



WEEKLY REPORT

AUGUST 9, 2019

TO: MAYOR SHETTER AND COUNCIL MEMBERS
FROM: BRYAN LANGLEY, CITY MANAGER

Burleson
TEXAS

Weekly Report | August 9, 2019

I. Council Schedule

Meetings

- **Thursday, August 15:** Facebook Live Connect with Council (Mayor Ken Shetter and Council Member Katherine Reading) 7:00 p.m.
- **Monday, August 19:** Regular Council Meeting, City Hall Council Chambers. 141 W. Renfro St. 7:00 p.m.

Work Session Items

August 19

- a. Capital Improvement Projects – Project Status Update
- b. FY 2019-2020 Budget

II. General Information and Status Updates

A. Mayor Vera Calvin Plaza in Old Town Weekly Update

Construction of the Mayor Vera Calvin Plaza is on schedule

Construction activity for next week, August 12 - 16, will include:

- Continue underground utility work at shade pavilions and train platform
- Complete all grade beams
- Begin slab-on-grade for restroom, shade pavilion and train platform
- Begin site foundations

B. Walkable Urban Places Article



Below is a link to an article from D Magazine -- **“You Should Be Able to Safely Walk in Dallas-Fort Worth”**. This article provides views on walkable urban places vs. Drivable sub-urban places. Some interesting facts in it:

- **Downtown Burleson ranks 15th in the metroplex for walkable urban places** (also known as WalkUPs)! We are just behind Addison Circle and just ahead of the Fort Worth Cultural District.
- DFW ranks among the least walkable of the 30 largest metropolitan areas in the country.
- There is a correlation between WalkUPs and the educational attainment and income of residents in the area – walkable communities attract educated residents with higher incomes.
- The article includes discussion of the urbanization benefits of the suburbs. In many places, new urban environments are being constructed in the suburbs to provide the “best of two worlds: suburban living within walking distance of restaurants, shopping,

transit and maybe work.” It states that “...it appears likely that at least 50 percent of the demand for walkable urbanism will be satisfied in the suburbs....”

- There is a comparison of DFW to Washington, D.C. and Atlanta. All three regions have similar populations and growth patterns, but Washington and Atlanta are both much more walkable. A significant contributing factor to their walkability is their development of transit systems in the 1970s vs. DFW’s transit programs developing much later.

For the full article, visit this link: ["You Should Be Able to Safely Walk in Dallas-Fort Worth"](#)

Metropolitan Dallas-Fort Worth Established Walkable Urban Places or WalkUPs

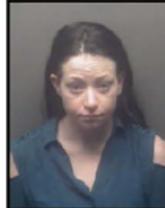
Name	Rank	Composite Premium
Southlake Town Center	1	2.01
Lakewood Center	2	2.01
Knox/Henderson	3	1.91
Bishop Arts District/Davis	4	1.87
Grapevine Main Street	5	1.71
Lower Greenville	6	1.62
Preston Center	7	1.59
Oak Lawn	8	1.59
Uptown	9	1.58
Victory Park	10	1.54
Shops at Park Lane	11	1.53
Legacy Town Center	12	1.37
Camp Bowie - The Bricks	13	1.37
Addison Circle	14	1.36
Downtown Burleson	15	1.36
Fort Worth Cultural District	16	1.30
TCU/West Berry	17	1.27
SMU/Mockingbird	18	1.25
Downtown McKinney	19	1.24
West 7th/Left Bank	20	1.22
Downtown Carrollton	21	1.20
Design District	22	1.19
Magnolia/Fairmount	23	1.18
Downtown Fort Worth	24	1.18
Baylor U Med Center	25	1.13
Camp Bowie - Ridglea	26	1.12
Downtown Plano	27	1.10
Deep Ellum	28	1.08
Downtown Denton	29	1.03

C. Update on Traffic Signals on Hidden Creek Parkway

The traffic signal at Hurst Road is now fully operational, see page XX for photos of the activation celebration. The signals at Cardinal Ridge and Arrowwood (at the school location) will go to a red flash cycle on Monday, August 12. Traffic in all directions will be required to stop (similar to a 4-way stop). A flash cycle is required for a minimum of 48 hours when installing a new traffic signal. Wednesday, August 14, those signals are scheduled to go to the fully operational cycle, pending verification that the camera and timing systems are operating as expected.

D. Burleson Police Department Ten Most Wanted

Burleson Police Department will start to post the top ten most wanted offenders in Burleson every month in hopes to gather leads and to ultimately make arrests. The list will be shared on Burleson Police Department’s social media and can be found at www.burlesontx.com/BPDMostWanted

 CRIME STOPPERS 817-469-8477 TARRANT COUNTY	BURLESON POLICE DEPARTMENT 1161 SW Wilshire Blvd, Burleson TX, 76028 Call Burleson PD 817-426-9903 or Crime Stoppers 817-469-8477			
TOP 10 MOST WANTED AS OF AUGUST 1, 2019				
<p>The Burleson Police Department is seeking the community’s help in locating these wanted subjects. If you have any information on their location, please contact BPD at 817-426-9903. If you would like to remain anonymous, you can call Crime Stoppers anytime 24 hours a day at 817-469-TIPS (8477). These subjects may be armed and dangerous. DO NOT attempt to apprehend these individuals yourself.</p>				
				
Sabrina ASKEY ASSAULT	Miguel DOMINGUEZ SEX OFFENSE	Kenneth HALL FORGERY	Joey HAMRICK SEX OFFENSE	Ronald HENSLEY THEFT
				
Lauren MARQUEZ ASSAULT	Curtis OWENS ASSAULT	Antonia ROBERTS POSS CS	Joseph WILDER BURGLARY	Julius WOODARD EVADING W/ VEH
<p>The Burleson Police Department Top 10 Most Wanted is updated on the 1st of every month and available online at www.burlesontx.com/bpdmostwanted</p>				

III. Upcoming Road Construction/Closures

Upcoming Road Construction/Closures			
Project & Limits	Current Status	Traffic Affected	Estimated Completion
Renfro Street Medians in Old Town – Johnson to IH35W	Medians <i>and</i> crosswalks are under construction. Work on irrigation and streetlights is underway. Landscape will follow, with an asphalt overlay as the final step.	<i>8/8 UPDATE</i> – Middle lanes closed to traffic, one lane open in each direction. <i>Last week's detour lasted just over 2 days, the road was reopened on Saturday 8/3.</i>	The current contract completion date is August 23. City staff continues to push the contractor for completion of the project.
Old Town Quiet Zones - RR xings at Commerce, Renfro, Ellison, Eldred	<i>8/8 UPDATE</i> – Work started on 6/3. <i>UPRR is back on site and working on extending panels and placing gates. Once UPRR sets new gates, the contractor will be able to proceed.</i>	Closures at crossings when work is occurring. First location will be Renfro Street.	Start in June 2019, End in December 2019. Work is currently projected to be complete in September, but is dependent on UPRR's schedule.
NW Renfro Improvements – Wilshire Blvd. To Cindy Lane	<i>8/8 UPDATE</i> – Work now occurring near the SH174 intersection. <i>Concrete work scheduled for this week on the right turn lane and island near CVS</i>	<i>8/8 UPDATE</i> – Lane closure on SH174 is expected to last 1-2 more weeks. Lane closure on Renfro Street will be in place several weeks as the right turn lane is built.	Early 2020
McNairn 16" Water Line & Sewer Rebuild- SH174 to Turkey Peak Water Facility Site on Jayellen	Water line construction is progressing on Jayellen and near the Turkey Peak water site. Pavement work on McNairn north of Sunnybrook is underway.	Sections of McNairn closed as work progresses. One lane of Jayellen will be open during construction in the area. Full closure may be required for short times, and alternate routes are available.	October 2019

IV. Upcoming Community Events

A. Events

Saturday, August 17: Clear the Shelter from 10 a.m. - 4 p.m. at the Burleson Animal Shelter Adoption fees are waived for all pets at the shelter.

V. Attachments

- A. Hidden Creek Parkway & Hurst Signal Activationpage 5
- B. Police Department Quarterly Crime Report.....page 6

VI. Informal Staff Reports

- A.Hidden Vistas Update.....page 10
- B.City of Burleson Strategic Plan for FY 19-20 outreach.....page 11
- C.Ellison Street Properties RFP.....page 36

Hidden Creek Parkway & Hurst Signal Activation August 7

On August 7, Mayor Pro Tem Dan McClendon along with councilmembers Ronnie Johnson and Katherine Reading gathered with first responders to watch and celebrate Kailey Tesdahl turn on the new signal light at the intersection of S. Hurst Road and Hidden Creek Parkway.

Kailey was on her way to her high school graduation from Centennial High School on June 5, 2017 when she and her sister were injured in an accident at this intersection due to a vehicle running a stop sign. Kailey suffered a traumatic brain injury and spent months in hospitals and rehab facilities.

With the relocation of Kerr Middle School to Hidden Creek Parkway, four new stop lights were warranted due to the increase of traffic that will occur.





BURLESON POLICE DEPARTMENT

QUARTERLY REPORT

2019

NIBRS CRIMES



		Jan	Feb	Mar	Qtr 1	Apr	May	Jun	Qtr 2	Jul	Aug	Sep	Qtr 3	Oct	Nov	Dec	Qtr 4	YTD 2019 Total	YTD 2018 Total	% Change
Crimes Against Persons (NIBRS - GROUP A)																				
09A	Murder/ Manslaughter	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0.0%
09B	Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
100	Kidnapping/ Unlawful Restraint	1	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	2	4	-50.0%
11A-D	Sex Offenses	4	3	8	15	3	8	2	13	0	0	0	0	0	0	0	0	28	24	16.7%
11A	Rape	4	2	4	10	2	2	1	5	0	0	0	0	0	0	0	0	15	12	25.0%
11B	Sodomy	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	1	0.0%
11C	Sex Assault w/ Object	0	0	2	2	0	1	0	1	0	0	0	0	0	0	0	0	3	0	N/A
11D	Fondling	0	1	2	3	1	4	1	6	0	0	0	0	0	0	0	0	9	11	-18.2%
36A-B	Sex Offenses - Consensual	0	0	0	0	1	1	0	2	0	0	0	0	0	0	0	0	2	0	N/A
36A	Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
36B	Statutory Rape	0	0	0	0	1	1	0	2	0	0	0	0	0	0	0	0	2	0	N/A
13A-C	Assaultive Offenses	28	45	39	112	32	31	33	96	0	0	0	0	0	0	0	0	208	197	5.6%
13A	Aggravated Assault	11	9	8	28	4	3	3	10	0	0	0	0	0	0	0	0	38	35	8.6%
13B	Simple Assault	13	32	30	75	25	24	28	77	0	0	0	0	0	0	0	0	152	149	2.0%
13C	Intimidation	4	4	1	9	3	4	2	9	0	0	0	0	0	0	0	0	18	13	38.5%
64A	Human Trafficking, Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
64B	Human Trafficking, Involuntary Servitude	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Crimes Against Persons Total		33	49	48	130	36	40	35	111	0	241	226	6.6%							

Statistics reported are raw figures for crime analysis tracking purposes and may differ from those reported to the FBI.

