



North Central Texas Council of Governments

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

**REQUEST FOR PROPOSALS
FOR INNOVATIVE SAFETY PROJECTS AND PROGRAMS TO REDUCE YOUTH
FATALITIES DUE TO MOTOR VEHICLE CRASHES**

July 26, 2024

REQUEST FOR PROPOSALS
INNOVATIVE SAFETY PROJECTS AND PROGRAMS TO REDUCE YOUTH FATALITIES
DUE TO MOTOR VEHICLE CRASHES

INTRODUCTION

The Regional Transportation Council has allocated over \$50 Million in safety funding to analyze safety data and identify safety programs and projects for implementation to reduce serious injury and fatality crashes in the Dallas-Fort Worth region. This funding is allocated to safety categories of speed enforcement, speed education, bicycle and pedestrian education, bicycle and pedestrian engineering, roadway engineering and youth engagement. This program of funding covers multiple jurisdictions throughout the Dallas-Fort Worth Metropolitan Area.

BACKGROUND

To respond to the youth engagement category, the North Central Texas Council of Governments (NCTCOG) is seeking consultants for innovative safety projects and programs to reduce youth fatalities due to motor vehicle crashes. In 2021, only 12 percent of licensed drivers within the State of Texas are under the age of 25 years old and account for nearly 19 percent of fatalities in motor vehicle crashes. This disproportionate risk can be explained by several causes including inexperience, critical errors in driving decisions, distracted driving, speeding, as well as substance abuse. NCTCOG would like to partner with industry experts to implement innovative ideas to reduce youth fatalities associated with motor vehicle crashes. Possible responses to this Request for Proposals (RFP) could include, but are not limited to the following types of ideas:

- Driver education curriculum
- Driver training
- Driver outreach
- Driver incentive programs
- Driver behavior campaigns

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

NCTCOG is a voluntary association of, by and for local governments. NCTCOG 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.

Since 1974, NCTCOG has served as the Metropolitan Planning Organization (MPO) for transportation in the Dallas-Fort Worth Metropolitan Area. NCTCOG's Transportation Department is responsible for regional transportation planning for all modes of transportation. The Department provides technical support and staff assistance to the Regional Transportation Council and its technical committees, which comprise the MPO policy-making structure. In addition, the Department provides technical assistance to the local governments of North Central Texas in planning, programming, coordinating, and implementing transportation decisions.

PURPOSE AND NEED

Through this RFP, NCTCOG intends to select a consultant(s) to implement safety projects and programs to reduce youth fatalities due to motor vehicle crashes. NCTCOG also reserves the right to select multiple consultants. NCTCOG intends to work with consultant(s) selected through this RFP to implement the selected projects. Consultants could include, but are not limited to:

- Parent Teacher Associations
- Driver Education Curriculum Developers
- Social Media / Gaming Industry Developers
- Mental Health Institutions
- Others

PROJECT SUPPORT

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.

PROJECT SCHEDULE

Proposers shall develop a schedule of tasks with completion deadlines and methodologies for the project. NCTCOG will select all the identified tasks or a subset of the tasks to be completed. NCTCOG and the selected firm will jointly determine a schedule for progress meetings in accordance with the final schedule for the scope of work. The timetable for completion of this project is three years from the date the consultant firm is authorized to proceed. NCTCOG anticipates the contract will begin January 1, 2025.

REQUIRED APPLICATION ELEMENTS

NCTCOG is looking for proposals with the expertise and innovative solutions to reduce youth fatalities due to motor vehicle crashes. Those who are interested in working with NCTCOG must submit the following:

1. Description of the consultant's expertise, services, and the role they are proposing to play.
2. Description of consultant's proposed detailed solution, deployment scenarios, and proposed locations within the NCTCOG region that they want NCTCOG to consider for inclusion.
3. Description of how proposed projects reduce youth fatalities associated with motor vehicle crashes.
4. Detailed cost/budget to implement the proposed program or project.
5. Description of the resources or services the proposer could contribute to the project, with a dollar estimate (if possible).

It is acceptable if multiple consultants are partnering to provide an end-to-end solution, but not required.

SELECTION CRITERIA

Selection of the consultant(s) will be determined based on a qualitative evaluation of the responsiveness to content outlined in the preceding "Required Application Elements" section.

Evaluation will assess:

- Completeness of the consultant(s). That is, does the proposed team have the experience and expertise necessary to successfully implement the project.
 - Experience and readiness of the Project Team
 - Appropriate divisions of roles/responsibilities
- Likelihood of project success based on the:
 - Alignment of project to reduce youth fatalities associated with motor vehicle crashes;
 - Ability to track and report performance measures; and
 - Maturity/detail of the project ideas being proposed, including budget estimates.
- Total program / project cost and resources or services the proposer could contribute to the project.

<u>Scoring Criteria</u>	<u>Weighted Percentage</u>
Qualifications of Consultant	30%
Project Success	40%
Project Cost	30%

If the Consultant Selection Committee (CSC) determines that interviews will be required before a final decision can be made, the interviews will take place at NCTCOG offices in Arlington, Texas on **September 19, 2024**. Proposer should be willing and able to attend these interviews, if necessary. Firm(s) who are invited to an interview will be notified by close of business Wednesday, **September 11, 2024**, that an interview has been scheduled. Cost for developing the proposal and cost attributed to interviews (and subsequent negotiations) are at the proposers own expense and will not be reimbursed by NCTCOG.

