



# **North Central Texas Council of Governments**

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS  
METROPOLITAN PLANNING ORGANIZATION**

## **REQUEST FOR PROPOSALS**

**To Perform Hydrologic & Hydraulic Services and Transportation Planning Services for Integrating  
Transportation and Stormwater Infrastructure – North Study Area**

**July 12, 2024**

## **INTRODUCTION**

The North Central Texas Council of Governments (NCTCOG) seeks proposals from experienced firms with the background, expertise, skills, and capability to provide services to the NCTCOG Transportation and Stormwater Infrastructure (TSI) planning study including:

- Hydrologic and Hydraulic (H&H) Engineering Services and Related Services
- Transportation Planning

Respondents may submit proposals for one or both of these areas of expertise.

## **NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS**

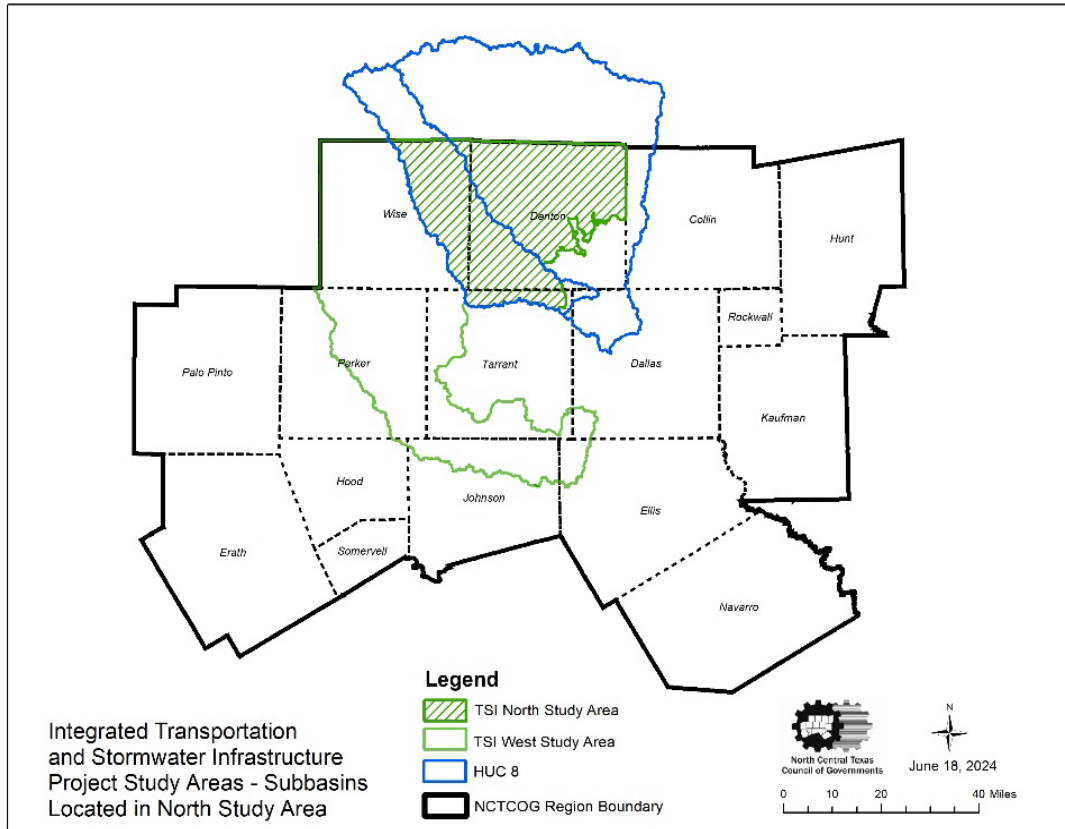
The North Central Council of Governments (NCTCOG) is a voluntary association of, by, and for local governments, and was established to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. NCTCOG's purpose is to strengthen both the individual and collective power of local governments and to help them recognize regional opportunities, eliminate unnecessary duplication, and make joint decisions.

## **BACKGROUND**

Recent flood events in Texas garnered the attention of the State for the need for comprehensive planning in urban areas. This is particularly important in the Upper Trinity River Basin, where significant population growth and increased impervious cover will lead to a number of challenges in the TSI North Study Area (see Figure 1) and the downstream DFW metroplex, including increased runoff and flooding, long-term transportation infrastructure maintenance, increased stream erosion, water quality degradation, increased sediment deposition in downstream reservoirs, and loss of open space. NCTCOG has an existing H&H Contractor for the TSI West Study Area. All firms are invited to submit proposals on the TSI North Study Area Scope of Work. While comprehensive regional transportation planning is performed on a regular cycle, stormwater and environmental infrastructure improvements are generally not part of the planning focus.

The purpose of the expanded TSI planning study is to increase flood risk awareness and resiliency in the TSI North Study Area, which includes parts of two HUC8 subbasins: Denton (HUC

**Figure 1: Subbasins located in the TSI North Study Area**



12030104) and Elm Fork Trinity (HUC 12030103) (see Figure 1). Increased awareness and resiliency will be accomplished through innovative planning-level analysis and integration (where appropriate) of transportation, environmental, and stormwater planning. Specific tasks include data collection and analysis, stakeholder engagement, hydrologic and hydraulic (H&H) assessment and scenarios, assessment of transportation infrastructure and decision-making tools, environmental planning and economic considerations, flood warning system analysis, tools for managing land through strategic planning and development, project management, and project replication documentation that can help communities understand and take action to increase resiliency against future flooding events.

**PURPOSE AND NEED**

The purpose of this Request for Proposals (“RFP”) is to solicit responses that result in a contract(s) with a qualified Respondent(s) who can demonstrate that they have the resources, experience, and qualifications to provide hydrologic and hydraulic engineering services,

transportation planning services, environmental economics services, and other related planning services.

Qualified respondents must be able to conduct hydrology and hydraulics analysis and/or transportation planning to support flood risk reduction and environmental planning activities. Current professional registration with the Texas Board of Professional Engineers and Land Surveyors in the pertinent fields for both the responding engineering firm, and key project participants, is required for participation in this project opportunity. Qualified firms are invited to submit proposals based on the information provided in this RFP. Respondents to H&H scopes should respond to both Scope #1 and Scope #2. Individual not-to-exceed amounts are provided for two H&H scopes and the Transportation scope in the Scope of Work. Should not-to-exceed amounts be insufficient to complete the tasks described in the Scope of Work of this document, the Respondent should propose modifications to the tasks.

A comprehensive description of the goals of this solicitation and the desired project deliverables can be found as the Scope of Work of this document.

## **PROJECT SUPPORT**

The project will be conducted under the guidance and supervision of a Project Review Committee. The responsibilities of the Project Review Committee will be to serve as the principal technical review committee for this project. NCTCOG shall serve as project manager to implement a mutually agreed upon scope of work, monitor the progress of consultant activities; and serve as a liaison between the consultant and other partners. The selected consultant(s) will enter into a contract with NCTCOG for the agreed upon scope and budget. NCTCOG shall also serve as the contract manager and procurement administrator for the project.

## **SCOPE OF WORK**

The scope of work is summarized by the tasks outlined below. Proposers are encouraged to exercise creativity in responding to the project needs. Modifications to the tasks and task sequencing which will improve the effectiveness of the project effort, while containing costs, are encouraged.

### **Description of Desired Services for Proposed Pricing**

Responses to this Exhibit should be addressed in Tab D: Technical Proposal.