		Jan	Feb	Mar	Qtr 1	Apr	May	Jun	Qtr 2	Jul	Aug	Sep	Qtr 3	Oct	Nov	Dec	Qtr 4	YTD 2019 Total	YTD 2018 Total	% Change
Crimes Against Property (NIBRS - Group A)																				
120	Robbery	3	1	1	5	2	0	0	2	0	0	0	0	0	0	0	0	7	5	40.0%
220	Burglary	6	2	11	19	8	10	5	23	0	0	0	0	0	0	0	0	42	48	-12.5%
23A-H	Theft Offenses	55	44	47	146	35	66	49	150	0	0	0	0	0	0	0	0	296	320	-7.5%
23A	Pocket Picking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
23B	Purse Snatching	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	N/A
23C	Shoplifting	17	15	16	48	12	24	15	51	0	0	0	0	0	0	0	0	99	97	2.1%
23D	Theft From Building	0	4	1	5	0	2	0	2	0	0	0	0	0	0	0	0	7	10	-30.0%
23E	Theft From Coin Op Mach	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
23F	Theft From Motor Vehicle (BMV)	16	8	15	39	10	15	11	36	0	0	0	0	0	0	0	0	75	94	-20.2%
23G	Theft of Motor Vehicle Parts	0	3	1	4	0	2	3	5	0	0	0	0	0	0	0	0	9	12	-25.0%
23H	All Other Theft	21	14	14	49	13	23	20	56	0	0	0	0	0	0	0	0	105	107	-1.9%
240	Motor Vehicle Theft	6	3	5	14	3	11	7	21	0	0	0	0	0	0	0	0	35	28	25.0%
26A-G	Fraud Offenses	17	13	17	47	14	19	14	47	0	0	0	0	0	0	0	0	94	122	-23.0%
200	Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
210	Extortion / Blackmail	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
250	Counterfeiting / Forgery	3	4	4	11	2	6	8	16	0	0	0	0	0	0	0	0	27	27	0.0%
270	Embezzlement	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	1	0.0%
280	Stolen Property Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
290	Vandalism	6	3	10	19	10	13	8	31	0	0	0	0	0	0	0	0	50	83	-39.8%
510	Bribery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Crimes Against Property Total		96	70	95	261	74	126	91	291	0	552	634	-12.9%							

Statistics reported are raw figures for crime analysis tracking purposes and may differ from those reported to the FBI.

	Jan	Feb	Mar	Qtr 1	Apr	May	Jun	Qtr 2	Jul	Aug	Sep	Qtr 3	Oct	Nov	Dec	Qtr 4	YTD 2019 Total	YTD 2018 Total	% Change
Crimes Against Society (NIBRS - Group A)																			
35A-B	Drug Offenses	19	36	36	91	29	30	10	69	0	0	0	0	0	0	0	160	180	-11.1%
35A	Drug/Narcotic Violations	19	34	34	87	28	28	10	66	0	0	0	0	0	0	0	153	175	-12.6%
35B	Drug Equipment Violations	0	2	2	4	1	2	0	3	0	0	0	0	0	0	0	7	5	40.0%
39A-D	Gambling Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
40A-C	Prostitution Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
370	Pornography / Obscene Material	1	0	1	2	1	0	0	1	0	0	0	0	0	0	0	3	4	-25.0%
520	Weapon Law Violations	3	5	1	9	5	4	1	10	0	0	0	0	0	0	0	19	13	46.2%
720	Animal Cruelty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	-100.0%
	Crimes Against Society Total	23	41	38	102	35	34	11	80	0	182	198	-8.1%						

Statistics reported are raw figures for crime analysis tracking purposes and may differ from those reported to the FBI.

	Jan	Feb	Mar	Qtr 1	Apr	May	Jun	Qtr 2	Jul	Aug	Sep	Qtr 3	Oct	Nov	Dec	Qtr 4	YTD 2019 Total	YTD 2018 Total	% Change
NIBRS - Group B																			
90A	Bad Checks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
90B	Curfew/ Loitering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	-100.0%
90C	Disorderly Conduct	1	0	2	3	1	1	0	2	0	0	0	0	0	0	0	5	3	66.7%
90D	DUI	17	19	21	57	20	14	11	45	0	0	0	0	0	0	0	102	75	36.0%
90E	Drunkenness	0	3	3	6	11	12	4	27	0	0	0	0	0	0	0	33	10	230.0%
90F	Family Offenses, Nonviolent	1	0	1	2	0	2	1	3	0	0	0	0	0	0	0	5	7	-28.6%
90G	Liquor Law Violations	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	1	0	N/A
90H	Peeping Tom	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
90J	Trespass	0	0	0	0	0	2	2	4	0	0	0	0	0	0	0	4	0	N/A
90Z	All Other Offenses	9	12	17	38	15	13	12	40	0	0	0	0	0	0	0	78	42	85.7%
	Group B Incident Total	28	34	44	106	47	45	30	122	0	228	140	62.9%						

Statistics reported are raw figures for crime analysis tracking purposes and may differ from those reported to the FBI.

Note: NIBRS only counts Arrests for Group B Offenses. However, this table counts all Group B Offenses regardless of arrest status.

Quarterly Report Summary

In February 2019, the Burleson Police Department transitioned from FBI Uniform Crime Reporting (UCR) summary reporting to incident based reporting (NIBRS). The state mandated all law enforcement agencies to transition by September 2019

There are several differences between summary reporting and incident based reporting that will impact our crime statistics for 2019 reporting. Under UCR, only the highest crime in a single incident was reported. Under NIBRS, we capture all offenses that occurred in a single incident. For example, an Aggravated Robbery that involved a suspect who possessed an illegal weapon and in possession of illegal narcotics would have been reported as an Aggravated Robbery under UCR. However, under NIBRS, we would count the robbery, a weapons charge, and illegal narcotics out of the same incident. Furthermore, some UCR crimes, such as simple assault that were previously categorized, as "Part Two" offenses will now be counted under a new category called "Crimes Against Persons" and additional crimes were added under this category that will increase the overall crime numbers. These changes make it impossible for us to have an apples to apples comparison of statistics between 2018 and 2019.

As a result of these changes, we will see increases in the number of offenses being reporting under NIBRS, when comparing them to UCR Summary Reports from previous years as well as decreases in some categories where the crime was moved to another category. The statistics attached to the Quarterly Report are for analysis purposes only and will differ from those reported to the FBI as part of the Uniform Crime Reports. For more information on UCR Reporting, please go to:

<https://www.fbi.gov/services/cjis/ucr>

Crimes Against Persons

- Crimes Against Persons are up 6.6% overall.
- The largest increase was in Assaultive Offenses, which increased from 197 at this point last year to 208 this year
- Aggravated Assaults and Simple Assaults increased by 3 offenses each, Intimidation Assaults increased by 5 offenses. More than half of the Aggravated and Simple Assaults were family violence related.

Crimes Against Property

- Crimes Against Property are down 12.9%.
- Burglary of Motor Vehicles has decreased by 19 offense year to date. However, Motor Vehicle Thefts have increased 7 offenses (25%). The Tri-County Auto Theft Task Force is tracking several known suspects/groups in the area.
- Vandalism has decreased by 33 offenses (39.8%), making it the largest decrease of any category of property crime.

Crimes Against Society

- Crimes Against Society is down 8.1%.
- The largest decrease was in Drug/Narcotic Violations (down 22 offenses).

- Weapon Law Violations increased 46.2% or 6 offenses.

Group B Crimes

- Group B Crimes increased 62.9% year to date.
- The largest increase is in the category of DWI, which increased 27 offenses year to date.
- Drunkenness has increased by 23 offenses year to date (230%).

08.8.2019

Development Services

To
Mayor & Council

Hidden Vistas Update

From
Michelle McCullough

Update:

Work on the repair of the Hidden Vistas retaining wall is once again underway.

Re
Hidden Vistas repair
update

In June, residents raised concerns related to the pipe type and installation methods being used in the repair of the Hidden Vista Retaining wall and private drain. Staff visited the site and made the contractor expose locations of constructed pipe and determined that the pipe type was not correct and there were some areas where an improper installation method has been used. Staff instructed the contractor to remove the pipe and replace it with the correct pipe and construction method.

Staff met with the developer and his engineer to discuss this issue and what staff observed onsite. It was determined that the contractor must use the pipe material designed by the engineer and the developer indicated he would meet with the contractor to ensure the correct pipe would be ordered and that any pipe installed not meeting the specifications of the design would be removed and replaced.

The contractor resumed work this week and the correct pipe material was delivered on Thursday, August 8, 2019. The City's Building Official was onsite at the time of the delivery.

Staff will visit the site every day for the duration of the project to inspect work performed by the contractor. The engineer will also perform regular visits to the site to ensure the work is performed to the design plans.

City of Burleson

141 W Renfro St
Burleson, TX 76028

Burleson
T E X A S ★

08.8.2019

Marketing & Communications

To
Mayor & Council

Strategic Plan FY 19-20 public input:

From
DeAnna Phillips

Background:

The City of Burleson has developed a proposed organizational strategic plan for fiscal year 2019-20.

Re
Strategic Plan FY 19-20 public input

Development:

The proposed plan was developed utilizing the following city council and public input:



- City council budget priorities that were discussed at previous city council budget work sessions
- city's vision and mission, which was adopted by city council on Sept 6, 2011
- Imagine Burleson: Roadmap to 2030, which was adopted by City Council on April 19, 2010
- Burleson Game Plan, which outlines the city's values. The Game Plan was adopted by city council on Sept. 6, 2011
- current master plans the city is utilizing such as the Master Mobility Plan, Wastewater Master Plan, Drainage Master Plan, Trail Master Plan, etc

City of Burleson

141 W Renfro St
Burleson, TX 76028



- Several departments have strategic plans that focus on their particular areas and those were evaluated as well
- meetings that were held with City Manager Langely and council members
- Executive level staff discussions
- 2019 city-wide branding initiative survey
- July 5, 2019 city council work session presentation

Update:

- After the August 5, 2019 city council work session discussion, staff has made suggested changes to work plan tasks. Revised plan is attached.

Next steps:

- City Council requested staff to gather more public input. Below is the public outreach plan.

FY 2019-20 Strategic Plan public input	
Week of Aug 5 – 9	Send plan to: <ul style="list-style-type: none"> • Chamber of Commerce • local industry leaders to review the plan. • (With school starting next week, we will not be reaching out to the ISD's as we know they will be very busy.)
Week of Aug 12 – 16	Post link to the plan on: <ul style="list-style-type: none"> • city's website • social media • weekly enewsletter • Weekly Report • Send to Burleson Star
Week of Aug 19 – 23	Post link to the plan on: <ul style="list-style-type: none"> • Weekly enewsletter • Weekly Report
Week of Aug 26 – 30	Post link to the plan on: <ul style="list-style-type: none"> • social media • weekly enewsletter • Weekly Report
September 3	Public hearing at city council meeting

This document is intended to serve as a strategic plan for the next fiscal year, October 1, 2019 – September 30, 2020. At the direction of city council a more in-depth strategic planning retreat that will focus on the long-term vision for the city will be held in the Fall 2019 or early next year, 2020.

