify the key personnel who will be assigned to the Scope of Work. Provide the experience each team member has on completing a Transit Oriented Development (TOD) study and subtasks identified in the scope of work. Resumes for all team members shall be provided and up-to-date. The Contractor must demonstrate that it has sufficient personnel with the various types of skills needed to staff the task orders when needed. If subconsultants will be used, provide an overview of proposed subconsultant(s) experience and all resumes of proposed staff.	15	
2. Provide evidence of knowledge and experience with Transit Oriented Development and related transit industry planning experience: <ul style="list-style-type: none"> Strength and experience of Project Manager and key personnel for project team. Provide an organizational chart for the members of the proposed project team. 	15	
B. Project Approach (Maximum Points)	30	10
Describe the Contractor's approach to the project. Include how the Contractor will use subconsultants in the project.		
1. Accurately and thoroughly address Contractor's approach to completing all items from the attached Scope of Work.	20	
2. Describe the management procedures it will follow to oversee work by its personnel and work by subconsultants on multiple subtasks simultaneously.	5	
3. List program management functions that the Contractor and all subconsultants will perform	5	
C. Past Performance (Maximum Points)	20	4
Describe Contractor's experience on projects of similar nature, scope and duration, along with evidence of satisfactory completion, both on time and within budget, for the past five years. Provide a minimum of three projects with references. The Contractor should provide references for similar work performed to show evidence of qualifications and previous experience.		
1. Describe Contractor's specific past experience(s) in managing and completing tasks related to TOD within the last five (5) years.	10	
2. Describe your Team's past experience relevant to the tasks and subtasks of the Scope of Work. Include role of Contractor (as Prime or Subconsultant); type of work; organization chart, name and contact information of client representative; project dollar value (state whether figure is for services or total project) and total dollar value of contract.	10	
D. Workload of the Firm (Maximum Points)	10	2
Provide a timeline of all completed and active projects that the Contractor has managed within the past five years and identify those worked concurrently. In addition, list all projects that Contractor anticipates they will be actively working on during calendar year 2026 including those that the Contractor is participating in as a subconsultant. Anticipated contracts should include those awarded but for which the Notice to Proceed (NTP) has not been issued. Identify any projects that Contractor will be working on concurrently with this TOD Planning Study. Describe Contractor's approach in managing these concurrent projects. Were there or will there be any challenges for any of the listed projects? If so, explain how Contractor dealt or will deal with the projects' challenges.		

E. Pricing and Cost Effectiveness	10	2
- Competitive Pricing - Clear Labor Rates - Pricing Most Advantageous to Trinity Metro	10	
F. Audited Financial Statements Required	Pass/Fail	Not Counted
Respondents must submit a complete copy of their audited financial statements for the most recent fiscal year as part of their proposal. These statements should include: <ul style="list-style-type: none"> Independent auditor's report Balance sheet Income Statement (Profit and Loss) Statement of cash flows Notes to the financial statements If audited financials are not available, respondents must provide a written explanation and submit reviewed or compiled financial statements prepared by an independent certified public accountant (CPA).	Failure to provide the required financial documentation may result in a "FAIL" and disqualification from consideration.	
G. Section 9 – Attachments and Forms	Pass/Fail	Not Counted
TOTAL POINTS & Pages (not including resumes, references, and forms)	100	30
Trinity Metro's selection committee reserves the right to request additional information from proposers, request an oral presentation, or ask proposers to appear before the selection committee to clarify their proposal.		

Exceptions to RFP Terms and Conditions

- Proposers are cautioned to limit all exceptions, conditions, and limitations to the proposal documents as they may be determined to be so fundamental as to cause rejection of the proposal for not responding to the requirements of the proposal.
- All exceptions taken to the terms and conditions of the solicitation, to any of its formal attachments, or to other parts of the solicitation shall be clearly identified and submitted with the response to the RFP at the bottom of the Offer and Contract Signature Form.
- Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Proposer shall provide rationale in support of the exception and fully explain its impact, if any, on the performance.
- All exceptions will be considered during the evaluation process. Exceptions made after the Contract award may result in the proposal being rejected.

Contract Award

- Award of contract shall be made to the most responsive and responsible proposer whose Proposal Documentation is determined to be the most advantageous to Trinity Metro, taking into consideration the evaluation factors.
- Proposers will be notified upon approval of contract award by the Trinity Metro procurement department.
- This will be a Cost-plus Fixed-Fee Contract.
- Delivery and performance shall be made only as authorized after funding appropriations and program approval have been granted by the Trinity Metro Board of Directors.



Schedule of Events

EVENT	DATE	TIME
RFP Release Date	November 11, 2025	3:00 PM CST
Pre-Proposal Meeting Location: Virtual-Microsoft TEAMS	November 18, 2025	2:00 PM CST
Deadline for Submission of Written Questions	November 20, 2025	5:00 PM CST
Proposal Submission Deadline	December 8, 2025	2:00 PM CST
Proposal Opening Location: Virtual-Microsoft TEAMS	December 8, 2025	3:00 PM CST
Trinity Metro Board of Directors Meeting	January 20, 2026	
Contract Executed	January/February 2026	

FINAL QUESTIONS

**WE LOOK FORWARD TO RECEIVING
YOUR PROPOSALS!**