The following scopes of work outline the essential elements of the desired services:

- Scope #1 Hydrologic and Hydraulic Analyses and Related Services
- Scope #2 Hydrologic and Hydraulic Analyses and Related Services - Option
- Scope #3 Transportation Planning

Respondents to Scope #1 should also respond to Scope #2. It is not necessary for Respondents to Scopes #1 and #2 to also respond for Scope #3, and vice versa; however, respondents may respond to all three scopes if they are qualified.

### **Scope #1: Hydrologic and Hydraulic Analyses and Related Services**

The following tasks comprise the essential elements of the desired services:

- Hydrologic Analyses
- Hydraulic Analyses
- Support for Planning to Integrate Transportation and Stormwater Infrastructure
- Documentation
- Project Management

The budget for Scope #1: Hydrologic and Hydraulic Analyses and Related Services is expected not-to-exceed \$1,370,000. Should \$1,370,000 not be sufficient to complete the tasks described in Exhibit B of this document, the Respondent should propose modifications to the tasks.

The baseline information, data, and models that will be provided by NCTCOG to the firm selected for this work is as follows:

- Documentation from the TSI Project Team that describes the recommended process for completing many of the technical tasks listed below, as developed in the TSI West Study Area. These include Standard Operating Procedures (SOP) for both hydrologic and hydraulic analyses related to the TSI project.
- The foundational Hydrologic and Hydraulic datasets needed to complete the tasks below, including the Interagency Flood Risk Management (InFRM) Watershed Hydrology Assessment and Base Level Engineering models, current/future land use information, hydraulic structure data, and other relevant information.
- Access to comprehensive TSI scopes of work, detailed H&H, transportation, and environmental planning information, research findings, and lessons learned from ongoing TSI pilot studies.

#### **Scope #1 Task #1: Hydrologic Analyses**

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following subtasks in their proposal for Scope #1 Task #1:

- 1.1.1. For sub-areas assigned within the TSI North Study Area, investigate and collect data for existing and future conditions and add subbasin breaks as needed to the HEC-HMS model to produce additional discharge points.
- 1.1.2. Replicate methods and scripts developed by project partners in the TSI West Study Area to apply hydrologic analyses to the TSI North Study Area for multiple scenarios and recurrence intervals.

- 1.1.3. Assist project partners in enhancing the output of the sub-areas within the InFRM Trinity Basin Watershed Hydrology Assessment, including:
  - a. Delineating additional subbasins to generate more discharge points
  - b. Adjusting imperviousness, lag times, loss rates, and other hydrologic model parameters, and completing calibrations as necessary
  - c. Developing baseline conditions and future conditions (with and without TSI recommendations) hydrologic models
  - d. Perform regional storm shifting analysis to simulate the impact of multiple regional storms/scenarios
  - e. If time and budget allow, completing further hydrologic model enhancements to account for estimated changes in future precipitation.
- 1.1.4. Serve as a reviewer and consultant for hydrologic analyses/methods and attend meetings related to hydrologic analyses.

The consultant will complete up to approximately 20% of the hydrologic modeling work within the TSI North Study Area.

Deliverables for Scope #1 Task #1 include:

- 1.1.1. Updated hydrologic models in HEC-HMS data format for current and future conditions.
- 1.1.2. Document and share results (memo and data) for adding detail to the Trinity Basin Watershed Hydrology assessment, in collaboration with project partners.
- 1.1.3. Generate and share updated baseline (current) and future conditions discharges and hydrologic model outputs for multiple recurrence intervals using HEC-HMS.
- 1.1.4. Ensure technical reviews are completed within requested timeframe and sufficient representation at meetings related to hydrologic analysis.

#### Scope #1 Task #2: Hydraulic Analyses

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following subtasks in their proposal for Scope #1 Task #2:

- 1.2.1. Within the TSI North Study Area, complete 1D and/or 2D hydraulic modeling studies as appropriate including investigation, data collection, and hydraulic analysis for existing and future conditions, downloading existing models and studies, and enhancing HEC-RAS models as appropriate.
- 1.2.2. Replicate methods developed by project partners in the TSI West Study Area to apply hydraulic analyses to assigned reaches within the TSI North Study Area.
- 1.2.3. Add detail to underlying 1D and/or 2D base level engineering or other appropriate hydraulic models, including coordinating with local, state, and federal entities to incorporate channel survey/bathymetry data (as appropriate) and structure data including bridges, culverts, dams, weirs, and levees:
  - a. Provide support to defining a process and incorporating updated flows from the hydrologic scenarios developed in Task 1;

- b. Calibrate hydraulic models (as needed) to available observed data, such as USGS rating curves, flow and stage hydrographs, and high water marks;
  - c. Develop baseline conditions and future conditions (with and without proposed TSI modifications) using enhanced base level engineering (or other appropriate) hydraulic models, including accounting for current/future land use data, transportation networks, hydraulic structures, as well as potential channel and floodplain modifications.
- 1.2.4. Serve as a reviewer and consultant for hydraulic analyses/methods and attend meetings related to hydraulic analysis.

The consultant will complete up to approximately 90% of the hydraulic modeling work within the TSI North Study Area.

Deliverables for Scope #1 Task #2 include:

- 1.2.1. Updated hydraulic models in HEC-RAS data format for current and future conditions.
- 1.2.2. Inundation maps, models, and data layers for various recurrence intervals.
- 1.2.3. Document and share results (memo and data) for adding detail to the Base Level Engineering hydraulic models, in collaboration with project partners.
- 1.2.4. Generate and share updated baseline (current) and future conditions hydraulic model outputs for multiple recurrence intervals using HEC-RAS or similar software.
- 1.2.5. Ensure technical reviews are completed within the requested timeframe and sufficient representation at meetings related to hydraulic analysis.

Scope #1 Task #3: Support for Planning to Integrate Transportation and Stormwater Infrastructure

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following subtasks in their proposal for Scope #1 Task #3:

- 1.3.1. Provide support to hydrologic and hydraulic modeling to identify on-stream and off-stream integration options, and vulnerability of current and planned transportation facilities in the TSI North Study Area.
- 1.3.2. Provide support to hydrologic and hydraulic analyses to identify on-stream and off-stream integration options that incorporate proposed nature-based solutions and green stormwater infrastructure.
- 1.3.3. Provide support to hydrologic and hydraulic modeling to review and provide recommendations related to a real-time flood warning system.
- 1.3.4. Provide support to mapping and Geographic Information Systems data creation and visualization, including generating and displaying non-regulatory flood maps and datasets of the various TSI scenarios and model outputs.
- 1.3.5. In collaboration with project partners, provide support in preparing potential project alternatives for incorporation into the TWDB Regional Flood Planning initiative (see more detail in the deliverables section below). Each feasible flood mitigation alternatives evaluated must identify and compare cost and benefits of projects. Quantification of cost will include engineering, permitting, easement and/or property acquisition, capital cost, operation and maintenance, and other costs as applicable.

- 1.3.6. Identify potential project alternatives to reduce current flow levels; compare cost and benefit of projects; as applicable, evaluations of flood risk solutions, including flood mitigation projects, should be consistent with “Technical Guidelines for Regional Flood Planning,” Exhibit C to Regional Flood Planning Grant Contracts.
- 1.3.7. Help determine existing and future transportation facilities at risk of flooding and assist project partners in developing planning-level scenario options, strategies, and return-on-investment parameters for flood control and mitigation best practice measures.
- 1.3.8. Provide H&H floodplain management data to project partners to enable them to investigate outlet or discharge appurtenances at a planning level that would integrate roadways and detention structures and model ideal locations for such integration.
- 1.3.9. Support environmental planning efforts including identifying focus areas and design criteria for locations Project Team identifies as candidates for potential wetland and stream mitigation; assist in evaluating regulatory tools, green infrastructure applications, and sustainable development practices to mitigate flooding; and provide H&H support for Project Team environmental planning efforts.
- 1.3.10. Provide support to evaluating the most efficient ways to connect the various data inputs/outputs in Scope #1 Task #3, including appropriate computational infrastructure, software, numerical models, computer system, automation process (i.e., scripting, artificial intelligence and/or machine learning).