City of Burleson

141 W Renfro St
Burleson, TX 76028



A scenic sunset over a pond with a fountain and reeds. The sky is filled with soft, colorful clouds in shades of orange, yellow, and blue. The sun is low on the horizon, casting a warm glow. In the foreground, tall reeds are silhouetted against the water. A fountain on the left side of the pond is spraying water upwards. The overall atmosphere is peaceful and serene.

CITY OF BURLESON STRATEGIC PLAN

for fiscal year 2019-20

PROPOSED

ABOUT THIS PLAN

The City of Burleson Strategic Plan is a visionary document that is designed to guide the organization toward achieving community-wide goals and objectives.

The Strategic Plan was developed utilizing the following:

- City Council Priorities as discussed in previous city council budget work sessions
- City's adopted vision and mission
- Imagine Burleson: Roadmap to 2030, a planning document. Adopted by City Council April 19, 2010.
- Burleson Game Plan, includes city's values and goals. Adopted by City Council September 6, 2011.
- City's Master Plans
- Departmental Strategic Plans
- Council and Department Head meetings with City Manager



ORGANIZATIONAL VALUES

From the Burleson Game Plan
Adopted by Council Sept. 6, 2011

EFFICIENCY:

Doing things right; measured by a comparison of production with cost (as in energy, time and money).

TRANSPARENCY:

Citizens can see how public business is conducted and participate in it.

HONESTY:

The quality of being honest; upright and fair; truthful, sincere; absence of deceit or fraud.

INNOVATION:

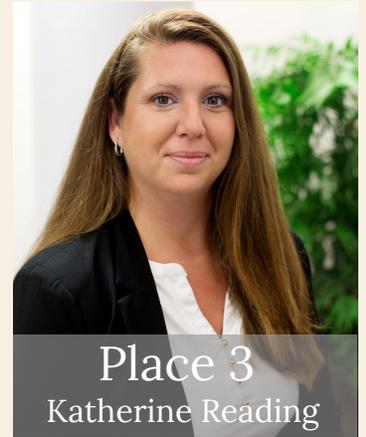
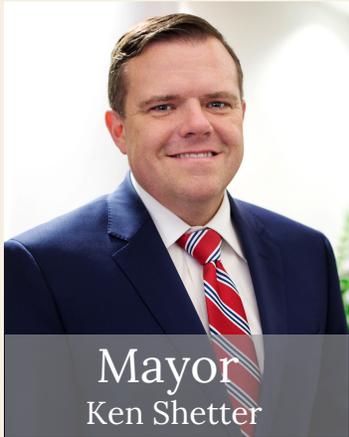
The process by which a new idea or invention adds value to the services we provide to our citizens.

CUSTOMER SERVICE:

Providing courteous, helpful service that exceeds what the customer would reasonably define as normal or expected.

BURLESON

City Council



MISSION AND VISION STATEMENTS

As adopted by City Council on September 6, 2011

VISION:

The City of Burleson will be a premier municipal organization in the North Central Texas Region through outstanding performance, timely problem identification and resolution, unequal service delivery and customer satisfaction.

MISSION:

The City of Burleson exists to create an environment which provides municipal services that are highly valued by its citizens, delivered using the best practices available utilizing a workforce that is well trained, equipped, and committed to innovation, productivity and teamwork.

Old Town

Hot
Sounds
of
Summer



THE CITY OF BURLESON IS:

Focused on building a dynamic future, while preserving our rich history.

Dedicated to establishing a great place to live, learn, work and play.

Committed to being a sustainable community for all, through every stage of life.

STRATEGIC Focus Areas

AREA 1



Operational Excellence

AREA 2



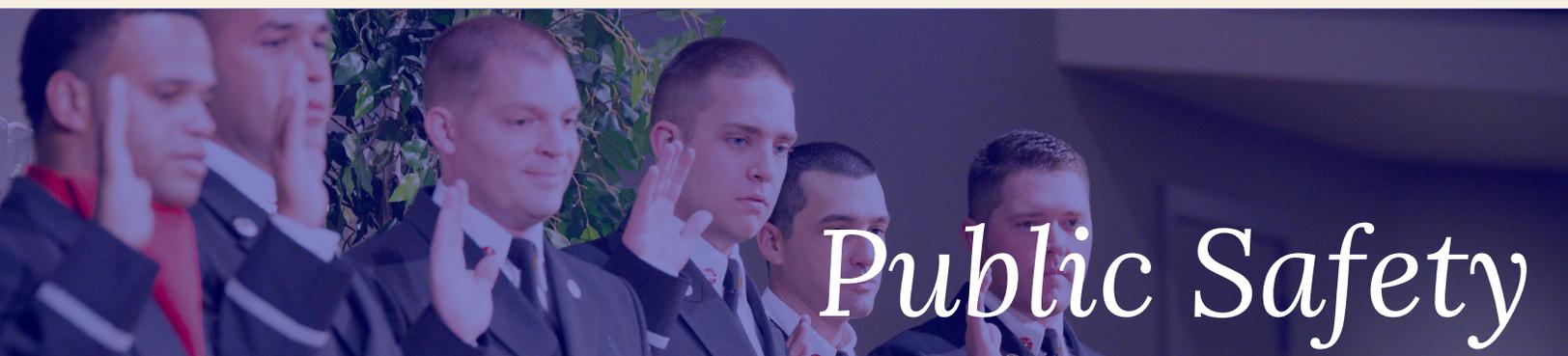
Infrastructure

AREA 3



Community

AREA 4



Public Safety



STRATEGIC FOCUS AREA 1: *Operational Excellence*

OBJECTIVE: To make the City of Burleson a community of choice by providing outstanding customer service; leveraging technology to be an efficient and responsive organization; being financially responsible; and focusing on transparency throughout the organization.

GOAL 1:

Develop a high-performance workforce by attracting and retaining the very best employees; providing a competitive salary and benefits package; maximizing employee training and educational opportunities.

GOAL 2:

Improve the efficiency and productivity of operations through the use of technology, innovation and continual business process improvement.

GOAL 3:

Deliver high-quality service to external and internal customers by providing an outstanding customer experience; regularly seeking feedback from citizens and employees; and offering convenient methods for conducting business with the city.

GOAL 4:

Be a responsible steward of the city's financial resources by providing rates and fees that represent a strong value to our citizens; providing timely, accurate and transparent financial reporting; and utilizing long-range planning.

GOAL 5:

Foster a collaborative organization, both internally and externally, by maintaining an open dialogue between all city departments along with local, regional, state and federal partners.

Operational Excellence

WORK PLAN TASKS

Goal 1

Develop a high-performance workforce by attracting and retaining the very best employees; providing a competitive salary and benefits package; maximizing employee training and educational opportunities.

	Work Plan Task	Responsible Department	Target Date
A.	Implement revised public safety step plan to provide competitive salaries with area agencies	Human Resources	October 2019
B.	Revise performance evaluations process and provide additional training to improve employee feedback and performance	Human Resources	July 2020
C.	Utilize technology to streamline hiring processes and improve recruitment efforts	Human Resources	December 2019
D.	Develop and implement enhanced training programs throughout the organization to improve workplace culture and productivity	Human Resources	February 2020
E.	Enhance recruitment efforts by attending job fairs, engaging high school programs and creating recruitment videos that showcase Burlleson as a premier place to work	Human Resources	April 2020

Goal 2

Improve the efficiency and productivity of operations through the use of technology, innovation and continual business process improvement.

	Work Plan Task	Responsible Department	Target Date
A.	Complete technology strategic plan to identify, prioritize and begin implementation of needed enhancements to technology across the organization	Information Technology	December 2019
B.	Implement the FileBound electronic management software system to improve electronic records management, retention and workflow across the organization	City Secretary's Office	September 2020
C.	Implement online permitting and review system for development services to increase permit tracking and reporting efficiency	Development Services/ Information Technology	December 2019
D.	Create a performance measurement and reporting system to complement and assess the implementation and progress of the city-wide strategic plan	Marketing & Communications	September 2020
E.	Implement an Enterprise Backup Solution that includes cloud-based disaster recovery services to protect the city's data in case of an emergency	Information Technology	April 2020

Goal 3

Deliver high-quality service to external and internal customers by providing an outstanding customer experience; regularly seeking feedback from citizens and employees; and offering convenient methods for conducting business with the city.

	Work Plan Task	Responsible Department	Target Date
A.	Develop city-wide customer service survey and feedback channels to measure customer experience with city facilities and projects	Marketing and Communications	July 2020
B.	Enhance communication with city council and the public through Connect with Council community outreach, special event participation, online town halls and public forums	City Secretary's Office	September 2020
C.	Implementation of streamlined recruiting, applications, tracking, training and historical records processes for City Boards & Commission	City Secretary's Office	September 2020
D.	Create operational measures to increase response times for municipal court customers to provide efficient and effective services	Municipal Court	July 2020
E.	Host State of the City event to provide an opportunity for city council and city staff to engage with the public and receive feedback from the community	Marketing and Communications	February 2020
F.	Implement city branding campaign to develop a clear, strong and resilient brand identity across all mediums that represents the varied attributes of Burleson, while supporting the goals of the City Council	Marketing and Communications	December 2019

Goal 4

Be a responsible steward of the city's financial resources by providing rates and fees that represent a strong value to our citizens; providing timely, accurate and transparent financial reporting; and utilizing long-range planning.

	Work Plan Task	Responsible Department	Target Date
A.	Centralize all procurement processes into the purchasing department to increase transparency and maximize tax dollar expenditures	Purchasing Department	October 2019
B.	Create a quarterly report to city council which provides financial information, economic data and status of progress towards implementing strategic items	Finance/Marketing & Communications	December 2019
C.	Create a dedicated space on the city's homepage to provide enhanced level of information related to the city's finances	Marketing and Communications	June 2020
D.	Develop options and review financial policies to improve process workflow and accountability	Finance	October 2019
E.	Create new budget process to provide city council multiple opportunities to discuss and review the city's budget	Finance	February 2020

Goal 5

Foster a collaborative organization, both internally and externally, by maintaining an open dialogue between all city departments along with local, regional, state and federal partners.

	Work Plan Task	Responsible Department	Target Date
A.	Continue partnership with Johnson County Sherriff Department to collaborate on issues that impact residents in the city and county, such as responsible shooting practices	Police	On-going
B.	Purchase land near Stribling Elementary that will assist the city and Burleson ISD representatives in implementing future signalized intersection at Stribling Elementary	City Manager's Office	November 2019
C.	Establish quarterly meetings with Joshua ISD representatives to discuss common issues and areas for partnerships	City Manager's Office	October 2019
D.	Develop child witness legislation model that can be used for other agencies to adopt and improve over time	Police	July 2020
E.	Evaluate regional transportation opportunities with North Central Texas Council of Governments (NCTCOG) that will assist Burleson's Mobility Master Plan	Engineering	On-going



STRATEGIC FOCUS AREA 2 : *Infrastructure*

OBJECTIVE: To develop and maintain public infrastructure in the City of Burleson that improves mobility and connectivity; develops superior utility services and facilities; and promotes the sustainable development of the city.

