



North Central Texas Council of Governments

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

**REQUEST FOR PROPOSALS
FLOODED ROADS INFORMATION SYSTEM PROJECT**

January 31, 2025

Amended: February 10, 2025

**REQUEST FOR PROPOSALS
FOR THE
FLOODED ROADS INFORMATION SYSTEM PROJECT**

INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) is requesting written proposals from qualified firms(s) for the creation of an advanced warning system for transportation facilities to identify potential flooding risk areas and alert the public about potentially dangerous conditions and closed roads. The Dallas-Fort Worth region transportation system is vulnerable to extreme flooding events with minimal communication to the public on roadway status. This project seeks to acquire data from active weather, soil saturations, and flood prone areas to predict areas where flooding events would incapacitate roadway travel. Once determined, this information will be disseminated to the public to avoid roadway closures and flash flood events before they happen.

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.

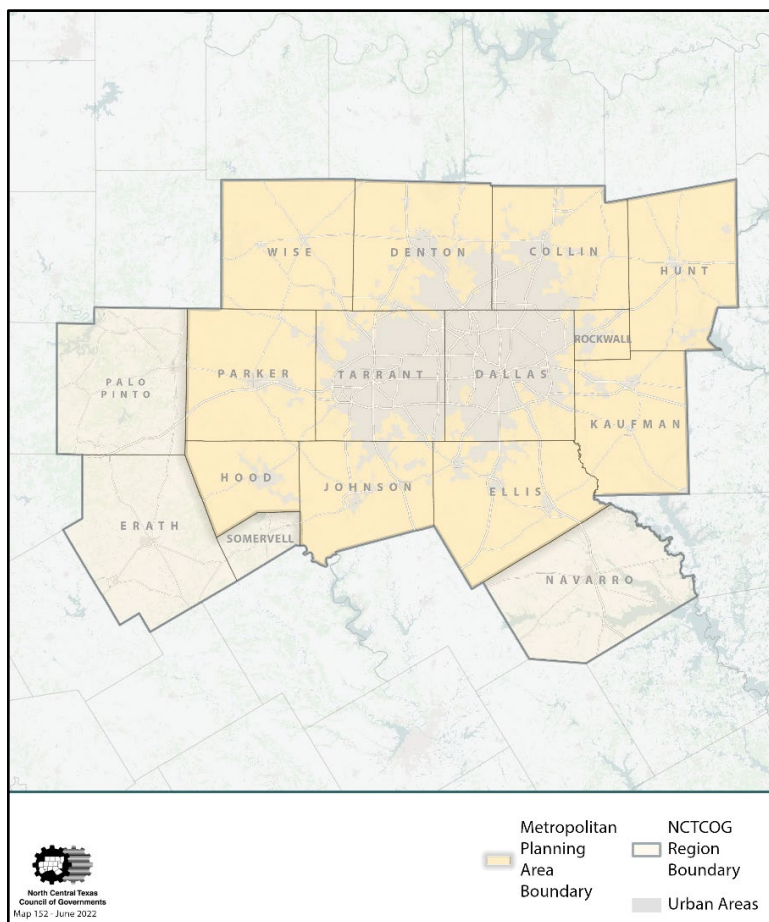
PROJECT SUPPORT

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.

PURPOSE AND NEED

The North Central Texas Council of Governments (NCTCOG) is seeking an individual or firm to create an advanced flood warning system for the public over the transportation system in the 12-county Metropolitan Planning Area: Collin, Dallas, Denton, Ellis, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties (see map). Flooding events can cause serious transportation issues throughout the system including congestion and closed roads. Additionally, flooded roads present a safety hazard by endangering the health and safety of the public from accidents and vehicles swept away by floodwaters.

The purpose of the study is to develop a flood warning system for ground transportation facilities in the Dallas-Fort Worth region. The goal is to create a preemptive warning system to



inform the public in advance of any flooding of the transportation system that may occur. The study will include existing and historical data collection, software design including continuous self-updates, and public communication. The anticipated result will be a software to predict where flooding events of the transportation system would occur and warn the public of the anticipated

flooded areas. Navigational system software may be updated showing flooded roadways and creating routes avoiding flooding hazards. Figure 1 highlights the proposed process. The Consultant will provide all technical support for the study.

