



# **North Central Texas Council of Governments**

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS**

**METROPOLITAN PLANNING ORGANIZATION**

**REQUEST FOR PROPOSALS**

**TO DEVELOP LOCAL AREA TRAFFIC MANAGEMENT PLANS FOR 2026 WORLD CUP**

**EVENT LOCATIONS**

**October 11, 2024**

**REQUEST FOR PROPOSALS TO DEVELOP LOCAL AREA TRAFFIC MANAGEMENT  
PLANS FOR 2026 WORLD CUP EVENT LOCATIONS**

**INTRODUCTION**

The North Central Texas Council of Governments (NCTCOG) is requesting written proposals from consultant firm(s) to develop local area traffic management plans for the Fédération Internationale de Football Association (FIFA) 2026 World Cup events held at Dallas Stadium in Arlington, Fan Fest Festival at Fair Park in Dallas and, if awarded, the International Broadcast Center at the Kay Bailey Hutchinson Convention Center in Dallas. The plans should outline roles and responsibilities, include traffic assessment, plan sheets, public transportation access and non-motorized road users' access and coordinated operations of traffic management centers.

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS**

The North Central Texas Council of Governments 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 as well as to help them recognize regional opportunities, eliminate unnecessary duplication, and make joint decisions.

**BACKGROUND**

The North Central Texas Council of Governments (NCTCOG) Transportation Department is assisting the Dallas Sports Commission with the FIFA 2026 World Cup events associated with transportation. NCTCOG is committed to bring transportation partners together to coordinate and develop transportation plans and activities associated with FIFA 2026 World Cup events. This includes coordination with local public and private sectors partners to plan and implement the local area transportation management plans developed as part of this RFP. NCTCOG currently

holds regular meetings with transportation partners. NCTCOG will coordinate these partner meetings and coordination effort to help facilitate this work. It is critical that regional plans are captured in FIFA reporting requirements.

## **PURPOSE AND NEED**

The purpose of this Request for Proposals is to solicit written proposals from consultant firm(s) to document local area traffic management plans for the FIFA 2026 World Cup events. This is largely a documentation effort developed by partners identified below. The Dallas region has been awarded nine games to be played at Dallas Stadium in Arlington starting from June 14, 2026 to July 14, 2026. One is on Sunday, one on Saturday and seven on weekdays. In addition, Fan Fest Festivals will be hosting in Dallas at Fair Park in the Summer 2026. If awarded, the International Broadcast Center will also be hosting at the Kay Bailey Hutchison Convention Center in the Spring/Summer 2026 timeframe. NCTCOG leads the planning efforts and consultant assistance is necessary to document regional plans into the FIFA requested format.

## **PROJECT SUPPORT**

NCTCOG shall serve as project manager to implement a mutually agreed-upon Scope of Work and to monitor progress. NCTCOG shall also serve as the contract manager and procurement administrator for the project. Assistance will be provided by the transportation authorities, Texas Department of Transportation, City of Dallas, City of Arlington, AT&T Stadium staff, Convention Center staff, Fair Park staff and the Dallas Sports Commission. (i.e., Partner Agencies)

## **WORK PROGRAM**

The work program for the local area traffic management plans is summarized in the tasks outlined in the Scope of Work which follows this section.

## **SCOPE OF WORK**

### **Task 1.0 - Project Administration**

The consultant firm(s) shall prepare a detailed Project Management Plan (PMP) to document local area traffic management plans, a detailed description of the tasks to be undertaken in the work program, a project schedule to include anticipated meetings, a quality control/quality assurance plan, and outline of project administrative procedures. A draft PMP will be prepared and submitted to North Central Texas Council of Governments (NCTCOG) for review and comment. A final PMP will be prepared in response to comments received from this review.