GOAL 1:

Improve efficiency of travel for citizens by focusing on key improvements within the SH174 Corridor and coordinating with Regional, State and Federal transportation partners for funding and support.

GOAL 2:

Enhance connectivity and improve mobility by expanding capacity of existing transportation network; evaluating additional thoroughfare improvements; and improving roadway, bicycle and pedestrian infrastructure.

GOAL 3:

Develop and maintain utility services and facilities that meet the needs of the community through strategic planning, long-term planning and best practices.

GOAL 4:

Pursue regional transportation solutions that will assist our residents, visitors and businesses traveling to and from our city.

GOAL 5:

Develop and implement a Capital Improvement Program that improves the quality of life for residents through the completion of projects identified in the city's Master Plans.

Infrastructure

WORK PLAN TASKS

Goal 1

Improve efficiency of travel for citizens by focusing on key improvements within the SH174 Corridor and coordinating with Regional, State and Federal transportation partners for funding and support.

	Work Plan Task	Responsible Department	Target Date
A.	Complete traffic signal master plan and identify phased approach to improvements	Public Works	December 2019
B.	Negotiate agreement with the Texas Department of Transportation for the city to assume responsibility for all traffic signals on SH 174 corridor	Public Works	March 2020
C.	Develop financial partnership agreement with the North Central Texas Council of Governments to implement traffic signal improvements on SH 174 corridor	Public Works, Engineering	March 2020
D.	Work with TXDOT to acquire right-of-way and finalize design related to the widening of SH174 from Elk Drive to Hulen Street from four-lanes to six-lanes	Engineering	September 2020
E.	Partner with TXDOT to identify future SH174 corridor enhancements related to drainage, intersection improvements and increases in traffic capacity	Engineering	June 2020
F.	Improve key intersections on SH174 (at Renfro Street and Hidden Creek Parkway) to increase capacity and allow more traffic to flow during signal phases	Engineering	June 2020

Goal 2

Enhance connectivity and improve mobility by expanding capacity of existing transportation network; evaluating additional thoroughfare improvements; and improving roadway, bicycle and pedestrian infrastructure.

	Work Plan Task	Responsible Department	Target Date
A.	Develop Master Plan to address accessibility improvements necessary to comply with the Americans with Disability Act	Public Works	March 2020
B.	Finalize design and begin implementation of the sidewalk improvements identified in the Safe Routes to School Program	Engineering	September 2020
C.	Create a Traffic Safety Committee to discuss safety concerns, evaluate accident data and identify areas that need improvements	City Manager's Office	December 2019
D.	Complete the design to expand Hulen Street from SH174 to Candler Road from two-lanes to four-lanes which will increase traffic capacity and improve safety of the roadway	Engineering	September 2020

Goal 3

Develop and maintain utility services and facilities that meet the needs of the community through strategic planning, long-term planning and best practices.

	Work Plan Task	Responsible Department	Target Date
A.	Continue working with the City of Fort Worth to develop an agreement that addresses future water supply needs for the City of Burleson, establishes the capacity of all water lines currently serving the city and outline terms for the purchase of any future additional needed capacity	Public Works	September 2020
B.	Develop a master plan for city facilities that identifies space, needs, preferred department locations and potential long-term solutions	Public Works	September 2020
C.	Create a centralized process to manage the construction of facilities and projects throughout the organization	Public Works	December 2019
D.	Update the Water & Sewer Master Plan to identify options to expand services to the western portion of the city	Development Services	September 2020
E.	Complete design and initiate construction of Animal Shelter isolation area to help decrease exposure and minimize the spread of disease among animals at the shelter	Neighborhood Services	June 2020

Goal 4

Pursue regional transportation solutions that will assist our residents, visitors and businesses traveling to and from our city.

	Work Plan Task	Responsible Department	Target Date
A.	Determine an implementation strategy for the Transit Oriented TIF District (TOD)	Development Services	September 2020
B.	Begin dialogue with Tarrant Regional Transportation Coalition and regional partners to outline options to improve mobility in the City of Burleson	City Manager's Office	September 2020
C.	Partner with COG and TXDOT to develop long-term solutions to improve capacity of I-35W corridor	Engineering	On-going
D.	Develop strategy and corridor plan to improve access to the Chisholm Trail Parkway	Engineering	September 2020

Goal 5

Develop and implement a Capital Improvement Program that improves the quality of life for residents through the completion of projects identified in the city's Master Plans.

	Work Plan Task	Responsible Department	Target Date
A.	Complete a watershed study for Upper Village Creek and Willow Creek and identify necessary drainage improvements	Development Services	August 2020
B.	Work with developer to complete construction of the Candler Road bridge and associated improvements	Development Services	September 2020
C.	Develop a Capital Improvements Program identifying key projects and funding sources that allows for comprehensive prioritization of city-wide proposed projects	City Manager's Office	June 2020
D.	Develop a plan for enhancing the floodplain management program with the goal of improving the City's rating in the Community Rating System Program (CRS)	Development Services	September 2020
E.	Complete implementation of Old Town Railroad Crossing Quiet Zones at Commerce, Renfro, Ellison and Eldred Streets to increase safety of crossings and reduce noise pollution from train horns	Engineering	February 2020



STRATEGIC FOCUS AREA 3: *Community*

OBJECTIVE: To make the City of Burlison a premier place to live, learn, work and play.

GOAL 1:

Provide high-quality parks and recreation opportunities for residents by expanding park amenities and options; enhancing city's trail network; and improving access to parks facilities.

GOAL 2:

Provide outstanding cultural and educational opportunities by cultivating mutually beneficial partnerships with area education, business community and government entities; and by continuing to enhance and develop programs that enrich the quality of life for residents.

GOAL 3:

Attract and retain top-tier businesses to promote high-quality economic development by expanding and diversifying the tax base; and creating jobs that allow our residents to work where they live.

GOAL 4:

Promote sustainable residential and commercial development through strategic and long-term planning; providing a business-friendly environment; continuing efficient development review process; and enhancing partnerships with the development community.

GOAL 5:

Encourage a clean and healthy community through the promotion of positive behaviors, sustainable practices, outreach programs and city services.

GOAL 6:

Encourage placemaking and a sense of belonging in our neighborhoods, parks and key commercial districts by focusing on long-range planning and comprehensive elements.

Community

WORK PLAN TASKS

Goal 1

Provide high-quality parks and recreation opportunities for residents by expanding park amenities and options; enhancing city's trail network; and improving access to parks facilities.

	Work Plan Task	Responsible Department	Target Date
A.	Complete Parks Master Plan to identify parks enhancements and projects throughout the city	Recreation & Lifelong Learning	January 2020
B.	Begin working on Bike Path Plan Update in conjunction with the Parks Master Plan	Engineering	January 2020
C.	Develop Parks Capital Improvement Program to rank and schedule implementation of park enhancements and projects from Parks Master Plan	Recreation and Lifelong Learning	March 2020
D.	Develop recommendations to address needs related to building, equipment, fences and associated items at Hidden Creek Golf Course	Golf	March 2020

Goal 2

Provide outstanding cultural and educational opportunities by cultivating mutually beneficial partnerships with area education, business community and government entities; and by continuing to enhance and develop programs that enrich the quality of life for residents.

	Work Plan Task	Responsible Department	Target Date
A.	Create plan to expand environmental outreach through community events, educational material, engagement with HOA's, schools and community groups to educate the public on stormwater, litter and other public health concerns	Neighborhood Services- Environmental Services, Keep Burleson Beautiful	October 2019
B.	Explore options with area educational institutions to improve access to higher education within the city limits	City Manager's Office	September 2020
C.	Develop options to create job training center for city's industrial corridor to improve employment opportunities for residents and access to skilled-workers for local industry	Economic Development	September 2020
D.	Evaluate resources and long-term needs related to library services	Library	June 2020
E.	Engage Boren Property Advisory Board in discussions for establishing a strategic action plan for Russell Farm Art Center	Recreation and Lifelong Learning	February 2020

Goal 3

Attract and retain top-tier businesses to promote high-quality economic development by expanding and diversifying the tax base; and creating jobs that allow our residents to work where they live.

	Work Plan Task	Responsible Department	Target Date
A.	Develop strategic action plan for economic development that outlines the city's recruitment, retention and expansion goals	Economic Development	December 2019
B.	Develop 10-year proforma for 4A/4B sales tax funds and strategic options to support Economic Development efforts	Economic Development	December 2019
C.	Create a retail recruitment strategy for I-35W corridor that focuses on attracting new businesses to Burleson that complement and enhance existing retail	Economic Development	March 2020
D.	Establish recruitment plan and development incentives to target family-entertainment venues to Burleson	Economic Development	December 2019
E.	Update economic development corporation's website to provide site selectors easier access to Burleson properties and to align with city branding initiative	Economic Development	June 2020

Goal 4

Promote sustainable residential and commercial development through strategic and long-term planning; providing a business-friendly environment; continuing efficient development review process; and enhancing partnerships with the development community.

	Work Plan Task	Responsible Department	Target Date
A.	Update city's development code to better align with comprehensive plan revisions	Development Services	June 2020
B.	Initiate creation of a development guide and checklist for building inspections, planning and engineering that will provide property owners, developers, and consultants an easy-to-read guide through the city's development process	Development Services	January 2020
C.	Develop strategy to encourage the creation of master-planned communities within the city	Development Services	September 2020
D.	Begin redevelopment of Ellison Street properties to attract new users into Old Town and to complement Mayor Vera Calvin Plaza in Old Town	Economic Development	September 2020
E.	Update economic development corporation incentive policy to recruit targeted industries that will increase employment and capital investment in the city	Economic Development	September 2020

Goal 5

Encourage a clean and healthy community through the promotion of positive behaviors, sustainable practices, outreach programs and city services.

	Work Plan Task	Responsible Department	Target Date
A.	Increase awareness and participation in the Be Healthy Annual Run, Burluson Babies program and Burluson Stampede through community partnerships throughout the city	City Secretary's Office	September 2020
B.	Create a community outreach plan that details how property maintenance regulations can protect neighborhoods from deterioration, maintain property values and help prevent crime	Neighborhood Services – Code Compliance	November 2019
C.	Increase participation in programs that assist households who have property maintenance issues make needed repairs to their homes	Neighborhood Services – Code Compliance	December 2019
D.	Review mosquito control process, identify and address new disease-carrying arthropods (insects, arachnids) and related diseases; update education outreach, surveillance, source reduction and control methods	Neighborhood Services – Environmental Services	April 2020
E.	Implement code compliance strategic plan that prioritizes neighborhoods, modifies operations to address emerging trends, hotspots and residential complaints to focus resources on the most needed areas of the city	Neighborhood Services – Code Compliance	April 2020
F.	Implement new solid waste and recycling contract within the community through education and outreach on service enhancements to the city	Marketing and Communications	October 2019

Goal 6

Encourage placemaking and a sense of belonging in our neighborhoods, parks and key commercial districts by focusing on long-range planning and comprehensive elements.

