



# **North Central Texas Council of Governments**

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

**REQUEST FOR PROPOSALS  
LAS COLINAS AUTOMATED TRANSPORTATION SYSTEM**

**June 6, 2025**

**REQUEST FOR PROPOSALS**  
**FOR**  
**LAS COLINAS AUTOMATED TRANSPORTATION SYSTEM**

**INTRODUCTION**

The North Central Texas Council of Governments (NCTCOG) is requesting written proposals from qualified firms(s) to provide design and engineering services for the Las Colinas Automated Transportation System (ATS) infrastructure project. The goal is to modernize and prepare the system for the next generation of ATS technology.

**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 transit providers of North Central Texas in planning, programming, coordinating, and implementing transportation decisions.

**PURPOSE AND NEED**

The North Central Texas Council of Governments (NCTCOG) is seeking an individual or firm to develop the retrofit design and engineering of the Las Colinas ATS infrastructure. Work on this initiative shall include project management, retrofit assessment, infrastructure evaluation, engineering, environmental documentation and implementation plan. This project is located in the Las Colinas District of Irving, Texas. The project will cover approximately one mile of the existing

ATS infrastructure. Please see the attached map for details of the location and project limits. The expected duration of the retrofit agreement is one year from the contract execution.

This project should follow the NCTCOG Automated Transportation System Development study completed in 2023, please see attached study. Specifically, Appendix J, which highlights preliminary considerations of the Las Colinas retrofit. The as built documents may be available for the current ATS structure however the consultant is expected to obtain any available materials from the Dallas County Utility & Reclamation District. Any NCTCOG available materials are attached and will provide guidance on the procurement. The goal of this scope is to advance the engineering and design of the retrofit as close to 100% design plans as possible, with intermediate milestones at 30%, 60%, and 90%. Budget limitations may require that the project be stopped at one of the design milestones.

## **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.

**Task 1. Project Management** The consultant activities performed under this task include:

Selected consultant(s) to develop a Project Management Plan and provide project management.

- 1.1 Develop Project Management Plan that includes the following:
  - 1.1.1 Description of project and key deliverables.
  - 1.1.2 Description of project approach and reporting requirements.
  - 1.1.3 Description of proposed project organization structure.

1.2 Engage key stakeholders such as public officials; staff of transit providers, cities, and other municipal entities; and other community leaders.

1.3 Support member local governments in navigating institutional organizations for innovative technology certification oversight where necessary.

**Task 1 Deliverables:** Project deliverables the consultant shall provide during Task 1:

- 1) Final Project Management Plan
- 2) Monthly progress reports summarizing activities performed or completed during the previous month.
- 3) Copies of final reports, assessments, or studies created through this project

**Task 2. Design of Las Colinas ATS Modernization Project** The consultant activities performed under this task include:

Selected consultant(s) to perform the appropriate technical activities using the approved process for the development and design the retrofitted guideway in Las Colinas ATS.

2.1 Retrofit assessment which includes but not limited to: inspection of existing infrastructure, assessment of an ATS vehicle, evaluation of track/rail removal and integration of new decking materials combined with safety features added to the existing structure, analysis of ATS vehicle and track interface (including how to deliver or remove vehicles to and from guideway). Conduct a long-term fatal flaw analysis for expansion of retrofit to full system.

2.2 Evaluation of infrastructure to accommodate dynamic wireless charging elements and/or static charging locations. Charging locations are to be included in the engineering and design documentation.

2.3 Engineering design of necessary infrastructure components to retrofit existing structure including approximately one mile of guideway, up to four station areas/passenger interfaces, and ATS vehicle storage/maintenance and charging facility. Modifications to engineering plans based on ATS vehicle selection may be required. Procurement of vehicles or operating systems is not included in this Agreement.

2.4 Complete Environmental documentation, obtain Categorical Exclusion or complete the NEPA process for the project as close to 100% completion as possible.

2.5 Complete the environmental, design and engineering of the structure retrofit including 30%, 60%, 95%, 100% milestones for design development. Plans shall be reviewed at each of these milestones.

2.6 Implementation plan development, including cost estimation and project scheduling.

2.7 Final electronic report and 3 printed and bound copies consisting of all the previous documentation for the project

**Task 2 Deliverables:** Project deliverables the consultant shall provide during Task 2:

Monthly progress reports summarizing activities performed or completed during the previous month.

- 1) Monthly status meetings to discuss and provide progress updates on activities performed. In addition to providing general project updates to key stakeholders as needed.

