

**Request for Proposals
North Texas Equitable Electric Vehicle Infrastructure (NTxEEVI) Project –
Deployment Dream Team**

Questions and Responses

Question #1: If we end up working with NCTCOG as a consultant, would that preclude us from competing to sell you chargers on the ensuing project?

Response: If a firm is selected and chooses to participate under this RFP, that firm will be precluded from the future procurement for charging station infrastructure and installation under the NTxEEVI Project.

Question #2: Will you consider a firm-fixed price contract, or a labor hour contract based on the contractor's GSA Schedule rates?

Response: NCTCOG typically uses a time and materials with an amount not to exceed structure. NCTCOG is willing to entertain alternate mechanisms. NCTCOG will determine which contracting method brings the most value in carrying out this initiative.

Question #3: Will North Central Texas Council of Governments provide a two-week extension to the RFP deadline?

Response: No, NCTCOG will not grant an extension to the deadline due to a need to proceed with the federal grant award and associated implementation timeframes.

Question #4: What is the budget for the consultant portion of the project?

Response: NCTCOG has allotted \$1,500,000 for activities under this procurement. The RFP has been updated on page 11 under Project Schedule and Budget to reflect this information.

Question #5: Will the selected consultant be precluded from future EV implementation/design work that comes as a result of this contract/program?

Response: Please see response to question #1.

Question #6: What is NCTCOG's plan for final engineering design for each site since this RFP's scope of work only covers conceptual design?

Response: Final engineering design will be part of the charging station vendor request for procurement which will be competed separately

Question #7: Can you provide clarification on why Task 4 is optional? If the selected consultant does not propose on this task, how will it be handled?

Response: Task 4 is optional because NCTCOG standard practice is to draft all requests for procurements in-house. However, a respondent may wish to offer expertise and assistance.

Question #8: Do you anticipate survey will be required for all sites?

Response: We are not sure what the intent of this question is and need more clarity on what is being asked, what type of survey are you asking about?

Question #9: Will there be any public engagement as part of this contract?

Response: There is not a specific public engagement task. NCTCOG will be conducting public engagement separately to more broadly to include the Texas EV Infrastructure Plan. Public engagement could overlap into some of the tasks, but we are not expecting the selected firm to conduct public engagement.

Question #10: How will DBE participation compliance be determined? Is it for the whole program or per site?

Response: The DBE participation compliance is based on the overall contract.

Question #11: Are 11x17 pages allowed for graphic exhibits such as org charts, maps, and schedules?

Response: Yes, 11x17 pages are acceptable.

Question #12: Are hyperlinks to external project examples/websites allowed in the proposal?

Response: Yes. hyperlinks are allowed to relevant external project examples and websites. Please limit use to links that are specific, so the relevant information is clear to members of the Consultant Selection Committee.

Question #13: Page 14 of the RFP mentions “proposals containing original signatures and notary seals should be labeled ‘Original’” – are original signatures required, even if we opt to submit a flash drive?

Response: The RFP has been updated to remove this language. Electronic signatures are acceptable.

Question #14: Can you please clarify and list which forms are required for subconsultants to complete as part of the Compliance Requirements?

Response: The prime consultant and all subconsultants are required to submit responses to Appendix D.1, D.2, Appendix G.1, Appendix H.1, H.2, and Appendix J.

Question #15: Are DBE firms required to be certified through a TCUP organization for this solicitation?

Response: Yes, all firms represented as DBE must be certified through the TUCP.

Question #16: Please confirm that required forms will not count towards the page limit

Response: Required forms will not count towards the page limit.

Question #17: Many of our EV charging clients are confidential due to the proprietary nature of the work. To maintain their confidentiality, is it possible to remove the requirement for “up-to-date” references to be included in the Consultant Qualifications section?

Response: Proposers should provide the most up to date references they feel are appropriate, older references may impact the weight assigned to that particular reference.