	Work Plan Task	Responsible Department	Target Date
A.	Complete update of the City's Comprehensive Plan to reflect Council's vision, enhance neighborhood connectivity and encourage a sense of belonging in public spaces	Development Services	February 2020
B.	Complete Subdivision Ordinance Revisions to meet the requirements of the new legislation and ensure efficient, clear processes for subdivision of land	Development Services	March 2020
C.	Develop a corridor plan that focuses on specific locations throughout the city for new and improved areas of placemaking and redevelopment to add public spaces	Economic Development	March 2020
D.	Evaluate programming in parks and city facilities outside of the Old Town area to encourage placemaking and community in other portions of the city	Recreation and Lifelong Learning	September 2020



STRATEGIC FOCUS AREA 4 : *Public Safety*

OBJECTIVE: Provide a safe and secure community for those that live, learn, work and play in the City of Burleson by focusing on crime prevention and community risk reduction programs; emergency preparedness; and emergency response services.

GOAL 1:

Enhance emergency response services provided to the community.

GOAL 2:

Provide superior public safety dispatch services.

GOAL 3:

Ensure adequate equipment and personnel needs are being met, including staffing, support and training.

GOAL 4:

Continue community policing and risk reduction programs that create strong partnerships with the public to promote safety throughout the community.

GOAL 5:

Strengthen partnerships with area public safety agencies to enhance safety to the overall region.

GOAL 6:

Maximize the use of the city's emergency operations center to improve training and enhance the city's emergency response capabilities.

Public Safety

WORK PLAN TASKS

Goal 1

Enhance emergency response services provided to the community.

	Work Plan Task	Responsible Department	Target Date
A.	Amend agreement with Johnson County Emergency Service District (ESD) to provide enhanced services to the west side of the city	Fire	December 2019
B.	Complete the hiring of three new police officers and begin formation of a power shift to improve response times	Police	December 2019
C.	Implement Community Paramedic program/Mobile Integrated Healthcare program in partnership with MedStar and Texas Health Resources Huguley Hospital to reduce 911 calls by proactively helping patients manage their healthcare in their homes	Fire	June 2020
D.	Enhance the availability of the squad unit at Fire Station 1 to improve emergency medical service	Fire	December 2019

Goal 2

Provide superior public safety dispatch services.

	Work Plan Task	Responsible Department	Target Date
A.	Evaluate public safety dispatch technology enhancements that will improve efficiency of operations	City Manager's Office	September 2020
B.	Work with cross-departmental governance committee to identify opportunities to enhance public safety dispatch services	City Manager's Office	September 2020
C.	Develop formalized procedures for emergency medical calls	Fire	December 2019
D.	Create training program for dispatchers and firefighters to improve working knowledge of operational environment	Police & Fire	December 2019
E.	Collaborate with MedStar Mobile Healthcare to create and enhance technology transfer of emergency call information	Fire	September 2020

Goal 3

Ensure adequate equipment and personnel needs are being met, including staffing, support and training.

	Work Plan Task	Responsible Department	Target Date
A.	Hire additional police records clerk position to improve records management processes	Police	December 2019
B.	Increase victim assistance outreach program by hiring a full-time victim assistance coordinator	Police	December 2019
C.	Begin certification process of three firefighters as paramedics to comply with Advanced Life Support EMS service	Fire	October 2019
D.	Plan and coordinate joint incident and operation exercises to prepare public safety and support departments for emergencies within our community	Fire	March 2020

Goal 4

Continue community policing and risk reduction programs that create strong partnerships with the public to promote safety throughout the community.

	Work Plan Task	Responsible Department	Target Date
A.	Continue ISO 1 compliant training to secure the city's top fire rating score which places Burleson Fire Department as one of the top fire departments in the nation	Fire	Monthly
B.	Review processes and continue best practices to receive accreditation from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) that creates a forum in which law enforcement agencies and citizens work together to prevent and control challenges confronting law enforcement and provides clear direction about community expectations	Police	On-going
C.	Continue to provide free swim lessons and drowning prevention education to local youth and their families through the Burleson Drowning Prevention Coalition in an effort to stop childhood drownings in our community	Fire	On-going
D.	Create and implement a neighborhood proactive animal services patrol and education plan to build trust between the shelter staff and the community they serve	Neighborhood Services - Animal Services	November 2019

Goal 5

Strengthen partnerships with area public safety agencies to enhance safety to the overall region.

	Work Plan Task	Responsible Department	Target Date
A.	Continue Burleson Marshal's Office shared services with Burleson Police Department which provides additional certified peace officers in the community to assist with traffic assignments, enforcements and control and provide back-up for service calls, as needed	Police	On-going
B.	Ensure mutual aid agreements with Johnson County Emergency Service District Station 83 and Fort Worth, Crowley, Alvarado, Briaroaks, Tarrant County and Joshua fire departments to provide additional resources in the event of fire, EMS, or natural disaster emergencies.	Fire	On-going
C.	Partner with public safety departments of Johnson County and Johnson County Sheriff to enhance active shooter training with Burleson ISD and Joshua ISD	Police	August 2020
D.	Maintain relationship with Tarrant and Johnson County District Attorney to continue advocating for local legislation in regards to intimate partner violence and child witness ordinances	Police	On-going
E.	Continue to partner with Tarrant County Law Enforcement Association for enhancements of region public safety initiatives	Police	On-going

Goal 6

Maximize the use of the city's emergency operations center to improve training and enhance the city's emergency response capabilities.

	Work Plan Task	Responsible Department	Target Date
A.	Conduct annual "active threat" large-scale drills within the school districts	Fire	August 2020
B.	Continue training individuals in schools, churches and local businesses how to provide vital initial response to stop uncontrolled bleeding in emergency situations	Fire	On-going
C.	Conduct semi-annual familiarization training in the emergency operations center with key city staff to prepare for activation	Fire	August 2020
D.	Conduct strategic operational planning exercises with local/regional internal & external stakeholders	Fire	On-going

08.8.2019

Development Services

To
Mayor & Council

Ellison Street Properties RFP

From
Drew Pennywell

Information:

Following the August 5 City Council Meeting, city staff has finalized RFP 2019-012 Sale of Real Property.

Re
RFP for city-owned
properties on Ellison
Street

A complete final version of RFP 2019-012 is attached.

The RFP includes background information, area maps, details pertaining to Council's vision of developing the subject properties, 114 W. Ellison and 135 W. Ellison, and the preferred development scenario. The RFP also outlines the selection process which is detailed in section 1.10:

"All proposals received by the City of Burleson in response to this RFP will be reviewed by a staff evaluation team. The staff evaluation team will rank all complete proposals based on the evaluation criteria listed in Section 1.11 of this RFP and will recommend the highest-scoring qualified proposal. The staff evaluation team will forward all proposals to City Council, and will make a brief presentation to City Council on the top three proposals. The City Council will make the final selection and select the proposal that is determined to be the most advantageous to the City of Burleson considering the relative importance of price and the other evaluation factors listed Section 1.11 of this RFP."

The RFP will be advertised beginning today, Friday, August 9 and all proposals will be due by October 8, 2019.

City of Burleson

141 W Renfro St
Burleson, TX 76028



City of Burleson: Request for Proposal (RFP): Sale or long-term ground lease of real property located at 114 and 135 West Ellison Street in Burleson, Texas

RFP Number: 2019-012

Release Date: August 9, 2019

Submission Deadline Date: October 8, 2019



Executive Summary

The City of Burleson (the “City”), is pleased to issue this Request for Proposals (“RFP”) to identify a partner and master development team (“Developer”) to successfully develop City-owned property at 114 and 135 W Ellison Street in Old Town Burleson. The City requests responses detailing a developer’s experience in similar projects with a preference given to developers that have demonstrated successful downtown revitalization projects. The developer will be expected to support the planning, financing, development, construction, and ownership of a high-quality, mixed-use building.

The parcels targeted by this RFP are located on the south side of Ellison Street, a primary pedestrian corridor in Old Town Burleson. The sites are also one block south of Renfro Street, which serves as the City’s primary connection between State Highway 174 and Interstate 35W. The location of the properties are adjacent to Burleson City Hall, the Burleson Heritage Museum, and in close proximity to numerous destination restaurants, including Babe’s Chicken House, Fresco’s Cocina Mexicana, Grumps Hamburgers, Old Texas Brewing Company, Moontower Pizza Bar, and the new Mayor Vera Calvin Plaza which is currently under construction. The Old Town area has experienced significant re-development since 2005 with newly constructed mixed-use buildings totaling close to 100,000 square feet.

The City’s preferred development vision includes the demolition of the existing buildings and the subsequent construction of multi-story buildings on the sites. The new buildings would face the new public Plaza, which will be home to many community events, concerts and festivals, as well as informal activities on a regular basis. The City has committed \$6,573,168 to the construction of the plaza. The construction of the plaza is anticipated to be complete by June 2020. More details regarding the City’s preferred development scenario are outlined in section 1.18.

Much of the success of Old Town Burleson’s current revival can be attributed to the vision cast in 1995 with the development of the “Old Town Development and Preservation Plan”. In the years since that Plan was adopted, the City has carried out many action items called out in the plan and added hundreds of parking spaces in the railroad right-of-way, recruited Babe’s Chicken Dinner House, and invested in infrastructure and hardscaping on multiple occasions. All told, the City has expended more than \$12,000,000 to support the re-development of the district. This has helped leverage tens of millions of dollars of private investment in the district.

Proposals should show an emphasis and adherence to the plan. More details regarding the Plan and a link to the document are included in section 1.17.

A pre-submittal conference will be held on at 10:00 AM on August 21, 2019 at Burleson City Hall. This meeting will allow for questions and comments and attendance is strongly encouraged for those considering this RFP. Submittals are due prior 3:00 PM on October 8, 2019.



RFP NUMBER: 2019-012

PROPOSAL FOR: Sale or Long-Term
Ground Lease of Real Property located at
114 and 135 W. Ellison Street

PROPOSAL DUE DATE: October 8, 2019

PROPOSAL DUE TIME: 3:00 pm

CONTACT: Justin Scharnhorst, Purchasing Manager
E-mail: jscharnhorst@burlesontx.com
Telephone: 817-426-9646

Sealed bids **ORIGINAL PLUS SEVEN COPIES**, subject to the Terms and Conditions of this REQUEST FOR PROPOSALS and other contract provisions, will be received by the **Purchasing Manager at 141 W. Renfro, Burleson, Texas 76028**, before the closing time and date shown above. **Proposals must be returned in a sealed envelope, addressed to the City Purchasing Manager, City of Burleson and have the proposal number, closing date, and company name clearly marked on the outside envelope.** The City will retain late proposals; however, they will not be opened nor considered in the evaluation of the proposal. Proposals may be withdrawn at any time prior to the official opening. Proposals may not be altered, amended or withdrawn after the official opening without the recommendation and approval of the Purchasing Manager. The undersigned agrees if the proposal is accepted, to furnish any and all items upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this proposal shall be 90 calendar days.

