



North Central Texas Council of Governments

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

**METROPOLITAN PLANNING ORGANIZATION FOR THE
DALLAS-FORT WORTH METROPOLITAN AREA**

**REQUEST FOR PROPOSALS
CAR CARE AWARENESS SAFETY INTEGRATION**

February 21, 2025

**REQUEST FOR PROPOSALS
CAR CARE AWARENESS SAFETY INTEGRATION PROJECT**

INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) is accepting Request for Proposals (RFP) from qualified Recognized Emissions Repair Facilities (RERF) to inspect vehicles for faulty safety components. Beginning January 1, 2025, the State of Texas' mandatory vehicle safety inspection program will no longer be in effect, leaving millions of vehicle owners without an annual check to ensure proper operation of critical vehicle safety components. Subsequently, NCTCOG's intent for this project is to ensure that a portion of the vehicles on the public roadways will continue to have a substantial level of safe operations. RERFs must provide services to the public within the 10 counties designated as nonattainment under either the 2008 or 2015 8-hour Ozone Standards. These counties include: Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise. RERFs are also encouraged to identify their proximity to disadvantaged communities and environmental justice areas.

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

The North Central Texas 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.

Since 1974, NCTCOG has served as the Metropolitan Planning Organization (MPO) for transportation in the Dallas-Fort Worth (DFW) 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 (RTC) and its technical committees, which compose 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

The Department of Transportation has developed a goal called Vision Zero which is aimed at eliminating all traffic fatalities and severe injuries. In an effort to reach the Department's goal, the State of Texas' goal is to eliminate vehicle related fatalities in the region by 2050. In support of these goals, NCTCOG has an interest in continuing to educate the public on the importance of the proper operation and maintenance of vehicle safety components.

The purpose of this Request for Proposals (RFP) is to hire RERFs that are willing to integrate a Car Care Awareness Safety program into existing emissions and car care efforts by replacing specific safety components in participating vehicles. This service must be offered to participants at a discounted rate established by the RERF. The objective of this project is to support and encourage the importance of proper vehicle safety operation and maintenance. RERFs will submit to the NCTCOG monthly documentation of components replaced and labor hours for each vehicle. NCTCOG will reimburse the RERF monthly for labor hours only.

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 selected vendors; and serve as a liaison between selected vendors and other partners. The selected vendors 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 NCTCOG seeks to promote on-road vehicle safety initiatives by working with active TxDPS qualified RERFs to inspect and be able to replace worn or malfunctioning vehicle safety components described below at a discounted rate to the customer. Services will be provided to the public within the 10 counties designated as nonattainment under either the 2008 or 2015 8-hour Ozone Standards. These counties include: Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise.

Vehicle Safety Components:

- Horn
- Windshield wipers
- Mirrors
- Steering
- Seatbelts
- Brakes including parking brake (excluding anti-lock braking system)
- Tires
- Wheel assembly

- Beam indicator
- Tail lamps
- Stop lamps
- License plate lamps
- Rear red reflectors
- Turn signal lamps
- Head lamps

Entities must:

- Be an active Texas Department of Public Safety (TxDPS) RERF
- Provide proof to NCTCOG of active RERF status upon request
- Provide services to the public within the 10 counties designated as nonattainment under either the 2008 or 2015 8-hour Ozone Standards. These counties include: Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise
- Provide a primary and secondary point of contact information (name, title, phone number, email address(es) so NCTCOG can maintain two points of contact
- Offer discounts on safety related components (see above list)
- Provide vehicle information – vehicle identification number (VIN), license plate number, vehicle make, vehicle model, and vehicle model year for each vehicle inspected
- Provide the shop's hourly labor rate in U.S. dollars
- Provide a copy of the inspection sheet and work authorization that details failing safety components
- Provide a copy of customer's itemized paid receipt listing failing safety item(s), each part cost, amount discounted, no labor charged, and customer authorization for repair showing proof of services provided

- Provide an invoice listing failing safety item(s), each part cost, amount discounted, and labor charged so labor can be reimbursed
- Attend future meetings as needed and/or scheduled

NCTCOG reserves the right to enter into more than one agreement if necessary. A virtual kickoff meeting will be scheduled to discuss this project in detail. Attendance is mandatory.