Deliverables for Scope #1 Task #3 include:

- 1.3.1. Method and results (H&H models, documentation, etc.) for identifying on-stream and off-stream stormwater, transportation, and environmental integration recommendations and vulnerability assessments.
- 1.3.2. H&H analysis outputs (models/data) and guidance (documentation) to assist project partners in exploring a RTS (Real Time Simulation) forecast system that can feed into new or existing real-time flood warning system(s).
- 1.3.3. Complete list of mapping products to visualize interim and final TSI results and recommendations (i.e., GIS datasets, interactive story maps, web-based storage, etc.)
- 1.3.4. Comprehensive analysis (data) and documentation that identifies TSI alternatives that align with alternative analysis evaluations of flood risk reduction solutions and flood mitigation projects described in TWDB “Technical Guidelines for Regional Flood Planning” scaled as funding permits.
- 1.3.5. Data needed to identify transportation facilities at risk of flooding and assistance to Project Team on parameters for flood control and mitigation best practice measures.
- 1.3.6. Data relevant to outlet or discharge appurtenances that could be associated with transportation infrastructure.
- 1.3.7. Data to support environmental planning efforts.
- 1.3.8. Methodology for integrating stormwater and transportation infrastructure, including identifying project alternatives, facilities at risk of flooding, and data for investigating outlet or discharge appurtenances, scaled as funding permits.

Quantification of project benefits will include the following items, as applicable:



- a. Number of structures with reduced 100-year (1% annual chance) flood risk.
- b. Number of structures removed from 100-year (1% annual chance) flood risk.
- c. Number of structures removed from 500-year (0.2% annual chance) flood risk.
- d. Residential structures removed from 100-year (1% annual chance) flood risk.
- e. Estimated Population removed from 100-year (1% annual chance) flood risk.
- f. Critical facilities removed from 100-year (1% annual chance) flood risk (#).
- g. Number of low water crossings removed from 100-year (1% annual chance) flood risk (#).
- h. Estimated reduction in road closure occurrences.
- i. Estimated length of roads removed from 100-year flood risk (miles).
- j. Estimated farm & ranch land removed from 100-year flood risk (acres). Estimated farm & ranch land at 100-year flood risk (acres) should only include farm and ranch land that are negatively impacted by flooding events and should not include land that benefits from floodplains (for example rice fields).
- k. Estimated reduction in fatalities (if available).
- l. Estimated reduction in injuries (if available).
- m. Pre-Project Level-of-Service
- n. Post-Project Level-of-Service
- o. Cost/ Structure removed
- p. Percent Nature-based Solution (by cost)
- q. Negative Impact (Y/N)
- r. Negative Impact Mitigation (Y/N)
- s. Social Vulnerability Index (SVI)
- t. Water Supply Benefit (Y/N)
- u. Traffic Count for Low Water Crossings

The recommended solutions must be permittable, constructable and implementable.

The recommended flood risk reduction solutions must have no negative effect on neighboring areas in accordance with statutory requirements for regional flood plans (Texas Water Code § 16.062(i) and (j)(2)). Recommended flood risk reduction solutions, including flood mitigation projects, must meet the definition and requirements regarding no negative effect identified in Exhibit C to the Regional Flood Planning Contracts, Technical Guidelines for Regional Flood Planning, which can be found at: <https://www.twdb.texas.gov/flood/planning/planningdocu/2023/index.asp>. The flood mitigation projects identified from this Flood Infrastructure Fund Category 1 study must comply with 'no negative effect' in order to be included in the regional flood plans.

- 1.3.9 Documentation (memorandum) that summarizes the most efficient ways to connect the various data inputs/outputs in Tasks 1-3, including findings on the appropriate computational infrastructure, software, numerical models, computer system, automation process (i.e., scripting, artificial intelligence and/or machine learning).

#### Scope #1 Task #4: Documentation

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following tasks in their proposal for Scope #1 Task #4:

- 1.4.1. Summarize applicable processes, methods, tools, and analysis for Scope # 1 Tasks #1, #2, and #3 for inclusion in periodic and final reports.
- 1.4.2. Serve as primary quality assurance and quality control (QA/QC) reviewer for technical data and provide input on study reports and replication documentation.

Deliverables for Scope #1 Task #4 include:

- 1.4.1. Provide periodic memos to NCTCOG that describe lessons learned and applicable processes, methods, tools, and analysis. Include attachments documenting progress made.
- 1.4.2. Develop content for Replication Report and Draft and Final Plan that ties together these periodic memos and attachments and address comments or feedback received from funder.
- 1.4.3. Provide reviews and input during requested timelines on study research, interim/final TSI data outputs, reporting, and replication documentation. Will submit a final QA/QC report that summarizes their QA/QC process certification that the final TSI data has been reviewed and is appropriate for public consumption.

#### Scope #1 Task #5: Project Management

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following tasks in their proposal for Scope #1 Task #5:

- 1.5.1. Submit periodic deliverables in keeping with a milestone-based contract and submit Request for Reimbursements, also referred to as invoices.

Deliverables for Scope #1 Task #5 include:

- 1.5.1. Periodic deliverables.
- 1.5.2. Invoices.

### **Scope #2: Hydrologic and Hydraulic Analyses and Related Services - Option**

The following subtasks comprise the essential elements of the desired services:

- Hydrologic Analyses
- Hydraulic Analyses
- Support for Planning to Integrate Transportation and Stormwater Infrastructure
- Documentation
- Project Management

- Stakeholder Engagement

Scope #2 is an Option that may be awarded at the discretion of the NCTCOG. It entails similar services as Scope #1 that will be performed for additional watersheds within the TSI North Study area.

The budget for Scope #2: Hydrologic and Hydraulic Analyses and Related Services - Option is expected not-to-exceed \$500,000. Should \$500,000 not be sufficient to complete the tasks described in Exhibit B of this document, the Respondent should propose modifications to the tasks.

The baseline information, data, and models that will be provided by NCTCOG to the firm selected for this work is as follows:

- Documentation from the TSI Project Team that describes the recommended process for completing many of the technical tasks listed below, as developed in the TSI West Study Area. These include Standard Operating Procedures (SOP) for both hydrologic and hydraulic analyses related to the TSI project.
- The foundational Hydrologic and Hydraulic datasets needed to complete the tasks below, including the Interagency Flood Risk Management (InFRM) Watershed Hydrology Assessment and Base Level Engineering models, current/future land use information, hydraulic structure data, and other relevant information.
- Access to comprehensive TSI scopes of work, detailed H&H, transportation, and environmental planning information, research findings, and lessons learned from ongoing TSI pilot studies.