THE UNDERSIGNED, BY HIS/HER SIGNATURE, REPRESENTS THAT HE/SHE IS AUTHORIZED TO BIND THE PROPOSING VENDOR FOR THE AMOUNT SHOWN ON THE ACCOMPANYING PROPOSAL SHEETS AND HEREBY CERTIFIES FULL COMPLIANCE WITH THE TERMS AND CONDITIONS, SPECIFICATIONS AND SPECIAL PROVISIONS OF THE RFP. BY SIGNING BELOW, YOU SIGNIFY THAT YOU HAVE READ THE ENTIRE DOCUMENT AND AGREE TO THE TERMS AND CONDITIONS THEREIN. BY SIGNING BELOW, YOU ALSO CERTIFY THAT IF A TEXAS ADDRESS IS SHOWN AS THE ADDRESS OF THE PROPOSING VENDOR, THE VENDOR QUALIFIES AS A TEXAS "RESIDENT BIDDER" AS DEFINED IN RULE 1 TAC 111.2.

Company Name and Address	Company's Authorized Agent:
	Signature
	Name and Title (Typed or Printed)
Federal ID Number (TIN) or SSN and Name	
Telephone No.	Date
Fax No.	Email address:

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1.0 Proposal Delivery

- A. Proposals must be received by the Purchasing Manager prior to the due date and time. It is the sole responsibility of the proposing firms to ensure timely delivery of the proposal. The City will not be responsible for failure of service on the part of the U.S. Postal Office, courier companies, or any other form of delivery service chosen by the proposing firm. Late proposals will be returned to the Respondent unopened. The time stamp clock at the City Hall Reception desk is the time of record.
- B. Vendors are reminded that the U.S. Postal Service deliveries may be delayed. Vendors are responsible for on-time deliveries of proposal documents to the City of Burleson, and are strongly encouraged to use alternate means, such as overnight/hand delivery carriers, or allow ample time for USPS deliveries to be received in time. Additionally, local courier firms and copy shops may accept fax copies, seal them and deliver to the City, for fees, for which the vendor bears responsibility.

1.1 Proposal Documents

- A. **Review of Documents:** Proposing firms are expected to examine all documents that make up the RFP. Proposing firms shall promptly notify the City of any omission, ambiguity, inconsistency or error that they may discover upon examination of the RFP. Proposing firms must use a complete RFP to prepare their response. The City assumes no responsibility for any errors or misrepresentations that result from the use of incomplete RFPs.
- B. **Location of Documents:** The Purchasing Division issues RFPs. The location and phone number for the Purchasing Division is specified in the advertisement and the RFP.
- C. **Addenda:** Receipt of addenda must be acknowledged by signing and returning the Addenda with the bid, if requested, or under separate cover prior to the due date. Any interpretations, corrections or changes to Specifications will be made by addendum, unless otherwise stated. Issuing authority of addendum shall be the Purchasing Manager. Addendum will be mailed or faxed to all that are known to have received a copy of the bid documents. Offers shall acknowledge receipt of all addenda.

Failure to return any and all issued addenda may adversely affect the bidder's opportunity for award.

- D. **Explanations or Clarifications:** Any explanation, clarification, or interpretation desired by a proposing firm regarding any part of the RFP must be requested in writing from the Purchasing Division 5 business days prior to the deadline established herein. Interpretations, corrections, or changes to the RFP made in any other manner are not binding upon the City, and proposing firms shall not rely upon such interpretations, corrections or changes. Oral explanations or instructions given before the award of the contract are not binding. Request for explanations or clarifications may be e-mailed to jscharnhorst@burlesontx.com. The document must clearly identify the proposing firm, point of contact and RFP number. Any written information given to one firm concerning the RFP will be furnished as an addendum. All questions are due by October 3, 2019 at 5:00 p.m., CST.

- E. **Preparation of RFP:** Each proposing firm must furnish the information required by the RFP on the documents provided, and on clearly referenced attachments as needed. RFPs submitted on forms other than those included in the RFP package may be considered non-responsive. Any attempt to alter the wording in the RFP may result in rejection of the RFP.
- F. **Taxes:** Purchases of Goods or Services for City use are usually exempt from City, State, and most Federal Taxes. RFPs may not include exempted taxes. The successful firm should request a Tax Exemption Certificate from the Purchasing Division if needed. Under no circumstances shall the City be liable to pay taxes for which the City has an exemption.
- G. **Signature:** The proposing firm must sign each document in the proposal requiring a signature. If addenda are issued, the proposing firm must sign and return all addenda as part of their proposal.
- H. **Proprietary Information:** All material submitted to the City becomes public property and is subject to the Texas Public Information Act upon receipt. If a firm does not desire proprietary information in the RFP to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
- I. **RFP Preparation Costs:** All costs associated with preparing an RFP shall be borne by the Respondent.

1.2 Submission of RFP

- A. Unless otherwise specified, proposing firms are required to submit the following required documents, in addition to their detailed RFP information, labeled "original" and seven (7) copies plus one (1) electronic version on CD (Microsoft Word or PDF format).

1.3 Modifications or Withdraws

- A. **Modification of RFPs:** RFPs may be modified in writing at any time prior to the due date and time. Modifications should be returned in a sealed envelope marked on the outside with the respondent's name, address, RFP number, and the due date and time. The modification package must include a cover letter clearly stating the page(s) and item(s) being modified, and any further relevant information.
- B. **Withdrawal of RFPs:** RFPs may be withdrawn in writing or by facsimile (provided that the facsimile is signed by the firm) at any time prior to the due date. An RFP may also be withdrawn in person by a firm, provided the withdrawal is made prior to the due date. The firm must sign a receipt of withdrawal.
- C. No RFPs may be withdrawn after the due date without forfeiture of the proposal security (if required), unless there is a material error in the RFP. Withdrawn RFPs may be resubmitted, with or without modifications, up to the due date. The City may require proof of agency from person withdrawing proposal.

1.4 Evaluation Factors and Award

- A. **Evaluation:** The City of Burleson will open, evaluate, and score each responsive technical proposal on the basis of the criteria described in section 1.11 of this RFP and assign points on the basis of the weighted specified in the evaluation matrix listed below.
- B. **Award:** The City will first examine proposals to determine their conformance with the RFP. Any proposals that are deemed to be non-conforming to the stated requirements may be rejected. Therefore, Respondents should exercise particular care in reviewing the required Proposal Format as set forth in this RFP.
- C. **Acceptance of RFP:** Acceptance of this RFP will be in the form of a contract. The contents of the RFP shall become a part of the contract. Under no circumstances will the City be responsible for goods or services provided without an acceptance signed by an authorized City representative.
- D. **Reservations:** The City expressly reserves the right to:
- 1) Extend the RFP opening date and time;
 - 2) Consider and accept alternate proposals, if specified in the RFP documents, when most advantageous to the City;
 - 3) Waive any minor informality in any RFP or RFP procedure (a minor informality is one that does not affect the competitiveness of proposing firms);
 - 4) Add additional terms or modify existing terms in the RFP;
 - 5) Reject or cancel any or all RFPs;
 - 6) Reissue an RFP; and/or
 - 7) Procure any item by other means.

1.5 Post-RFP Documents with Successful Firm

- A. **Certificates of Insurance:** When insurance is required, the successful firm must provide certificates of insurance in the amounts and for the coverage required to the Purchasing Division within fifteen (15) business days after notification of award, or as otherwise required by the specifications, when applicable.
- B. **Bid, Payment, Performance, and Maintenance Bonds:** When payment, performance, and/or maintenance bonds are required, the successful firm must provide the bonds, in the amounts and on the conditions required, within fifteen (15) working days after notification of award, or as otherwise required by the specifications, when applicable.

1.6 Contractor Selection

- A. If awarded, the contract shall be based on the City's evaluation criteria and compliance with RFP requirements. A **responsive** proposing firm is defined to be one who submits a completed sealed RFP packet within the stated time deadline and in accordance with the specifications. A **responsible** proposing firm is defined to be one who demonstrates specific selection criteria responses indicating that the company can successfully deliver the supplies, equipment, or services being procured.

1.7 Compliance with Laws

- A. The Contractor shall give all notices and comply with all federal, state and local laws, ordinances, rules and regulations, and lawful orders of any public authority bearing on the performances of the services. This agreement and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of Texas. The Contractor warrants and covenants to the City that all services will be performed in compliance with all applicable federal, state, county, and city health and safety codes, rules and ordinances including, but not limited to, the Texas Industrial Safety and Health Act, and the Workers Right to Know Law.

1.8 Public Disclosure

- A. Information, documentation, and other material in connection with this solicitation or any resulting contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (The "Public Information Act").

1.9 Contact with City Council, Staff and Advisors

- A. All questions concerning this RFP must be directed to the Purchasing Manager unless otherwise instructed.
- B. The following provisions are intended to ensure a fair and equitable review process so that there is no actual or potential situation where one RFP Respondent secures or attempts to secure an unfair advantage over another RFP Respondent or creates a situation where there is an appearance of impropriety in contacts between the RFP Respondent or RFP agent or RFP contractor or RFP consultant and City officials.
- C. After release of the RFP, no officer, employee, agent or representative of the Respondent shall have any contact or discussion, verbal or written, with any members of the City Council, City staff or City's consultants, or directly or indirectly through others, seek to influence any City Council member, City staff, or City's consultants regarding any matters pertaining to RFP 2019-012, except as herein provided.
- D. Presentations and/or responses to inquiries initiated by City staff; and if a representative of the Respondent has a question about any potential contact as described above, the Purchasing Manager will be notified in order to make a determination as to whether any contact is allowed in accordance with the RFP.
- E. **If a representative of any company or party submitting a proposal violates the foregoing prohibition by contacting any of these parties, such contact may result in a Respondent being disqualified from the procurement process.**

1.10 Evaluation of Offers Submitted

- A. All proposals received by the City of Burleson in response to this RFP will be reviewed by a staff evaluation team. The staff evaluation team will rank all complete proposals based on the evaluation criteria listed in Section 1.11 of this RFP and will recommend the highest-scoring qualified proposal. The staff evaluation team will forward all proposals to City Council, and will make a brief presentation to City Council on the top three proposals. The City Council will make the final selection and select the proposal that is determined to be the most advantageous to the City of Burleson considering the relative importance of price and the other evaluation factors listed Section 1.11 of this RFP.