Question #18: The RFP states that the DBE goal for this project is 7.9% on page 12, but Appendix D lists the DBE goal as 17% on the first page and 7.9% on the second page. Please confirm which of these is correct.

Response: The first page of Appendix D (page 26) references NCTCOG’s Transportation department’s overall procurement goal, the specific goal established for this project is 7.9%.

Question #19: Could you confirm whether electronic submission alone is sufficient, or if a physical or digital copy must also be mailed or hand-delivered? If both are required, which version will be considered the official submission? Additionally, for clarity, is it necessary to

submit both a physical copy and a flash drive or would just one of these formats suffice as the official in-hand submittal.

Response: Electronic submissions only will not be evaluated. Proposers may submit a physical copy or a flash drive with the proposal, which must be hand delivered. The in-hand submittal counts as the official submittal. Proposers do not need to submit both a physical copy and a flash drive.

Question #20: Could you confirm if there is an estimated budget range allocated for this portion of the project? Additionally, could you clarify how the overall \$16 million budget will be allocated between advisory services, equipment procurement, installation, and operations?

Response: Please see response to question #4.

Question #21: Are there any specific restrictions or expectations around eligible 'public property' sites? Would partnerships with private entities (like multifamily properties offering public access) be considered?

Response: The scope of this project is that all sites must be located on property owned by the public sector.

Question #22: If we opt to assist with the vendor procurement task, would it affect our eligibility to participate in future vendor roles beyond the NTx-EEVI project?

Response: There would not be any impact to opportunities to participate in procurements that are outside the scope of the NTx-EEVI project.

Question #23: Does NCTCOG have preferred templates or reporting formats for progress reports, feasibility studies, and the final lessons-learned report?

Response: No. Format of these documents would be coordinated as part of the negotiation with the awarded consultant.

Question #24: Is the Cost-Plus pricing structure a fixed requirement, or can we propose using another fixed fees structure? With respect to cost-plus pricing, please confirm whether full burdened hourly rates are acceptable. Please note that many firms providing the requested services are unable to price on a cost-plus basis due to accounting limitations, but have the ability to demonstrate the reasonableness of hourly rates based on contracts with peer NCTCOG agencies.

Response: Please see response to question #2.

Question #25: What are the necessary site engineering requirements for the Conceptual Site Design Task, and is it possible to deliver for NCTCOG without having an engineering firm on our team?

Response: NCTCOG is not expecting engineering level design work, but is seeking planning level site layouts. While engineering services are not required for this effort, proposers should have knowledge of technical requirements of the power, space, and other site layout needs associated with charging station equipment.

Question #26: Will each site consider future growth (EV readiness installations)?

Response: This would be an acceptable element for a respondent to assess. Expansion of each site beyond the installation implemented under the NTx-EEVI project will be up to the individual subrecipients.

Question #27: Does NCTCOG want to consider the potential ROI of sites within the Task 2 Feasibility Assessments?

Response: That would be an acceptable element for a respondent to assess.

Question #28: Will the Consultant need to consider other eligible funding opportunities, tax credits, etc. that may be “stacked” at applicable sites or will the assumption be that all funding is derived from the NTx-EEVI funding?

Response: No, the Consultant does not need to consider any other funding sources.

Question #29: Will the Consultant be responsible for any broader community outreach to support selected sites? Or in narrowing down the initial list of sites?

Response: Please see response to question #9.

Question #30: Can you provide more information on the gap analysis NCTCOG will perform to develop the short list of potential sites that the Consultant would then further analyze?

Response: NCTCOG will create the short list of sites through coordination with interested local public agencies, public engagement meetings, responses to the Texas Infrastructure Plan interactive map, and a GIS analysis of gaps in existing and planned charging stations to create the short list of potential sites.

Question #31: Approximately how many sites will NCTCOG want the consultant to conduct feasibility assessments for?

Response: NCTCOG anticipates short-listing double or triple the number of sites to ultimately be implemented for further evaluation.