2) Technical report(s) on retrofit assessment (within 60 days of completion).

3) Reports/Documentation of the following within 60 days of completion:

- Implementation plan for the project
- Design Schematic.
- Environmental Documentation and NEPA determination.
- Report on the public meetings held.
- Report on Right of Way and Utilities requirements for the project.
- 30% Design including comment resolution.
- 60% Design including comment resolution.
- 90% Design including comment resolution.
- 100% Design including comment resolution.
- Engineering design plans and details.

5) Final electronic report and 3 printed and bound copies consisting of all the previous documentation for the project within 60 days of project completion.

## **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 12 months. NCTCOG anticipates the contract will begin early October 2025.

A budget of approximately **\$450,000** is allocated to conduct this project. If all project deliverables cannot be completed under this budget, it may be necessary to defer certain deliverables to a subsequent procurement.

## **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	30 percent
2. Scope of Services	25 percent
3. Project Manager/Staff Qualifications	20 percent
4. Knowledge of the Dallas/Fort Worth Area	10 percent
5. Firm Qualifications/Consultant References	10 percent
6. Project Schedule	5 percent

If the CSC determines that interviews will be required before a final decision can be made, the interviews will take place **the week of August 4, 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 **August 1, 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.

### **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.

### **DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

The Disadvantaged Business Enterprise participation must meet the **thirty-two (32%)** 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.

### **QUESTIONS AND ANSWERS**

All questions regarding the RFP shall be directed in writing by e-mail to [TransRFPs@nctcog.org](mailto:TransRFPs@nctcog.org) by the close of business on **Friday, June 13, 2025**. All questions and responses will be posted on the NCTCOG website at [www.nctcog.org/rfp](http://www.nctcog.org/rfp) by the close of business on **Wednesday, June 18, 2025**. NCTCOG reserves the right to respond to inquiries as it deems necessary.

**PRE-PROPOSAL CONFERENCE: Thursday, June 19, 2025**

## Microsoft Teams

[Join the meeting now](#)

Meeting ID: 284 665 243 628 2

Passcode: 6r9B3sX9

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## Dial in by phone

[+1 903-508-4574,,975803535#](#) United States, Tyler

[Find a local number](#)

Phone conference ID: 975 803 535#

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 from the pre-proposal conference will be posted on the NCTCOG website at [www.nctcog.org/rfp](http://www.nctcog.org/rfp) by the close of business on **Friday, June 20, 2025**. 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 deliverable based contract. The following represents the schedule of procurement activities leading to contract award:

Issue Request for Proposals	June 6, 2025
Last Day to Submit Questions	June 13, 2025
NCTCOG Q&A Posted to Website	June 18, 2025
Pre-Proposal Conference	June 19, 2025
Proposals Due & Proposal Public Opening	July 11, 2025
Consultant Selection Committee	week of July 28, 2025
Interviews (if needed)	week of August 4, 2025
NCTCOG Committee Approval	September 25, 2025
Execute Contracts	October 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](http://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 **July 11, 2025**, at **5:05pm**.

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](#).

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

Meeting ID: 284 903 230 146 4

#### **Dial in by phone**

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

Phone conference ID: 842 975 860#



## INSTRUCTIONS FOR PROPOSALS

### ARCHITECTURAL/ENGINEERING SERVICES

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 Jeff Hathcock, Program Manager, North Central Texas Council of Governments, 616 Six Flags Drive, Arlington, Texas 76011. Flash drives should contain one file preferably with indexed sections. Flash drives that are unreadable or contain corrupted files will be considered non-responsive. **Proposals must be received by 5:00 p.m., Friday, July 11, 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](mailto: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.
  - **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). Proposals should be no more than 20 pages in total length (cover pages, resumes and compliance attachments do not count against the total).
  - **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 work flow 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** - The Sample Contract contains compliance requirements and other certification forms which must accompany the Proposal.

3. The NCTCOG Transportation Department maintains 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 is determined by the type of services being procured. **If a proposer is unable to meet the established DBE goal, documentation must be provided to support meaningful good faith efforts.** 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 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 fifty-one (51%) percent of the voting interest and fifty-one (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 (3) 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.
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. 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](https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php)
7. 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. If the consultant has no Conflict of Interest, please include the following statement: [insert firm name] has reviewed and confirmed there are no Conflicts of Interest for the prime or subconsultants with the North Central Texas Council of Governments or any associated local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A).