1.11 Evaluation Criteria

- A. An evaluation committee of city staff will assess the information provided by vendors in response to the criteria established below. The scores of all evaluators will be used to determine the ranking of each proposal. **Proposals will be evaluated on a matrix of the following criteria/weights:**

Maximum Possible Points	Evaluation Criteria
35	<p>Project Vision/Development Scenario</p> <ul style="list-style-type: none"> This category will score the project's vision and its alignment to the Old Town Plan referenced in sec. 1.16 and the preferred development scenario referenced in sec. 1.17. A project sketch with proposed uses is a required form for all proposals.
15	<p>Experience</p> <ul style="list-style-type: none"> This category will score the experience of the project team. Information should be included that identifies the project's key team members, as well as any sub-consultants.
20	<p>Access to Capital</p> <ul style="list-style-type: none"> This category will evaluate the financial arrangements and capabilities of the firm to plan, construct, and operate the project. Please include a list of developed projects of similar scale and cost.
20	<p>Project Cost/Benefit</p> <ul style="list-style-type: none"> This category will score the project's direct and indirect revenues, as well as examine the costs proposed by the project team. For this evaluation, please include the amount of space proposed by use, as well as the construction cost assumed for the project by use.
10	<p>Anticipated Project Timeline</p> <ul style="list-style-type: none"> This category will be scored based on the proposer's ability to show a plan to meet the Project Schedule outlined in sec. 1.18. A proposed timeline should be submitted by the project team.
100	TOTAL POINTS

1.12 Proposal Submittal

A. Before submitting a Proposal:

1. Examine and carefully study the RFP, including any Addenda and the related supplemental information identified in the RFP.
2. Become familiar and satisfied with all federal, state, and local laws and regulations that may affect cost, progress, or the provisions of the Services.
3. Carefully study and correlate the information known to Proposer with the RFP, Addenda and the related supplemental information identified in the RFP.
4. Promptly give Point of Contact written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer discovers in the RFP, Addenda and the related supplemental information. Determine that the RFP, Addenda and the related supplemental information are generally sufficient to indicate and convey understanding of all terms and conditions for completion of the Services.

1.13 Interviews

- A.** An internal team of City staff will conduct interviews with the top 3 Proposers.
- B.** If invited to an interview, Proposers are required to be present unless they wish to be disqualified.
- C.** An internal team of City staff evaluate and score each Proposer interview.

1.14 Opening of Proposals

- A.** Proposals will be publicly opened at the time and place indicated in this RFP. Owner will publicly acknowledge receipt of Proposals received in time to be considered. The names of Proposers submitting a Proposal will be read aloud at this time and place. There will be no further discussion of the Proposals or the procurement process and no questions or comments will be received at this time and place.
- B.** Within 90 days after the date of opening the Proposals, the Owner will evaluate and rank the Proposals. In evaluating Proposals, Owner will also consider whether or not the Proposals fully comply with the RFP submittal requirements.
- C.** In considering Proposals, Owner will evaluate, score and rank the Proposals in accordance with the evaluation criteria and weighting set forth in this RFP to determine the Proposal that offers the best value to the Owner.

1.15 Project Overview

114 W. Ellison Street – New Mixed-Use Building

- Allow retail, restaurant and office use no more than 32 feet in height requiring retail and restaurant on the bottom floor
- All options to include consistency with Old Town architecture, market base rent and tie into the Old Town districts walkability
- Will consider all options that may not follow the desires above

135 W. Ellison Street – New Mixed-Use Building

- Allow retail, restaurant and office use no more than 40 feet in height requiring retail and restaurant on the bottom floor
 - All options to include consistency with Old Town architecture, market base rent and tie into the Old Town districts walkability
 - Will consider all options that may not follow the desires above
- Proposal can include both or only one site.

1.16 Old Town Planning and Improvement Activities

- A. Old Town Burleson is experiencing a pronounced rebirth due to decades of investment and strong planning work. Starting more than 20 years ago with the Old Town Development and Preservation Plan, the City Council and City Staff have worked to install strategic improvements and make decisions that foster a vibrant and beneficial district.

In the years since that Plan was adopted, the City added hundreds of parking spaces in the railroad right-of-way, recruited Babe's Chicken Dinner House, and invested in infrastructure and hardscaping on multiple occasions. All told, the City has expended more than \$12,000,000 to support the re-development of the district. This has helped leverage tens of millions of dollars of private investment in the district.

In 2015, the Congress for New Urbanism (CNU) approached the City about conducting a legacy charrette in Old Town Burleson due to its unique position and success in the Dallas/Fort Worth area. City leaders met with nationally recognized planners and architects in Old Town to discuss projects that could build upon our success but also lay groundwork for a truly walkable, mixed-use district. The professional presentation that includes concept drawings of the Old Town plaza and key development tracts is linked below. Please click the following link to view the report:

https://www.cnu.org/sites/default/files/CNU_BurlesonLegacyCharretteReport_Final_LowRes.pdf

After the CNU legacy charrette, the City worked to complete an update to the Old Town Development Plan. The Plan guides the vision of future development of Old Town by implementing many ideas from the CNU charrette. The plan places an emphasis on a public plaza, and Old Town identity, safe and walkable rail crossings, higher education and expanded living opportunities. Please click the following link to view the Plan Update:

<http://tx-burlesoned.civicplus.com/DocumentCenter/View/163/Old-Town-Plan-Update---Adopted-2016>

The City has invested in many actions items since its adoption in 2016. To date, more public parking has been completed on Bufford and N. Main Streets, construction is nearing completion on Renfro St. that will calm traffic and increase walkability, quiet zone crossings at rail intersections are underway, and the landmark Mayor Vera Calvin Plaza has broken ground.

The Mayor Vera Calvin Plaza is a \$6.5M TIF/4B funded investment in Old Town that will serve the residents of Burleson and visitors of Old Town for generations. The Plaza will become a formal gathering space for dozens of community events and festivals that have called Old Town home for years.

Among other site amenities, the new performance stage will be capable of hosting larger concerts than the City's current mobile stage, as well as other forms of live performance. Other site amenities will include; public restrooms, shade pavilions, great lawn, children's area with small play trolley, activity lawn with games, courtyard, moveable tables and chairs.

The anticipated completion of the Plaza is May 2020. More information and project renderings can be viewed at www.oldtownburleson.com

1.17 Preferred Development Scenario

The preferred development scenario is a combination of mixed-use buildings that includes destination restaurants, small brewery/distillery or other active uses on the ground floor combined with small shop retail. The upper floors would be focused on office. Exterior appearances should capitalize on the historic architecture present in Burleson and other Texas downtowns. The buildings should contribute to the overall Old Town appearance through simple yet tasteful detail. Neither building should exceed 40ft in height, however taller buildings will be considered.

Ground floor suites should be easily finished to suit a variety of retail space requirements. Old Town is already known for its eclectic group of destination restaurants. It is anticipated that at least one retail space on the ground floor of 135 W. Ellison St. should be focused on a restaurant use with outdoor patio seating that adjoins the plaza. Interior finish-out should be limited, so to not restrict the needs and options for future tenants and the application of building codes should insure any retail/commercial use. Office space and similar uses would not be allowed on the ground floors.

1.18 Project Schedule

The following dates are set forth for informational and planning purposes; however, the City reserves the right to change the dates.

RFP	
RFP Release Date	August 9, 2019
Pre-Proposal Conference	August 21, 2019
Last day for Questions Due	October 3, 2019
Proposals Due	October 8, 2019
City Staff Interviews	TBD
Mayor and Council Consideration	TBD
Construction Begins	December 31, 2020

1.19 Pre-Proposal Conference

- A. All respondents are strongly encouraged to attend the pre-proposal conference** prior to submitting their proposal. The conference will begin **at 10 a.m. CST**, on, August 21, 2019 at the City of Burleson located at City Hall, 141 W. Renfro, Burleson, Texas.

Attendance is strongly encouraged, as potential respondents will have an opportunity to ask questions and/or seek clarification regarding any and all aspects of this solicitation. The City of Burleson will provide written responses in the form of an Addendum for all questions received at the pre-proposal conference or submitted in writing following the conference.

Verbal discussions at the vendors' conference shall not be considered part of the RFP unless confirmed in writing by the City and incorporated into this RFP.

Questions asked at the conference that cannot be adequately answered during the conference may be deferred. A copy of the questions and **official** answers will be posted as an addendum through the City vendor site, PublicPurchase.

1.20 Questions, Requests for Clarification, and Suggested Changes

- A.** Vendors are invited to submit written questions and requests for clarifications regarding the RFP. Vendors may also submit suggestions for changes to the requirements of this RFP. The questions, requests for clarifications, or suggestions must be in writing and received on or before 5:00 p.m., October 3, 2019. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, the page and section number(s) must be referenced. If a respondent discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the respondent should immediately notify the Purchasing Manager in writing of such error and request modification or clarification of the RFP document.

The City assumes no responsibility for verbal representations made by its officials or employees unless such representations are confirmed in writing and incorporated into the RFP. Vendors must inform themselves fully of the conditions relating to the proposal. Failure to do so will not relieve a successful bidder of his or her obligation to furnish all services required to carry out the provisions of this contract. The Contractor, in carrying

out the work, must employ such methods or means as will not cause any interruption of, or interference with, the work of any other contractor.

1.21 Rejection of Offers

- A. The City reserves the right to reject any or all offers, in whole or in part, received in response to this RFP at any time prior to the execution of a written contract. Issuance of this RFP in no way constitutes a commitment by the City to award a contract. This RFP is designed to provide vendors with the information necessary to prepare a competitive proposal.

The City reserves the right to negotiate the terms of the contract with the selected Bidder prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Bidder, the City may negotiate a contract with the next highest scoring Bidder.

1.22 Criminal History and Background Investigation

- A. The City reserves the right to conduct criminal history and other background investigations of the vendor, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the vendor for the performance of the contract.

1.23 Release of Claims

- A. By submitting an offer, the respondent agrees that it will not bring any claim or cause of action against the City based on any misunderstanding concerning the information provided herein or concerning the City's failure, negligent or otherwise, to provide the vendor with pertinent information as intended by this RFP.

1.24 Presentations and Demonstrations

- A. Vendor's key personnel may be required to participate in a panel interview. Only representatives of the evaluation team and the presenting Vendor will be permitted to attend the oral interviews. All Vendors submitting proposals may not have an opportunity to interview. Any cost(s) incidental for the interviews and/or demonstrations shall be the sole responsibility of the Vendor.

1.25 Format and Content of Offer

- A. These instructions prescribe the format and content of the offer. They are designed to facilitate a uniform review process. Failure to adhere to the proposal format may result in the disqualification of the proposal. It is the request of the City that the following section headings be used in the responses to this RFP and that they be arranged in the order as listed in the proposal. The respondent should provide a table of contents and should label divider tabs. Responses must be in sufficient detail to permit an understanding and comprehensive evaluation of the offer/qualifications.

A minimum of one (1) original with original signatures and seven (7) copies of the offer must be submitted.

1.26 Letter of Transmittal

- A.** The response will clearly state the identity and address of the respondent. Additionally, the letter must contain a statement that the respondent understands the requirements of this RFP and is committed to provide all services and features contained in its proposal. If the respondent is a partnership, corporation or other entity other than an individual, the letter must be signed by an officer authorized to obligate the entity.