#### Scope #2 Task #1: Hydrologic Analyses

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following subtasks in their proposal for Scope #2 Task #1:

- 2.1.1. For sub-areas previously assigned to USACE within the TSI North Study Area, investigate and collect data for existing and future conditions and add subbasin breaks as needed to the HEC-HMS model to produce additional discharge points.
- 2.1.2. Replicate methods and scripts developed by project partners in the TSI West Study Area to apply hydrologic analyses to the TSI North Study Area for multiple scenarios and recurrence intervals
- 2.1.3. Assist project partners in enhancing the output of the InFRM Trinity Basin Watershed Hydrology Assessment, including:
  - a. Delineating additional subbasins to generate more discharge points
  - b. Adjusting imperviousness, lag times, loss rates, and other hydrologic model parameters, and completing calibrations as necessary
  - c. Developing baseline conditions and future conditions (with and without TSI recommendations) hydrologic models
  - d. Perform regional storm shifting analysis to simulate the impact of multiple regional storms/scenarios

- e. If time and budget allow, completing further hydrologic model enhancements to account for estimated changes in future precipitation
- 2.1.4. Serve as a reviewer and consultant for hydrologic analyses/methods and attend meetings related to hydrologic analyses.

The consultant will complete up to approximately 80% of the hydrologic modeling work within the TSI North Study Area. (Should the Option be awarded, this 80% would be added to the 20% in Scope #1 for a total of 100% of the hydrologic modeling work.)

Deliverables for Scope #2 Task #1 include:

- 2.1.1. Updated hydrologic models in HEC-HMS data format for current and future conditions.
- 2.1.2. Document and share results (memo and data) for adding detail to the Trinity Basin Watershed Hydrology assessment, in collaboration with project partners.
- 2.1.3. Generate and share updated baseline (current) and future conditions discharges and hydrologic model outputs for multiple recurrence intervals using HEC-HMS.
- 2.1.4. Ensure technical reviews are completed within requested timeframe and sufficient representation at meetings related to hydrologic analysis.

#### Scope #2 Task #2: Hydraulic Analyses

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following subtasks in their proposal for Scope #2 Task #2:

- 2.2.1. For reaches previously assigned to USACE within the TSI North Study Area, complete 1D and/or 2D hydraulic modeling studies as appropriate including investigation, data collection, and hydraulic analysis for existing and future conditions, downloading existing models and studies, and enhancing HEC-RAS models as appropriate.
- 2.2.2. Replicate methods developed by project partners in the TSI West Study Area to apply hydraulic analyses to the reaches assigned to USACE within the TSI North Study Area
- 2.2.3. Add detail to underlying 1D and/or 2D base level engineering or other appropriate hydraulic models, including coordinating with local, state, and federal entities to incorporate channel survey/bathymetry data (as appropriate) and structure data including bridges, culverts, dams, weirs, and levees:
  - a. Provide support to defining a process and incorporating updated flows from the hydrologic scenarios developed in Task 1;
  - b. Calibrate hydraulic models (as needed) to available observed data, such as USGS rating curves, flow and stage hydrographs, and high water marks;
  - c. Develop baseline conditions and future conditions (with and without proposed TSI modifications) using enhanced base level engineering (or other appropriate) hydraulic models, including accounting for current/future land use data, transportation networks, hydraulic structures, as well as potential channel and floodplain modifications.
- 2.2.4. Serve as a reviewer and consultant for hydraulic analyses/methods and attend meetings related to hydraulic analysis

The consultant will complete up to approximately 10% of the hydraulic modeling work within the TSI North Study Area. (Should the Option be awarded, this 10% would be added to the 90% in Scope #1 for a total of 100% of the hydraulic modeling work.)

Deliverables for Scope #2 Task #2 include:

- 2.2.1. Updated hydraulic models in HEC-RAS data format for current and future conditions.
- 2.2.2. Inundation maps, models, and data layers for various recurrence intervals.
- 2.2.3. Document and share results (memo and data) for adding detail to the Base Level Engineering hydraulic models, in collaboration with project partners.
- 2.2.4. Generate and share updated baseline (current) and future conditions hydraulic model outputs for multiple recurrence intervals using HEC-RAS or similar software.
- 2.2.5. Ensure technical reviews are completed within requested timeframe and sufficient representation at meetings related to hydraulic analysis.

### Scope #2 Task #3: Support for Planning to Integrate Transportation and Stormwater Infrastructure

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following subtasks in their proposal for Scope #2 Task #3:

- 2.3.1. Provide support to hydrologic and hydraulic modeling to identify on-stream and off-stream integration options and vulnerability of current and planned transportation facilities in the TSI North Study Area
- 2.3.2. Provide support to hydrologic and hydraulic analyses to identify on-stream and off-stream integration options that incorporate proposed nature-based solutions and green stormwater infrastructure
- 2.3.3. Provide support to hydrologic and hydraulic modeling to review and provide recommendations related to a real-time flood warning system
- 2.3.4. Provide support to mapping and Geographic Information Systems data creation and visualization, including generating and displaying non-regulatory flood maps and datasets of the various TSI scenarios and model outputs
- 2.3.5. In collaboration with project partners, will provide support in preparing potential project alternatives for incorporation into the TWDB Regional Flood Planning initiative (see more detail in the deliverables section below). Each feasible flood mitigation alternative evaluated must identify and compare cost and benefits of projects. Quantification of cost will include engineering, permitting, easement and/or property acquisition, capital cost, operation and maintenance, and other costs as applicable.
- 2.3.6. Identify potential project alternatives to reduce current flow levels; compare cost and benefit of projects; as applicable, evaluations of flood risk solutions, including flood mitigation projects, should be consistent with "Technical Guidelines for Regional Flood Planning," Exhibit C to Regional Flood Planning Grant Contracts.
- 2.3.7. Help determine existing and future transportation facilities at risk of flooding and assist project partners in developing planning-level scenario options, strategies, and return-on-investment parameters for flood control and mitigation best practice measures.

- 2.3.8. Provide H&H floodplain management data to project partners to enable them to investigate outlet or discharge appurtenances at a planning level that would integrate roadways and detention structures and model ideal locations for such integration.
- 2.3.9. Provide technical content to be included in an online tool, StoryMap, or other means of communicating environmental and overall project outcomes.
- 2.3.10. Support environmental planning efforts including identifying focus areas and design criteria for locations Project Team identifies as candidates for potential wetland and stream mitigation; assist in evaluating regulatory tools, green infrastructure applications, and sustainable development practices to mitigate flooding; and provide H&H support for Project Team environmental planning efforts.
- 2.3.11. Provide support to evaluating the most efficient ways to connect the various data inputs/outputs in Task 1-3, including appropriate computational infrastructure, software, numerical models, computer system, automation process (i.e., scripting, artificial intelligence and/or machine learning).

Deliverables for Scope #2 Task #3 include:

- 2.3.1. Method and results (H&H models, documentation, etc.) for identifying on-stream and off-stream stormwater, transportation, and environmental integration recommendations and vulnerability assessments.
- 2.3.2. H&H analysis outputs (models/data) and guidance (documentation) to assist project partners in exploring a RTS (Real Time Simulation) forecast system that can feed into new or existing real-time flood warning system(s).
- 2.3.3. Complete list of mapping products to visualize interim and final TSI results and recommendations (i.e., GIS datasets, interactive story maps, web-based storage, etc.)
- 2.3.4. Comprehensive analysis (data) and documentation that identifies TSI alternatives that align with alternative analysis evaluations of flood risk reduction solutions and flood mitigation projects described in TWDB “Technical Guidelines for Regional Flood Planning” scaled as funding permits.
- 2.3.5. Data needed to identify transportation facilities at risk of flooding and assistance to Project Team on parameters for flood control and mitigation best practice measures.
- 2.3.6. Data relevant to outlet or discharge appurtenances that could be associated with transportation infrastructure.
- 2.3.7. Data to support environmental planning efforts.
- 2.3.8. Technical content to be included in an online tool, StoryMap, or other means of communicating environmental and overall project outcomes.
- 2.3.9. Methodology for integrating stormwater and transportation infrastructure, including identifying project alternatives, facilities at risk of flooding, and data for investigating outlet or discharge appurtenances, scaled as funding permits.