Question #32: Unless I misunderstood, you implied that multiple consultant teams could be accepted. Is this the case? If so, how many are you expecting?

Response: Each proposal is expected to address all aspects of the required tasks but can do so by assembling a team of organizations. NCTCOG intends to contract with a single entity from the winning proposal(s) which would coordinate the work of the responding team. However, NCTCOG may select more than one successful proposal.

Question #33: Can you clarify the likely intended targets for charging opportunities? Do they include for example in-route charging for transit vehicles, charging for electric freight trucks? City fleets?

Response: NCTCOG is interested in sites that serve the general public, but sites can also be “shared use sites” that include fleet, transit, ride share, delivery vehicles or other potentially high utilization use cases. Medium- and heavy-duty freight are not intended uses due to safety considerations regarding proximity to civilian vehicles. All sites must be open to the public, with the intent that they are broadly used.

Question #34: You mention that this is funded under a grant. Does NCTCOG have a budget in mind?

Response: Please see response to question #4.

Question #35: For clarification on bringing together the dream team, you mention that an entity could put in effort to build the dream team and respond but it also seemed like entities could respond to specific tasks. Does NCTCOG have a preference on firms submitting one response or will individual firms still be considered for selection on the dream team?

Response: The vision is that successful proposals will have enough technical knowledge to respond to all of the requested services, whether through a single organization or a group of multiple organizations that have the necessary expertise. An organization not responding to all elements of the required services will not score as competitively.

Question #36: For the optional tasks, if we do not propose on those, will we be at a disadvantage?

Response: No, if firms do not respond to optional tasks, all firms will be evaluated and scored on equal footing. All proposals submitted for base tasks will be evaluated equally, and separately from the optional tasks. All proposals submitted for optional tasks will be evaluated using the same criteria, but remain separate from any base task proposals.

Question #37: There is a public opening or proposals, can you disclose what kind of information is released at that opening?

Response: NCTCOG staff will read the names of the firms that have submitted a response to the RFP. This information is then posted to NCTCOG's RFP site, the record of responses will be made public. NCTCOG is a public agency and is subject to the public information act, during the period of a procurement if NCTCOG receives an open record request for all proposals submitted, NCTCOG could make the argument that releasing this information is at a disadvantage. Following the procurement, this information would be provided to the requestor of the PIA aside from information that firms deem confidential.

Question #38: Will there be another Dream Team that supports the Underserved/ Disadvantaged Communities, specifically?

Response: No. This is the only consultant procurement that NCTCOG has planned for this grant award. The intent is for this project as a whole to benefit underserved and disadvantaged communities. A large number of the charging stations will be placed in environmental justice/Justice40 neighborhoods, it is beneficial to have knowledge of how to complete this with sensitivity to foster trust in these communities. There will, however, be a separate vendor procurement in the future for the EV charging station equipment, construction, installation.

Question #39: Along those lines, what was the process of arriving at the 7.9% DBE goal?

Response: Every 3 years, NCTCOG completes an analysis to complete a triennial DBE goal. As part of this process, NCTCOG looks at different market prices. This particular RFP fell under our operational/administrative category and looked at the ready, willing, and able firms that are established for this type of procurement. This RFP was challenging to assign a category to, given the various components.

Question #40: The budgeted amount provided in question #4, is this only for the base bid (required tasks) or does this include optional tasks?

Response: NCTCOG has up to \$1,500,000 for the entire scope of this consultant procurement, including all base tasks and optional tasks. The optional Operations and Maintenance task is not "all- or-nothing", proposers are welcome to respond with one year, two years, etc.

Question #41: Is the official submittal required to be notarized?

Response: Please see response to question #13.

Question #42: Are 2nd and 3rd tier subs considered in the DBE calculation for this project?

Response: Yes, any DBE that is participating in the project will count towards the DBE participation goal. This includes the prime consultant, and second and third tier subconsultants.

Question #43: When does NCTCOG plan on kicking off this project?

Response: Contract execution is anticipated for March 2025.