Task 1 Deliverables: The consultant firm(s) will generate the files, reports, and meeting minutes outlined above and provide that to NCTCOG as indicated and in total at the close of the project. All information will be provided in electronic format, compatible with Microsoft Office Application and Adobe PDF format, along with paper copies. The Consultant will develop and maintain SharePoint or similar site to facilitate information sharing, team communication, document control, and issue tracking.

### **Task 2.0 – Document Draft Local Area Traffic Management Plans**

The consultant will coordinate with NCTCOG and partner agencies throughout the project. The Consultant will collect and review existing traffic management plans and plan sheets for events held at the three site locations. The consultant will develop local area transportation management plans for all event sites using the outline below. The initial draft of the plan needs to be developed no later than March 1, 2025. The consultant firm(s) needs to have the capabilities to draft a plan outlined below. The consultant firm(s) shall identify specific methodologies and procedures for drafting each component of the plan. The components of the plan are developed by FIFA and should include, but are not limited to:

## **1. Introduction**

- 1.1 Purpose and scope
- 1.2 Event location
- 1.3 Traffic management objectives and strategies

## **2. Roles and Responsibilities**

- 2.1 FWC26 responsibilities
- 2.2 Host City responsibilities
- 2.3 Traffic management stakeholders
- 2.4 Traffic controllers
- 2.5 Transit management stakeholders

## **3. FIFA Constituent Group Transport**

- 3.1 Scope of activities
- 3.2 Protocol routes
  - 3.2.1 PMAs (Teams)
  - 3.2.2 Referees
  - 3.2.3 FIFA Invited Guests (VVIP/VIP)
  - 3.2.4 Media
  - 3.2.5 FIFA Workforce
- 3.3 Traffic Measures
  - 3.3.1 Police escorts
  - 3.3.2 Active traffic monitoring
  - 3.3.3 Dedicated traffic lanes

## **4. Stadium Traffic Assessment**

- 4.1 Access to adjoining properties
- 4.2 Environmental conditions
- 4.3 Impact to adjoining road network
- 4.4 Ingress/egress primary routes and closures
- 4.5 Access to major interstates and road arterials
- 4.6 Road works and construction projects
- 4.7 Access to traffic operations center
- 4.8 Volume and composition
- 4.9 Intersection capacity
- 4.10 Existing parking facilities
- 4.11 Heavy and oversized vehicles and loads

## **5. Public transport access to stadium**

5.1 Bus

5.2 Rail

5.3 Intermodal transfer hubs

## **6. Rideshare vehicles and taxi operations**

## **7. Non-motorized road users**

7.1 Cyclists

7.2 Pedestrians

7.3 People with disabilities and other vulnerable road users

7.4 School crossings

## **8. Traffic and transportation coordination/operations centers and associated information systems**

8.1 Structure

8.2 Scope

8.3 Operating hours

## **9. Emergency arrangements**

9.1 Emergency evacuation

9.2 Weather related emergency

9.3 Traffic related emergency

9.4 Freedom of speech related emergency

Task 2 Deliverables: Following review by all Partners, the draft local area traffic management plans will be prepared and delivered to NCTCOG with all corrections and comments incorporated in the final version no later than March 1, 2026. The draft document will be delivered to NCTCOG as a reproducible copy and compatible with Microsoft Office Application.

All information will be provided in electronic format, compatible with Microsoft Office Application and Adobe PDF format, along with paper copies.

## **Task 3.0 – Develop Final Local Area Traffic Management Plans**

Following the completion of the draft local area traffic management plans the consultant will continue to receive input from partner agencies and FIFA to refine and fine-tune the plan. The

current schedule anticipates the final local area traffic management plans to be completed in January/February 2026. The consultant should outline process and schedule to receive updates and coordinate feedback from partner agencies to ensure the plan is updated and all input is received.

Task 3 Deliverables: Following review by NCTCOG, the final local area traffic management plans will be prepared and delivered to NCTCOG with all corrections and comments incorporated in the final version. The final document will be delivered to NCTCOG as a reproducible copy and compatible with Microsoft Office Application.