INSTRUCTIONS FOR SUBMITTAL

Proposers must submit one hard copy or one flash drive of their proposal response to Jason Brown, Program Manager, North Central Texas Council of Governments, 616 Six Flags Drive, Arlington, Texas 76011. Flash drives that are unreadable or contain corrupted files may be deemed non-responsive. **Submissions must be received in-hand no later than 5:00 p.m., Central Time, on Friday, March 21, 2025, at the NCTCOG offices.** Submissions received after that time will not be considered and will be returned to the proposer unopened. The in-hand submittal will count as the official submittal. In addition to the in-hand submittal, NCTCOG is requesting electronic submission of documents to TransRFPs@nctcog.org. Electronic submissions only will not be evaluated. RERFs must complete and submit the attached application for consideration. A copy of the Recognized Emissions Repair Facility Certification issued by the Texas Department of Public Safety (DPS) must also be included. RERFs selected to participate in this program must attend a virtual meeting for additional details on this collaboration with NCTCOG. Questions that arise after application submittal will be answered at that time. At the end of the program, participating shops will be invited to and officially recognized at a designated NCTCOG policy board meeting for their contributions to the U.S. Department of Transportation's Vision Zero goal.

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:

- I. Project Understanding (25%)
- II. Staff/Technician Qualifications (15%)
- III. Shop Qualifications (30%)
- IV. Proposed Discount (30%)

If the CSC determines that interviews will be required before a final decision can be made, the interviews will take place **the week of April 7, 2025**. 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 **Thursday, April 3, 2025**, 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.

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 **7.9%** percentage goal identified for this type of procurement. 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. Proposers should also include an Affirmative Action Plan in the proposal. NCTCOG recognizes the Executive Order 13985 "Ending Illegal Discrimination and Restoring Merit-Based Opportunity" rescinds Executive Order 11246 (Equal

Employment Opportunity), however NCTCOG has not received specific direction or expectations for compliance. At this time, NCTCOG is continuing to seek Affirmative Action details until specific guidance has been received. If your business employs less than 50 people an Affirmative Action Plan is not required. See the Affirmative Action Plan section below.

QUESTIONS AND ANSWERS

All questions regarding the services required shall be directed in writing by email to TransRFPs@nctcog.org by the close of business on **Friday, February 28, 2025**. All questions and responses will be posted on the NCTCOG website at www.nctcog.org/rfp by the close of business on **Wednesday, March 5, 2025**.

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 that will establish a maximum reimbursable amount. The following represents the schedule of procurement activities leading to contract award:

Issue Request for Proposals	February 21, 2025
Last Day to Submit Questions	February 28, 2025
NCTCOG Q&A Posted to Website	March 5, 2025
Proposals Due & Proposal Public Opening	March 21, 2025
Consultant Selection Committee	week of March 24, 2025
Interviews (if needed)	week of April 7, 2025
NCTCOG Committee Approval	April 24, 2025
Execute Contracts	week of April 28, 2025

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 March 21, 2025 at 5:35 p.m. CST. 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:

[Join the meeting now](#)

Meeting ID: 245 990 520 249

Dial in by phone

[+1 903-508-4574](tel:+19035084574)

Phone conference ID: 444 370 733#

INSTRUCTIONS FOR PROPOSALS

The Sample Contract provided with this Request for Proposals contains federal requirements which must be included in Proposals. Appendices C through J 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 packet to Jason Brown, 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, March 21, 2025.** Proposals received after that time will not be considered and will be returned to the proposer unopened. 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. Proposal packet must include the following documents: the application, a copy of the RERF certificate issued by the TxDPS, and a copy of the certification for at least one L1 Technician.

- Selection Criteria will be based on the following:
 - **Project Understanding** – Submit a completed and signed application.
 - **Staff/Technician Qualifications** – Submit proof of L1 Technician status.
 - **Shop Qualifications** – Submit documentation indicating the shop is an active Texas Department of Public Safety (TxDPS) RERF
 - **Proposed Discount** – Identify what percentage (%) of discount will be offered on parts and supplies.
- **Compliance Requirements** - Appendices C through I of the Sample Contract contain compliance requirements and other certification forms which must accompany the Proposal.
- **Affirmative Action Plan** I- 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 percentage in professional versus nonprofessional positions, or administration versus clerical

positions, should also be provided. If your business employs less than 50 people an Affirmative Action Plan is not required.

- **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.

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 has 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 Appendix 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. **D/M/WBE 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 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.