Quantification of benefit of the project will include the following items, as applicable:

- a. Number of structures with reduced 100-year (1% annual chance) flood risk.
- b. Number of structures removed from 100-year (1% annual chance) flood risk.

- c. Number of structures removed from 500-year (0.2% annual chance) flood risk.
- d. Residential structures removed from 100-year (1% annual chance) flood risk.
- e. Estimated Population removed from 100-year (1% annual chance) flood risk.
- f. Critical facilities removed from 100-year (1% annual chance) flood risk (#).
- g. Number of low water crossings removed from 100-year (1% annual chance) flood risk (#).
- h. Estimated reduction in road closure occurrences.
- i. Estimated length of roads removed from 100-year flood risk (miles).
- j. Estimated farm & ranch land removed from 100-year flood risk (acres). Estimated farm & ranch land at 100-year flood risk (acres) should only include farm and ranch land that are negatively impacted by flooding events and should not include land that benefits from floodplains for example rice fields.
- k. Estimated reduction in fatalities (if available).
- l. Estimated reduction in injuries (if available).
- m. Pre-Project Level-of-Service
- n. Post-Project Level-of-Service
- o. Cost/ Structure removed
- p. Percent Nature-based Solution (by cost)
- q. Negative Impact (Y/N)
- r. Negative Impact Mitigation (Y/N)
- s. Social Vulnerability Index (SVI)
- t. Water Supply Benefit (Y/N)
- u. Traffic Count for Low Water Crossings

The recommended solutions must be permissible, constructable and implementable.

The recommended flood risk reduction solutions must have no negative effect on neighboring areas in accordance with statutory requirements for regional flood plans (Texas Water Code § 16.062(i) and (j)(2)). Recommended flood risk reduction solutions, including flood mitigation projects, must meet the definition and requirements regarding no negative effect identified in Exhibit C to the Regional Flood Planning Contracts, Technical Guidelines for Regional Flood Planning, which can be found at: <https://www.twdb.texas.gov/flood/planning/planningdocu/2023/index.asp>. The flood mitigation projects identified from this Flood Infrastructure Fund Category 1 study must comply with 'no negative effect' in order to be included in the regional flood plans.

- 2.3.10. Documentation (memorandum) that summarizes the most efficient ways to connect the various data inputs/outputs in Tasks 1-3, including findings on the appropriate computational infrastructure, software, numerical models, computer system, automation process (i.e., scripting, artificial intelligence and/or machine learning).

#### Scope #2 Task #4: Documentation

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following tasks in their proposal for Scope #2 Task #4:

- 2.4.1. Summarize applicable processes, methods, tools, and analysis for Scope #2 Tasks #1, #2, and #3 for inclusion in periodic and final reports.
- 2.4.2. Serve as primary quality assurance and quality control (QA/QC) reviewer for technical data and provide input on study reports and replication documentation.

Deliverables for Scope #2 Task #4 include:

- 2.4.1. Provide periodic memos to NCTCOG that describe lessons learned and applicable processes, methods, tools, and analysis. Include attachments documenting progress made.
- 2.4.2. Develop content for Replication Report and Draft and Final Plan that ties together these periodic memos and attachments and address comments or feedback received from funder.
- 2.4.3. Provide reviews and input during requested timelines on study research, interim/final TSI data outputs, reporting, and replication documentation. Will submit a final QA/QC report that summarizes their QA/QC process certification that the final TSI data has been reviewed and is appropriate for public consumption.

#### Scope #2 Task #5: Project Management

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following tasks in their proposal for Scope #2 Task #5:

- 2.5.1. Submit periodic deliverables in keeping with a milestone-based contract and Request for Reimbursements, also referred to as invoices.

Deliverables for Scope #2 Task #5 include:

- 2.5.1 Periodic deliverables
- 2.5.2 Invoices

#### Scope #2 Task #6: Stakeholder Engagement

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following tasks in their proposal for Scope #2 Task #6:

- 2.6.1 Assist Project Team efforts to ensure local government representatives and stakeholders engage in the process and final project recommendations. This could include participating in NCTCOG-hosted Technical Advisory Committee meetings, Steering Committee meetings, stakeholder meetings, training opportunities, and site visits; and collaborating on a StoryMap or other online tool hosted by NCTCOG to communicate project outcomes.

Deliverables for Scope #2 Task #6 include:

- 2.6.1. Attendance at meetings, trainings, and site visits
- 2.6.2. Content for StoryMap or other online tool



### **Scope #3: Transportation Planning and Related Services**

NCTCOG is seeking to establish a contract to provide transportation and engineering subject matter expertise as specified in Scope #3. The nature of the contractor's role and level of effort for various tasks is according to the following definitions:

- Advise: Participate in discussions and meetings with Project Team, offer professional opinions, suggestions, information, and recommendations; participate in the development of strategy and options; offer expert advice and counsel.
- Assist: Support or aid in the development, creation, analysis, presentation, compilation, and/or review of project materials and deliverables.
- Contribute: Responsibility for the development, creation, analysis, presentation, compilation, and/or review of one or more components of a particular task or deliverable, including coordination and cooperation with other Project Team contributors, as necessary.
- Lead: To take the directing or principal part in the development, creation, analysis, coordination, compilation, review, and/or delivery of a particular project task or deliverable.
- Review: To examine task components, products, inputs, outputs, and deliverables prepared by others, for the purposes of task coordination, quality assurance and control, and to provide expert feedback, recommendations, proposed revisions, and suggestions.

The following subtasks comprise the essential elements of the desired services:

- Data Collection and Analysis
- Stakeholder Engagement
- Integrated Transportation, Stormwater, and Environmental Planning
- Documentation
- Project Management

The budget for Scope #3 is expected not-to-exceed \$337,620. Should \$337,620 not be sufficient to complete the tasks described in Exhibit B of this document, the Respondent should propose modifications to the tasks.

#### **Scope #3 Task #1: Data Collection and Analysis**

It is not anticipated that respondent will be asked to dedicate significant time or effort to this task.

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following tasks in their proposal for Scope #3 Task #1:

- 3.1.1. Advise Project Team on a strategy for TSI project data acquisition and generation, including:
  - a. Writing data acquisition plan that identifies what data is to be acquired to support efforts in Scope #3 Task #2 and how that data will be used, shared, and modified.
  - b. Assisting in producing datasets to support efforts in Scope #3 Task #2.
  - c. Identifying data gaps for Scope #3 Task #2 and helping implement a strategy to address.

- 3.1.2. Advise and help identify a plan for acquiring, reviewing, and using transportation planning data, including assessing if the acquired data is complete, is in a usable form, and appropriate QA/QC that must be performed prior to use.
- 3.1.3. Advise Project Team efforts to address engineering modeling considerations for Task #2, including:
  - a. What models will be used for each type of analysis.
  - b. How the inputs and outputs will be connected.
  - c. Continuous simulations which will be required to generate environmental data.
  - d. The overall modeling framework or what interface will be used to perform multiple model executions involving the work of different team members.
- 3.1.4. Assist in gathering, reviewing, analyzing, and summarizing relevant transportation documents, data, maps, models, etc., as needed.

Deliverables for this subtask include:

- 3.1.1. Data acquisition plan, datasets, documentation of data gaps, and documentation of strategy to address gaps.
- 3.1.2. Plan to acquire, review, and use transportation planning data.
- 3.1.3. Documentation of necessary engineering modeling considerations.
- 3.1.4. Compilation and summary of relevant transportation documents, data, maps, models, etc.