1.27 Required Forms and Documents

- A.** Include in this section the completed and properly executed standard forms required by this procurement. These include:

- **Exhibit A - Certification of Independence and No Conflict of Interest**
- **Exhibit B - Vendor References**
- **Exhibit C - Minority or Woman Owned Business**
- **Exhibit D - House Bill 89 verification form**
- **Exhibit E - House Bill 1295 verification form**
- **Project Investment and Costs**
- **Proposed Transaction Details**
- **Project Team Description (Development Team, Design Team, Finance Team, etc.)**
- **Preliminary Project Schedule (Contract, Design, Construction, Opening)**
- **References of Project Team and Demonstration Projects of Note**
- **Preliminary Project Sketch**

Submittals reviewed and evaluated based on the provided criteria. The categories are weighted and will be scored by an internal committee of City staff. Staff members from the City Manager's Office, Economic Development, Finance Department, and other project partner organization.

1.28 Location and Parcel Maps

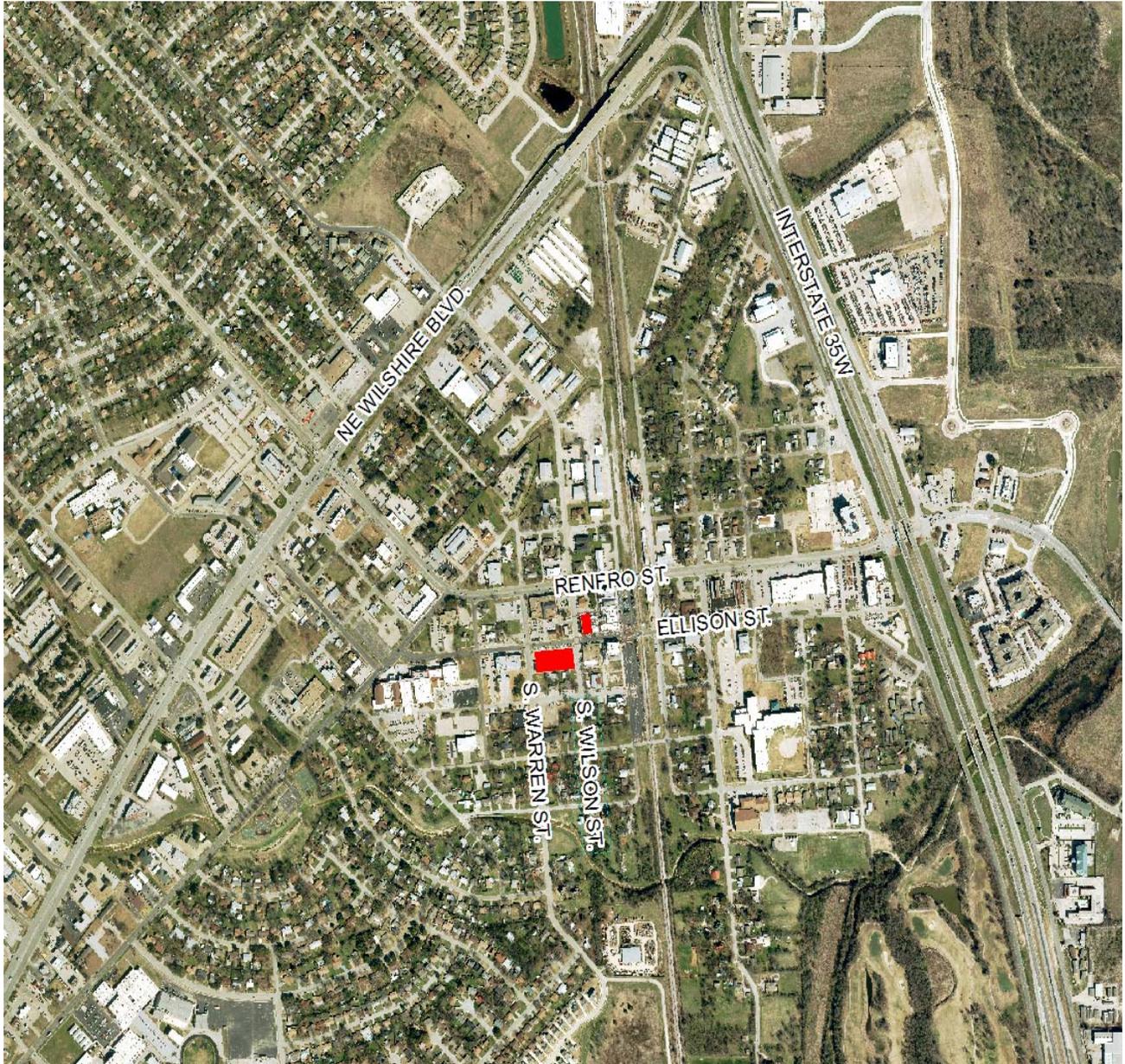
A. Site Map



B. Map of Adjacent Restaurants and Activity Generators



C. Vicinity Map



D. Plaza



F. Clip from 2012 Boundary Survey of 114 W. Ellison St.

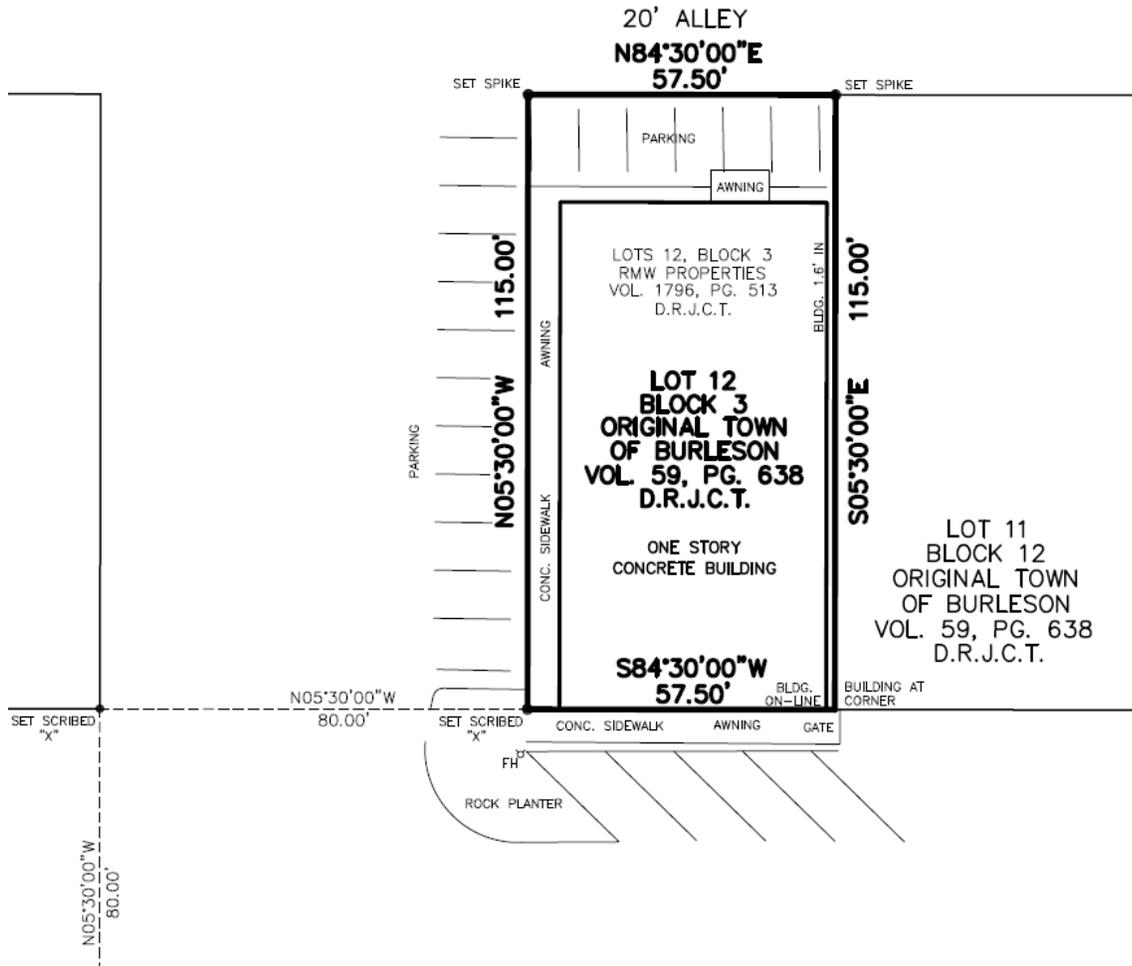


Exhibit A

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

By submitting a proposal in response to the City of Burleson's RFP 2019-012, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the City who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any other vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by the undersigned to induce any other vendor to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between the undersigned and the City that interferes with fair competition or as a conflict of interest.
6. The respondent's proposal is based solely on its own understanding of the requirements of the RFP based on the written contents of the RFP, and any written addenda and written clarifications provided to vendors during the procurement process by the purchasing agent.
7. The respondent acknowledges and agrees that the City is not bound by any oral or written representations, statements, promises, agreements (formal or informal), or understandings (collectively Statements) which were made at any time prior to or during the procurement process by an elected official, officer, appointed official, employee, agent, representative or consultant which are NOT expressly incorporated into the RFP or included by written addenda or written clarifications during the procurement process and issued by the purchasing agent.
8. **The respondent** shall guarantee in writing the availability of the services offered and that all proposal terms, including cost, will remain firm a minimum of **120** days following the deadline for submitting proposals.

Signature

Name and Title

Company Name

Date

Exhibit B

VENDOR REFERENCES

Please list three (3) government customers, **other than City of Burleson**, who can verify the quality of service your company provides. The City prefers customers of similar size and scope of work to this bid.

REFERENCE ONE

REFERENCE NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

DEVELOPMENT NAME: _____

PROJECT WEBSITE (if available): _____

REFERENCE TWO

REFERENCE NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

DEVELOPMENT NAME: _____

PROJECT WEBSITE (if available): _____

REFERENCE THREE

REFERENCE NAME: _____

LOCATION: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

DEVELOPMENT NAME: _____

PROJECT WEBSITE (if available): _____

Exhibit C

**FOR MINORITY
AND/OR
WOMAN OWNED BUSINESS ENTERPRISES**

(To be completed only if applicable)

Minority and/or Woman Owned Business Enterprises are encouraged to participate in City of Burleson's procurement process. In order to be identified as a Qualified Minority and/or Woman Owned Business Enterprise in the City of Burleson, this form, along with a copy of your certification, must be returned to the City of Burleson Purchasing Division. You should return these documents with this response, or if you have already submitted this form and a copy of your certification to the Purchasing Division, it is not necessary to re-send certification.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

TELEPHONE NO.: _____ **FAX NO.:** _____

INDICATE ALL THAT APPLY

_____ Minority Owned Business Enterprise

_____ Woman Owned Business Enterprise

Exhibit D

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the

Contract Pursuant to Section 2270.001, Texas

Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) , do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company Name

Signature of Authorized Official

Title of Authorized Official Date
