



North Central Texas Council of Governments

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

REQUEST FOR PROPOSALS

**To Perform Environmental Economics Services to the Transportation and Stormwater
Infrastructure (TSI) planning study.**

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 Environmental Economics services to the NCTCOG Transportation and Stormwater Infrastructure (TSI) planning study.

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

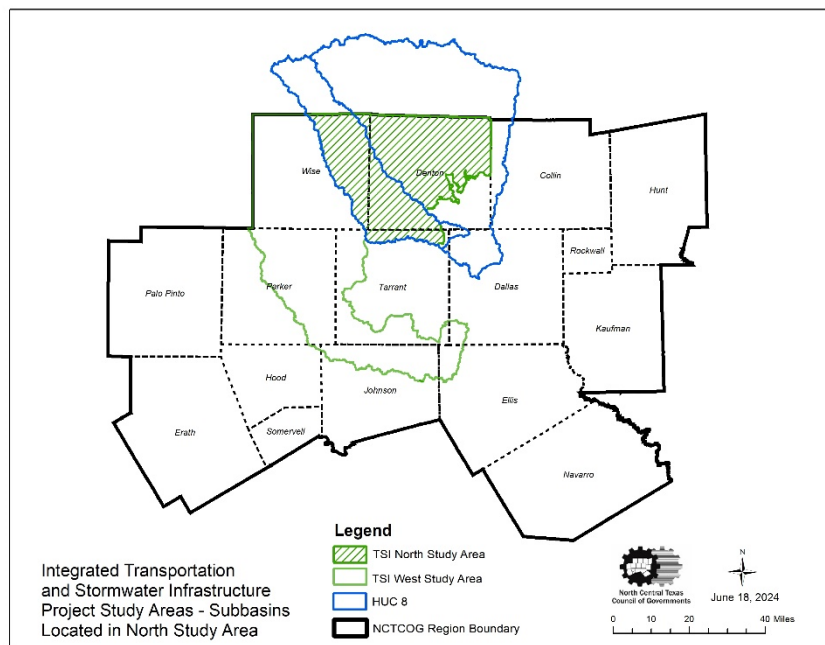
The North Central Council of Governments (NCTCOG) is a voluntary association of, by, and for local governments, and was established to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. NCTCOG's purpose is to strengthen 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 Hydrologic & Hydraulic (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. And environmental economics has not typically been performed as a part of these planning efforts.

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 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

Figure 1: Subbasins located in the TSI North Study Area



replication documentation that can help communities understand and take action to increase resiliency against future flooding events.

Tasks specific to environmental economics will demonstrate the feasibility and return-on-investment of integrating transportation, environmental, and stormwater infrastructure planning to mitigate flood risk. These tasks include conducting a literature review of environmental and economic conditions in the TSI North Study Area; providing environmental economics information for public outreach documents and presentations; developing cost-benefit and return-on-investment analyses for green stormwater infrastructure and other flood mitigation; gathering information on land availability and property statistics; conducting statistical analyses; providing content for a Replication Report and Final Plan; and project management.

PURPOSE AND NEED

The purpose of this Request for Proposals (RFP) is to solicit responses that result in a contract with a qualified Respondent who can demonstrate that they have the resources, experience, and qualifications to provide environmental economics services.

Qualified respondents must be able to conduct environmental economics analyses to support flood risk reduction and environmental planning activities. Qualified firms are invited to submit proposals based on the information provided in this RFP. Should the not-to-exceed amount 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 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 scope of work outlines the essential elements of the desired services Environmental Economics Analyses.

Scope: Environmental Economic Analyses

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

- Data Collection and Analyses

- Stakeholder Engagement
- Environmental Planning and Economic Considerations
- Documentation
- Project Management

The budget for the Scope is expected not-to-exceed \$132,000. Should \$132,000 not be sufficient to complete the tasks described in Exhibit B of this document, the Respondent should propose modifications to the tasks.

Task #1: Data Collection and Analysis

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

1. Supplement existing literature review from West Study Area with information, data, and other resources specific to environmental and economic conditions in the North Study Area. Literature review and data collection shall cover the modeling and optimization of detention/retention ponds, green stormwater infrastructure (GSI), nature-based solutions (NBS), return on investment (ROI) for GSI and NBS, and integration techniques with transportation and stormwater management perspectives.

Deliverables for this task include:

1. Literature review content and references including environmental and economic data specific to conditions in the North Study Area.

Task #2: Stakeholder Engagement

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

- 2.1. Provide environmental economic content for public information, public campaigns, frequently asked questions, or other documents designed to engage and inform stakeholders.
- 2.2. Provide environmental economic content for presentations to stakeholders or interested parties, such as engineering professional associations and conference attendees.