### Scope #3 Task #2: Stakeholder Engagement

It is not anticipated that respondent will be asked to dedicate significant time or effort to this task, but assistance may be requested.

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following tasks in their proposal for Scope #3 Task #2:

- 3.2.1. Contribute transportation-related content for stakeholder engagement meetings and attend meetings for transportation-focused outreach as needed and budget allows.
- 3.2.2. Provide transportation-related content for outreach materials to be created by Project Team.
- 3.2.3. Assist in engagement of transportation stakeholders.

Deliverables for Scope #3 Task #2 include:

- 3.2.1. Content in the form of PowerPoint slides; attendance at meetings as needed and budget allows.
- 3.2.2. Content in the form of narrative and/or visuals.
- 3.2.3. Communications with and/or contact list of transportation stakeholders.

### Scope #3 Task #3: Integrated Transportation, Stormwater, and Environmental Planning

This task is the anticipated focus of the respondent's time and effort.

This task constitutes the integrated, comprehensive planning activities that will incorporate outcomes of planning for stormwater infrastructure, transportation infrastructure, and

environmental features to develop an Upper Trinity River Basin Transportation and Stormwater Plan – North Study Area (Final Plan). Because flood risk cannot be mitigated solely by assessing opportunities to integrate innovative stormwater features with transportation infrastructure, the Project Team will look beyond transportation infrastructure to assess other areas that could serve as nature-based solutions to mitigate stormwater runoff in the study. Additional tools and resources that will inform the Final Plan will be developed in Subtask #2-3 with assistance from the respondent, resulting in the compiled Final Plan report and web-based maps.

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following tasks in their proposal for Scope #3 Task #3:

- 3.3.1. *Advisory Support for Transportation and Construction Related Considerations to Project Area Hydrology and Hydraulics Assessment and Scenarios:* Advise on transportation and construction related considerations that will inform Project Team's efforts to complete comprehensive H&H studies of the North Project Area. Also, advise on transportation and construction related considerations related to the Project Team's efforts to analyze current conditions (i.e., existing/baseline conditions and land use) versus future changes (future land use), including loss of valley storage, runoff estimations to inform the need for areas of low impact development, green stormwater infrastructure, nature-based solutions, or on-stream structures for regional detention.
- 3.3.2. *Assess Transportation Infrastructure Impacts and Develop Decision-Making Tools:* Advise Project Team on transportation and construction related considerations that will also assist Project Team in engaging with TxDOT and local transportation authorities to determine how and to what extent stormwater infrastructure and transportation infrastructure can be integrated. This may include the following tasks focused on assessing transportation infrastructure impacts and developing decision-making tools:
  - a. Advise in the identification and cataloging of potential data sets needed for evaluation of transportation impacts, and assist in acquiring/developing, as needed.
  - b. Review hydrologic model results to validate existing and future transportation facilities that are at risk of flooding based on future development scenarios. Assist in the creation of data set/s, as needed, for use in design/reconstruction of affected infrastructure.
  - c. Lead development a lifecycle benefit-cost analysis including return on investment (ROI) for at-risk transportation facilities that are candidates for flood mitigation.
  - d. Advise and assist with the evaluation of short-and long-term land use and transportation regulatory tools, green infrastructure applications, and adaptability strategies that may provide flooding mitigation effects.
  - e. Advise, assist, and contribute to the Project Team's exploration of the feasibility of and testing of various scenarios of flood control and mitigation best practices measures, land use strategies, environmental features, and environmentally sustainable design applications, to identify and aid in determining potential lifecycle benefits and impacts.
  - f. Several third-party programs exist that rate the sustainability of transportation infrastructure. These include The Institute for Sustainable Infrastructure's

Envision framework, Federal Highway Administration's INVEST, and the Sustainable Transport Council's Greenroads Rating System. Review these programs and advise Project Team how flood risk reduction and stormwater management could be incorporated into these or a similar program.

- g. Based on the outcomes of the lifecycle benefit-cost analyses and scenario testing, lead and direct development of performance measures and evaluation criteria to inform transportation project selection/prioritization processes and address merit/eligibility requirements for future local/regional/State transportation plans, asset management/resiliency initiatives, and/or various relevant formula/discretionary grant opportunities.
- h. Lead the development of delivery, management, technology, and maintenance strategies and technologies aimed at improving operational capabilities and reducing risk from flooding of prioritized low-lying facilities.
- i. Advise and assist, as needed, with the development of a planning tool or component of a larger tool or StoryMap highlighting flooding hot spots to identify design criteria for existing and future infrastructure investments and opportunities for environmental stewardship as potential revenue.
- j. Assist Project Team in generating stormwater infrastructure/flood control structures planning data: optimization study that reviews latest transportation network and H&H models and provides a comprehensive assessment of North Project Area by modeling ideal locations and sizing for smaller/regional ponds and other drainage/flood control structures, considering more than just the 100-year event. This includes considerations for minimizing and reducing downstream detention. Contractor's role may include:
  - i. Assisting / contributing to the development of detention pond/green infrastructure/nature-based-solution design "guidance" based on information from local, regional, and state transportation design guidelines and limitations;
  - ii. Assisting / contributing to the establishment of decision variables and objective functions for detention pond/green infrastructure optimization from a transportation perspective, such as an emphasis on the integration of transportation and stormwater infrastructure;
  - iii. Advising on the transportation-related benefits and/or costs for all identified optimization alternatives.
- k. Lead effort to determine how stormwater and transportation infrastructure can be integrated, including:
  - i. Investigate embankment compositions required when using roadways to form detention structures:
  - ii. Investigate outlet or discharge appurtenances that would allow roadways to be used to form detention structures (structure elevation, culvert configuration, or other).
  - iii. Explore and develop best practices for utilization of parkways and other green rights of way for stormwater detention and filtration;

develop planning-level design and material specifications, as well as operational and maintenance considerations.

iv. Ensure integration of related tools, data, and subject matter experts.

- 3.3.3 *Advisory Support to Transportation and Construction Related Considerations for Environmental Planning:* Advise Project Team on efforts to identify, conserve, and preserve existing natural pervious surfaces, and provide input on a plan for new environmental features in the study area, a key outcome of the Final Plan. This plan will find appropriate nature-based solutions and green stormwater infrastructure features to support intentional saturation of the stormwater runoff determined in the H&H analysis tasks identified above. The respondent will advise and assist Project Team and other partners and stakeholders on this task.

Deliverables for Scope #3 Task #3 will be further negotiated during the contract process, but may include:

- 3.3.1. Recommendations on transportation and construction related considerations.
- 3.3.2. Cataloging of and data sets needed for evaluation of transportation impacts; Validation of existing and future transportation facilities that are at risk of flooding based on future development scenarios and associated data sets; lifecycle benefit-cost analysis; documentation of regulatory tools, green infrastructure applications, and adaptability strategies; documentation of feasibility of scenarios to determine potential lifecycle benefits and impacts; documentation of ways flood risk reduction and stormwater management into sustainable transportation rating programs; performance measures and evaluation criteria to inform transportation project selection/prioritization processes; documentation of delivery, management, technology, and maintenance strategies and technologies; contributions to a planning tool or component of a larger tool or StoryMap; contributions to optimization study; and documentation of strategies to integrate stormwater and transportation infrastructure.
- 3.3.3 Documentation of efforts to identify, conserve, and preserve existing natural pervious surfaces, and provide input on a plan for new environmental features in the study area.