QUESTIONS AND ANSWERS

All questions regarding the RFP shall be directed in writing by email to TransRFPs@nctcog.org by the close of business on Friday, August 2, 2024. A pre-proposal conference will be conducted at the NCTCOG offices, at 616 Six Flags Drive, CenterPoint Two, in Arlington, Texas on Tuesday, August 6 2024 at 9:30 am, in the Regional Forum Room, First Floor. **The Pre-Proposal Conference is also accessible virtually via Microsoft Teams:**

Pre-Proposal Conference

[Join the meeting now](#)

Meeting ID: 210 415 642 458

Dial in by phone

+903-508-4574

Phone conference ID: 212 726 092#

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 www.nctcog.org/rfp by the close of business on **Wednesday, August 7, 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 following schedule with the intent of awarding a Fixed Price/Milestone Based contract. The following represents the schedule of procurement activities leading to contract award:

Issue Request for Proposals:	Friday, July 26, 2024
Last Day to Submit Questions:	Friday, August 2, 2024
Pre-Proposal Meeting:	Tuesday, August 6, 2024
NCTCOG Q&A Posted to Website:	Wednesday, August 7, 2024
Proposals Due:	Friday, August 23, 2024 by 5:00 pm Central Time
Consultant Selection Committee:	Tuesday, September 10, 2024
Interviews (if needed):	Thursday, September 19, 2024
NCTCOG Executive Board Approval:	Thursday, November 21, 2024
Execute Contracts:	Friday, December 2, 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.

CONTRACT AWARD

Following final negotiations of the work plan and costs satisfactory to NCTCOG, the consultant(s) will be asked to execute a contract with NCTCOG. 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.

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

The Disadvantaged Business Enterprise participation must meet the **14.1** percentage goal identified for this type of procurement. Proposers should also include an Affirmative Action Plan

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.

*Public opening of the proposals will be done via Microsoft Teams on August 23, 2024, at 5:05 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:

[Join the meeting now](#)

Meeting ID: 254 668 772 496

Dial in by phone

+1 903-508-4574

Phone conference ID: 973 039 014#

INSTRUCTIONS FOR PROPOSALS

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 Natalie Bettger, Senior Program Manager, North Central Texas Council of Governments, 616 Six Flags Drive, Arlington, Texas 76011. **Proposals must be received by 5:00 p.m., Friday, August, 23, 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. 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.
 - **Formatting** – Applications should be no more than 15 pages, single-spaced, in at least 11-point font with 1-inch margins, printed double-sided, and include a footer containing applicant, page number, and total pages in the packet. (e.g., [Applicant] 1 of 15). Letters and other supplemental materials do not count against the 15-page limit.

 - **Content Criteria** – The applicant should provide discussion responding to each of the content elements described under "Required Application Elements" of the Request for Proposals.

 - **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 2274, 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 Consultant 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 Consultant 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 Transportation Department maintain a Disadvantaged Business Enterprise (DBE) participation goal on the part of socially and economically disadvantaged individuals in DOT-assisted projects. The specific DBE goal requirement for this procurement is identified in the RFP and Appendix D to the Sample Contract and is determined by the type of services being procured. **Failure on the part of a majority contractor to meet this goal or to show meaningful good faith efforts may be grounds for finding the proposal nonresponsive.** To facilitate this goal, a list of DBEs is attached for consideration. In the event the proposer is a majority firm and the above stated goal for DBE participation is not met, the prime contractor shall be required to provide justification and documentation for not reaching the goal with disadvantaged subcontractors.
 - a. Joint ventures between majority and disadvantaged contractors are encouraged. Whenever a joint venture involves a disadvantaged firm(s), the proposer shall submit with the proposal the names, scope of work, and the anticipated percentage of work of each proposed DBE subcontractor and joint venture. The Affidavit of Intended Entrepreneurship, included as Attachment D.2 of the Sample Contract, is intended for this purpose. **Please submit the original notarized affidavit with the**

Proposal. NCTCOG shall reserve the right to approve all substitutions of subcontracts.

b. For the purposes of this policy, a Disadvantaged Business Enterprise is defined as: A business enterprise that is owned and controlled by one or more socially and/or economically disadvantaged persons. "Owned and controlled" is specified as a business which is (1) a sole proprietorship legitimately owned by an individual who is a disadvantaged person or (2) a partnership or joint venture controlled by disadvantaged persons and in which at least 51 percent of the voting interest and 51 percent of the beneficial ownership interests legitimately are held by disadvantaged persons. Such persons include individuals who are Women, Black, Hispanic, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, or any other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8(a) of the Small Business Act. **DBE Certificates issued through the Texas Unified Certification Program are required.**

c. The contractor shall maintain for three years such records as are necessary to determine compliance with their DBE obligations and shall submit regular reports to enable the North Central Texas Council of Governments to monitor this compliance.

5. 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.

6. 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.

7. As part of the proposal, consultants should summarize the budget for the project on the excel form provided. The overall project budget should include the cost of personnel, fringe benefits, overhead supplies, printing, and travel. The budget shall detail out separately the tasks by prime and sub-consultant, and profit. If needed, additional tabs should be added for sub-consultants working on the project.

8. The Texas Legislature has adopted House Bill 1295. In short, the law states 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 a Frequently Asked Questions:
https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php

9. 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.

10. **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.