Deliverables for this task include:

- 2.1. Technical content provided in Microsoft Word format.
- 2.2. Technical content provided in Microsoft PowerPoint format.

Task #3: Environmental Planning and Economic Considerations

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

- 3.1. Specific to environmental and economic conditions in the North Study Area, develop cost-benefit calculations and return-on-investment (ROI) parameters on GSI and NBS practices, including preservation of floodplains, for use by local governments and developers, for later use in evaluating alternatives. Information may include the potential to reduce capital, operation, and maintenance expenses for transportation and other infrastructure through reduction of channel erosion and sediment transport.

- 3.2. Collaborate with Project Team and provide feedback during development of a web-based map (or component of a larger online tool or StoryMap) that identifies flood prone areas and ideal locations for implementation of GSI and NBS in the North Study Area.
- 3.3. Assist in identifying the suitability of potential locations for stormwater infrastructure by:
 - a. Assisting Project Team in analyzing subbasin-scale projected land availability based on predicted land cover and land use change throughout the study area to identify feasibility of detention pond sizes;
 - b. Assisting in obtaining property statistics for subbasins within the study area. Property statistics shall include cost per acre (land value from parcel data divided by area) and percentages of land use types. With the exception of initial data, the property statistics shall be analyzed and reported at the watershed-level, not at a parcel level;
 - c. Assisting with establishing criteria to determine suitable locations of detention/retention ponds considering economic and environmental conditions in the North Study Area;
 - d. Assisting the project team with displaying projected land availability and property statistics as well as stormwater infrastructure suitability on a web-based map.
- 3.4. Assist in evaluating stormwater infrastructure alternatives for their potential to reduce flooding by:
 - a. Leading statistical analysis of protection infrastructures from identified alternatives in the study area reduce flood losses;
 - b. Assisting with analysis of the benefits and potential costs of building the detention ponds or green infrastructure for identified optimization scenarios (alternatives) and to calculate Benefit-Cost Ratios (BCAs), using the information developed in Task 3-3.1;
 - c. Assisting with recommendation of alternatives that will reduce the downstream impacts from future conditions on the hydrology of the study area while remaining cost effective and achieving desired transportation and environmental benefits.

Deliverables for this task include:

- 3.1. Environmental economic content to be included in three fact sheets developed by Project Team; the fact sheets will cover GSI and NBS applications, details on benefits, and cost of construction as appropriate for conditions in the North Study Area.
- 3.2. Cost-benefit calculations and ROI parameters for GSI and NBS practices and floodplain preservation in the North Study Area, to be utilized in Task #4.
- 3.3. Contributions to maps of detention/retention ponds, GSI, and/or NBS suitability for the study area, including intermediate maps of land cover/land use, and property statistics; including contributions that could be included in a tool, online map, or other mechanism to communicate the information to stakeholders.

- 3.4. Technical comments and feedback on the methodology and data used to establish criteria for determining suitable locations of detention/retention ponds.
- 3.5. Contribution to the calculations and analysis of benefit-cost ratios for identified alternatives.

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 Task #4:

- 4.1. Summarize applicable processes, methods, tools, and analysis for all tasks performed as contribution to the project replication document.
- 4.2. Draft Final Plan content on covering tasks completed in Task #3.
- 4.3. Revise Final Plan content as needed, including addressing any comments received from the project funder.

Deliverables for this task include:

- 4.1. Periodic memos to NCTCOG that describe lessons learned and applicable processes, methods, tools, and analysis. Include attachments documenting progress made.
- 4.2. Content for Replication Report and Draft and Final Plan that ties together these periodic memos and attachments; revisions that address comments or feedback received from funder.

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 Task #5:

- 5.1. Attend project team meetings as needed and budget allows.
- 5.2. Submit periodic deliverables in keeping with a milestone-based contract and Request for Reimbursements, also referred to as invoices.

Deliverables for this task include:

- 5.1. Attendance at project team meetings as needed and budget allows.
- 5.2. Periodic deliverables and invoices.

PROJECT SCHEDULE AND BUDGET

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 \$132,000.

QUESTIONS AND ANSWERS

All questions regarding the RFP shall be directed in writing by e-mail to 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.**

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	25 percent
2. Scope of Services	25 percent
3. Project Managers/Staff Qualifications	20 percent
4. Project Cost	15 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.

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 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 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. 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. 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 5:55 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: 281 929 762 117

Passcode: 9j2EAS

Dial in by phone:

903-508-4574

Conference phone ID# 236278838

INSTRUCTIONS FOR PROPOSALS

Environmental Economics services to the Transportation and Stormwater Infrastructure (TSI) planning study

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@nctcoq.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, 87th 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, 87th 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.
8. 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.