#### Scope #3 Task #4: Documentation

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following tasks in their proposal for Scope #3 Task #4:

- 3.4.1. Summarize applicable processes, methods, tools, and analysis for tasks 2-1, 2-2, and 2-3 for inclusion in periodic and final reports.
- 3.4.2. Draft Final Plan content on tasks 2-1, 2-2, and 2-3.
- 3.4.3. Revise Final Plan content as needed, including those that address any comments received from the project funder.

Deliverables for Scope #3 Task #4 include:

- 3.4.1. Periodic memos to NCTCOG that describe lessons learned and applicable processes, methods, tools, and analysis. Include attachments documenting progress made.
- 3.4.2. Content for Replication Report and Draft and Final Plan that ties together these periodic memos and attachments

- 3.4.3. Revisions that address comments or feedback received from the project funding agency.

#### Scope #3 Task #5: Project Management

Respondents should detail their specific skill sets and/or range of capabilities for carrying out the following tasks in their proposal for Subtask #1:

- 3.5.1. Submit periodic deliverables in keeping with a milestone-based contract and Request for Reimbursements, also referred to as invoices.

Deliverables for this subtask include:

- 3.5.2. Periodic deliverables and invoices.

### **PROJECT SCHEDULE AND BUDGET**

The Contract activities will be funded pursuant to an Agreement between NCTCOG and the General Land Office (GLO) with the United States Department of Housing and Urban Development (HUD) funds.

NCTCOG anticipates a total contract term of approximately 2 years. Contract execution is anticipated to occur in October 2024. Below is the expected schedule and budget for each initiative:

The budget for this work is expected not-to-exceed \$1,707,620 (\$1,370,000 for Scope #1 and \$337,620 for Scope #3) with an Option to add a second H&H scope (\$500,000 for Scope #2) and increase the total budget to \$2,207,620.

### **QUESTIONS AND ANSWERS**

All questions regarding the RFP shall be directed in writing by e-mail to [TransRFPs@nctcog.org](mailto:TransRFPs@nctcog.org) by the close of business on **Friday, July 19, 2024**. **A pre-proposal conference will be conducted, at the NCTCOG offices, at 616 Six Flags Drive, Centerpoint Two, in Arlington, Texas on Tuesday, July 23, 2024, at 2:30 pm, in the William Pitstick Conference Room, First Floor. The Pre-Proposal Conference is also accessible virtually via Microsoft Teams:**

**Pre Proposal Conference:**

[Join the meeting now](#)

Meeting ID: 258 172 719 884

**Dial in by phone**

+1 903-508-4574

**Phone conference ID: 448 127 519#**

Attendance is not mandatory at the pre-proposal conference but is strongly encouraged to benefit potential proposers from the discussion and answers provided to questions. Questions submitted in advance of the pre-proposal conference will be answered at the pre-proposal conference. All questions and responses will be posted on the NCTCOG website at <http://www.nctcog.org/trans/admin/rfp> by the close of business on **Wednesday, July 24, 2024**. The questions and answers at the pre-proposal conference will be in English; translation services will not be provided for potential proposers. NCTCOG reserves the right to respond to inquiries as it deems necessary.

**CONSULTANT SELECTION CRITERIA**

The Consultant Selection Committee (CSC) will review all proposals and select a consultant it considers qualified to undertake the project. The following criteria will be used to evaluate the proposals:

- |                                              |            |
|----------------------------------------------|------------|
| 1. Project Understanding                     | 30 percent |
| 2. Scope of Services                         | 25 percent |
| 3. Project Managers/Staff Qualifications     | 20 percent |
| 4. Knowledge of the Dallas-Fort Worth Area   | 10 percent |
| 5. Firm Qualifications/Consultant References | 10 percent |
| 6. Schedule                                  | 5 percent  |

If the CSC determines that interviews will be required before a final decision can be made, the interviews will take place via Microsoft TEAMS **the week of August 26, 2024**. Proposers should be willing and able to attend these interviews in person or via web conference, if necessary. Consultants who are invited to an interview will be notified by the close of business on **Friday, August 23, 2024**, that an interview has been scheduled. Costs for developing the proposal and

costs attributed to interviews (and subsequent negotiations) are at the proposer's own expense and will not be reimbursed by NCTCOG.

## **CONTRACT AWARD**

Following final negotiations of the work plan and costs satisfactory to NCTCOG, the consultant will be asked to execute a contract with NCTCOG. If applicable, a Notice to Proceed will be issued upon execution of the contract. NCTCOG reserves the right to reject any and all proposals, to contract for any or all portions of the project with the selected consultant, or to hire multiple firms.

The successful responder(s) to this Request for Proposals is expected to provide qualified personnel to accomplish each portion of the work in this study. NCTCOG will maintain the right to request the removal of any personnel found, in its opinion, during the course of work on this project, to be unqualified to perform the work.

The Sample Contract, provided in this transmittal, contains federal requirements which must be included with all proposals submitted. Appendices C through H of the Sample Contract contain compliance requirements and certification forms which must accompany the proposal. **Failure to comply with these requirements may result in finding the Proposal non-responsive.**

The Texas Legislature has adopted House Bill 1295. In short, the law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to our agency at the time of a signed contract. As part of contract development, the Consultant will be asked to complete the disclosure of interested parties electronically and submit through the Texas Ethics Commission website. NCTCOG will provide a specific contract number associated with the award for inclusion in the submittal. Once submitted, the Consultant will be requested to return an e-mail confirmation of submittal to NCTCOG. For more information about the process, please visit the following website for Frequently Asked Questions: [https://www.ethics.state.tx.us/resources/FAQs/FAQ\\_Form1295.php](https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php).

## **MINORITY/SMALL BUSINESS SUBCONTRACTING**

The United States Department of Housing and Urban Development (HUD) administration follows the Texas statewide Historically Underutilized Business (HUB) goals set by the Texas Comptroller. For professional services contracts a 23.7% HUB goal has been set. Proposers are



expected to meet HUD’s spirit and intent of the participation goals. Proposers should also include an Affirmative Action Plan is included in the proposal. Failure on the part of the majority contractor to meet this goal or show meaningful good faith efforts may be grounds for finding the proposal nonresponsive.

### **QUESTIONS AND ANSWERS**

All questions regarding the RFP shall be directed in writing by e-mail to [TransRFPs@nctcog.org](mailto:TransRFPs@nctcog.org) by the close of business on **Friday, July 19, 2024**. All questions and responses will be posted on the NCTCOG website at [www.nctcog.org/rfp](http://www.nctcog.org/rfp) by the close of business on **Wednesday, July 24, 2024**. NCTCOG reserves the right to respond to inquiries as it deems necessary.

### **OVERALL PROCUREMENT SCHEDULE**

This RFP shall be used to accept, review, and score proposals based on the following schedule with the intent of awarding a Cost-Plus Fixed Fee contract(s). The following represents the schedule of procurement activities leading to contract award:

Issue Request for Proposals	July 12, 2024
Last Day to Submit Questions	July 19, 2024
Pre-Proposal Conference	July 23, 2024
NCTCOG Q&A Posted to Website	July 24, 2024
Proposals Due & Proposal Public Opening	August 9, 2024
Consultant Selection Committee	week of August 19, 2024
Interviews (if needed)	week of August 26, 2024
NCTCOG Executive Board Approval	October 24, 2024
Execute Contracts	October 2024

NCTCOG reserves the right to make changes to the above-mentioned schedule. All such changes shall be made by an amendment to the RFP and shall be posted on NCTCOG’S website at [www.nctcog.org/rfp](http://www.nctcog.org/rfp). It is the responsibility of the consultant to frequently check this website for information concerning amendments to the RFP.