All information will be provided in electronic format, compatible with Microsoft Office Application and Adobe PDF format, along with paper copies.

#### **Task 4.0 – Implement Local Area Traffic Management Plans**

NCTCOG staff would like to ensure the plan is implemented seamlessly with partner agencies. NCTCOG plans to keep the consultant on-board as an extension of NCTCOG staff to oversee the implementation of the local area traffic management plans developed under Task 2 and 3. It is anticipated that this work would continue through September 2026.

Task 4 Deliverables: The consultant would work as an extension of NCTCOG staff to help with the implementation and coordination of the developed plans through September 2026.

#### **SCHEDULE AND BUDGET**

The consultant firm(s) will develop a schedule of tasks with completion deadlines and methodologies for the development of the local area traffic management plans for the FIFA 2026 World Cup events held at Dallas Stadium in Arlington, Fan Fest Festival at Fair Park in Dallas

and, if awarded, the International Broadcast Center at the Kay Bailey Hutchinson Convention Center in Dallas. NCTCOG will select all the identified tasks or a subset of the tasks to be completed. The timetable for completion of this project shall not exceed 24 months from the date the consultant firm is authorized to proceed. Due date for questions regarding the RFP will be on Friday, October 18, 2024 at 5:00 p.m. Proposers should be willing and able to attend interviews, if needed, during the week of October 28, 2024.

A budget up to \$1,000,000 is allocated to conduct this project.

### **CONSULTANT SELECTION CRITERIA**

The Consultant Selection Committee (CSC) will review all proposals and select a firm, or multiple firms, 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, Proposers should be willing and able to attend these interviews, if requested. The interviews will take place the week of October 28, 2024. Interviews are expected to occur online via Microsoft Teams. Firm(s) who are invited to an interview will be notified by the close of business on Tuesday, October 29, 2024.



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 firm(s) will be asked to execute a contract with NCTCOG. If applicable, a Notice to Proceed will be issued upon execution of the contract. The Sample Contract, provided in this transmittal, contains federal requirements which must be included with all proposals submitted. If awarded, Proposers will be asked to agree to the terms identified in the sample contract. NCTCOG will consider contract instruments other than its Sample Contract. Proposers should identify in their response any revisions to the terms or conditions they would like NCTCOG to consider. Appendices D through F of the sample contract contain compliance requirements and certification forms which must accompany the proposals. **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)

NCTCOG reserves the right to reject any and all proposals, to contract for any or all portions of the project with the selected firm(s), 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 project. 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.

#### **DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

The Disadvantaged Business Enterprise participation must meet the 32 percentage goal identified for this type of procurement. Respondents should also include an Affirmative Action Plan in the proposal. **Failure to comply with these requirements may find the proposal non-responsive.**

#### **QUESTIONS AND ANSWERS**

All questions regarding the services required shall be directed in writing by email to [TransRFPs@nctcog.org](mailto:TransRFPs@nctcog.org) by the close of business on Friday, October 18, 2024. All questions and responses will be posted on NCTCOG's website at <http://www.nctcog.org/rfp> by the close of business on Wednesday, October 23, 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 contract. The following represents the schedule of procurement activities leading to contract award:

Issue Request for Proposals	October 11, 2024
Last Day to Submit Questions	October 18, 2024
NCTCOG Q&A Posted to Website	October 23, 2024
*Proposals Due & Proposal Public Opening	October 25, 2024
Consultant Selection Committee	week of October 28, 2024
Interviews (if needed)	week of October 28, 2024
NCTCOG Committee Approval	November 21, 2024
Execute Contracts	December 2024

\*Public opening of the proposals will be done via Microsoft Teams on October 25, 2024 at 5:05 p.m. 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](#).

## Microsoft Teams

### [Join the meeting now](#)

Meeting ID: 255 367 061 50

### Dial in by phone

+1 903-508-4574

Phone conference ID: 911 754 557#

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.