\*Public opening of the proposals will be done via Microsoft Teams on August 9, 2024, at 5:25 pm.

A link to the Microsoft Teams meeting is below. Microsoft Teams is integrated with audio so you

will only need to use the conference call number (below) if you are unable to access the Microsoft Teams App. The Teams App is available for download [HERE](#).

**Public Opening of Proposals via Microsoft Teams:**

**Microsoft Teams**

[Join the meeting now](#)

Meeting ID: 287 391 509 503

**Dial in by phone**

+1 903 508 4574

**Conference Phone ID# 304682921**

**INSTRUCTIONS FOR PROPOSALS**

**Hydrologic & Hydraulic Services and Transportation Planning Services for Integrating  
Transportation and Stormwater Infrastructure – North Study Area**

The Sample Contract provided with this Request for Proposals contains federal requirements which must be included with Proposals. Appendices C through H contain compliance requirements and certification forms which must accompany the Proposals. **Failure to comply with the requirements may result in finding the proposal to be nonresponsive.**

Additional information is provided below:

1. Proposers may submit one hard copy or one flash drive of the proposal to Kate Zielke, Environment & Development Program Supervisor, North Central Texas Council of Governments, 616 Six Flags Drive, Arlington, Texas 76011. **Proposals must be received by 5:00 p.m., Friday, August 9, 2024.** Proposals received after that time will not be considered and will be returned to the proposer unopened. Proposals containing original signatures and notary seals should be labeled "Original." The in-hand submittal will count as the official submittal. In addition to the in-hand submittal, NCTCOG is requesting electronic submission of proposal documents to [TransRFPs@nctcog.org](mailto:TransRFPs@nctcog.org). Electronic submissions only will **not** be evaluated.
  
2. The proposal should address the criteria identified in the Request for Proposals that will be used for consultant selection. Proposals should include, at a minimum, the following information.
  - **Proposal Formatting** – Proposals should be printed double-sided and include a footer containing consultant firm name, page number, and total pages in the proposal. (e.g., Planning firm 1 of 20).
  - **Cover Letter** -- A brief summary of the key points of the proposal and approach to accomplishing the work. Name and address of the firm, as well as the contact person's name, phone number, and email address should also be included.
  - **Project Understanding** - A general description of the approach to be used in accomplishing the work, including the project organization and management plan. Senior personnel who will work on the project, including subcontractor personnel, should be identified by name and by role in the project, e.g., project manager, principal in charge, project advisor, etc. The project manager in particular must be specified and a clear indication given as to his/her involvement in the project. If more than one firm will be involved, the proposal should clearly delineate the work to be accomplished by each firm and how the work will be coordinated and managed. Any special requirements or coordination needs should be clearly identified.
  - **Scope of Services and Schedule** - This section should respond to the Request for Proposals task descriptions for the project by describing clearly in detail what and how work in each task will be accomplished, the technical methodology to be used, and the planned workflow and schedule. A description should be included concerning quality control and how this will be maintained and accomplished during the course of this project.
  - **Consultant Qualifications** - This section should identify the background and experience of the consulting firm(s) and individuals in similar types of work and the results of that experience, along with up-to-date references (name, current affiliation, and phone number), should be included. Knowledge of the Dallas-Fort Worth area should be specifically indicated.

- **Compliance Requirements** - Appendices C through H of the Sample Contract contain compliance requirements and other certification forms which must accompany the Proposal.
  - **Affirmative Action Plan** - NCTCOG is required, under Title 49, Code of Federal Regulations, Part 21 to request from all contractors an Affirmative Action Plan for the contracting entity. Such a plan will be reviewed by NCTCOG to determine compliance with federal Equal Employment Opportunity requirements. You are requested, then, to submit a plan which should include, at a minimum, a policy statement and utilization analysis of your workforce. An indication of the number and percent of your employees who would be classified as minorities, including both women and ethnic minorities, should be provided. An indication of the number and percent in professional versus nonprofessional positions, or administration versus clerical positions, should also be provided.
  - **Entities that Boycott Israel (House Bill 89)**
    - If proposers are required to make a certification pursuant to Section 2271.002 of the Texas Government Code, proposers should include a certification statement that they do not and will not boycott Israel during the term of the contract resulting from this solicitation. If the proposer does not make that certification, proposer must indicate that in its response and state why the certification is not required.
  - **Prohibition on Firearm and Ammunition Industry Discrimination (S.B. 19)**
    - Pursuant to Chapter 2276, Government Code, as enacted by S.B. 19, 87<sup>th</sup> Legislature, NCTCOG is prohibited from using public funds to contract with entities who discriminate against firearm and ammunition industries. By signing this contract, the Proposer agrees that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of the Contract.
  - **Prohibition on Boycotting Energy Companies (S.B. 13)**
    - Pursuant to Chapter 2274, Government Code, as enacted by S.B. 13, 87<sup>th</sup> Legislature, NCTCOG is prohibited from using public funds to contract with entities who boycott energy companies. By signing this contract, the Proposer verifies that it does not discriminate against energy companies and will not discriminate during the term of the Contract.
3. The North Central Texas Council of Governments, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000(d) to 2000(d)(1) and Title 49, Code of Federal Regulations Part 26, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively assure that, in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to

submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

4. The NCTCOG Executive Board encourages the use of local firms. However, all proposals, regardless of firm locale, will be evaluated using the consultant selection criteria contained in the Request for Proposals.
5. A consultant selection committee will review the proposals and select a firm it considers qualified to undertake the project. The selection of the proposal will be based on the technical proposal and/or interviews but will be subject to negotiation of conditions of cost satisfactory to NCTCOG. NCTCOG reserves the right to reject any or all proposals and to contract for any or all portions of the project with the selected consultant.
6. After a consultant has been selected and negotiations have been completed, the selected firm will be asked to itemize the budget for the project on a budget template provided by NCTCOG, which will be included as Appendix B of the Sample Contract. If a joint venture or subcontract is involved, the selected consultant will be asked to provide a budget for each firm. Overhead rates will be subject to approval and must be based on audited financial records; copies of support data for the overhead rate will be requested. Travel costs will be reimbursed as identified in the Sample Contract.
7. Procurement information shall be a public record to the extent provided by the Texas Open Records Act and the Freedom of Information Act and shall be available to the public as provided therein. If a proposal contains information that the proposer considers proprietary and does not want disclosed to the public or used for any purpose other than the evaluation of the offer, all such information must be indicated with the following suggested language:

*The information contained on pages \_\_\_\_\_ shall not be duplicated or used in whole or in part, for any purpose other than to evaluate the proposal; provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, NCTCOG has the right to duplicate, use or disclose this information to the extent provided in the contract.*

8. CONFLICT OF INTEREST DISCLOSURE REQUIREMENT

Pursuant to Chapter 176 of the Local Government Code, any person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local governmental entity (i.e. NCTCOG) must disclose in the Questionnaire Form CIQ (“Questionnaire”) the person’s affiliation or business relationship that might cause a conflict of interest with the local governmental entity. By law, the Questionnaire must be filed with NCTCOG no later than seven days after the date the person begins contract discussions or negotiations with the NCTCOG or submits an application or response to a request for proposals or bids, correspondence or another writing related to a potential agreement with the NCTCOG.

Updated Questionnaires must be filed in conformance with Chapter 176.

A copy of the Questionnaire Form CIQ is enclosed with the submittal documents. The form is also available at <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

If you have any questions about compliance, please consult your own legal counsel.

Compliance is the individual responsibility of each person or agent of a person who is subject to the filing requirement. An offense under Chapter 176 is a Class C misdemeanor.