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 will conduct one project kick-off meeting with NCTCOG to review the project scope, schedule, deliverables, and project objectives. Throughout the study, the Consultant will provide virtual briefings (up to ten) and briefings in-person with virtual option(s) (up to three).

The Consultant will submit monthly billing and progress reports (up to 24) to NCTCOG in the required format. Progress reports should include work accomplished and status for each project task; estimated percentage of work completed, and budget spent; work activities anticipated for the following month; and existing or anticipated problems that may affect the budget, schedule or work products of the study.

Data and deliverables for this project will be shared through e-mail or electronic file transfer as needed. The Consultant will provide incremental technical memorandums to NCTCOG staff, who will review and provide comments as necessary. The Consultant will address comments to technical memorandums and submit final technical memorandums to NCTCOG.

No member of the Consultant team shall release study materials or deliverables to any agency, organization, or person without prior written consent of the NCTCOG Project Manager.

The Consultant will perform all work in accordance with NCTCOG's latest practices, criteria, specifications, policies, and procedures. Within 30 working days of completion of the project, all project-related electronic files [e.g., Microsoft Office, Geographic Information System (GIS), software programs, artificial intelligence programs] must be furnished to NCTCOG in an electronic format acceptable to NCTCOG.

The Consultant will direct and monitor subconsultants activities and provide ongoing quality assurance and quality control (QA/QC) to ensure completeness of all deliverables and compliance with NCTCOG procedures. For each deliverable, the Consultant will perform QA/QC control reviews of all designs, reports, and studies prepared under this scope of work. Upon request by the NCTCOG Project Manager, the Consultant will provide documentation that the QA/QC reviews were performed by qualified staff.

Electronic Deliverables:

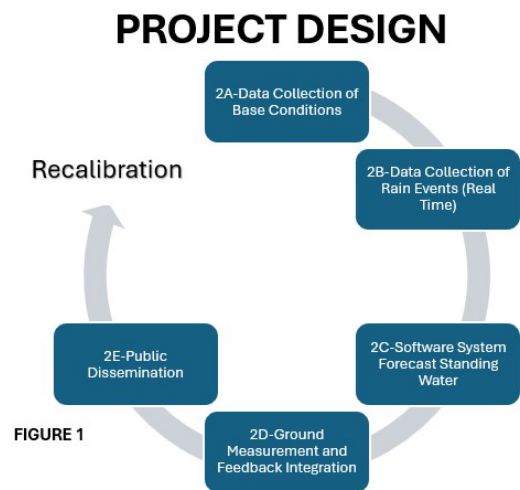
- Project kick-off meeting minutes
- Briefing agendas and summaries documenting items discussed, decisions, and action items
- Monthly invoices and progress reports
- Project-related electronic files
- QA/QC documentation, if requested

Task 2: Provide Technical Assistance to Complete a Flood Warning System

Task 2A: Data Collection Existing/Historical Conditions

The Consultant will identify and gather existing and historical data from reputable sources to analyze flooding events and areas prone to flooding. This data will include, but is not limited to:

- Aerial photography
- Existing land use
- Ground contours
- Soil data
- Atmospheric data
- Historical weather patterns
- Existing and historical flooding patterns and events
- Floodplains
- Roadway, rivers, and lakes with drainage patterns



The Consultant will aggregate all data gathered and map through a geographic information system, as applicable, and provide the map(s) to NCTCOG for review. The Consultant will

coordinate video meetings (up to three) to discuss the data gathered and the results of the information for NCTCOG. The consultant will make any changes or additional collection of data per this review.

The Consultant will organize and prepare all final data for input into the developed software program for this project.

Electronic Deliverables:

- Maps displaying the data collected for the project
- Briefing agendas and summaries documenting items discussed, decisions, and action items
- Technical memorandum summarizing and listing the data collected to be used for the software program

Task 2B: Data Collection Real-time Rain Event Conditions

The project needs to assess real-time conditions for input into the software program to assist in the prediction of transportation flooding events. This will be some form of radar satellite technology or other system to measure and predict the location of rainfall.

The Consultant will evaluate existing real-time available data and determine data that could be acquired from other systems. Additionally, if no data is available to access, the Consultant will create a methodology for the software program to access the missing information. The real-time conditions include but are not limited to:

- Current active weather events that would produce precipitation including location, direction, speed, and amount of precipitation
- Soil saturation levels around transportation infrastructure
- Current flooded areas that could affect the transportation system
- Current lake and river levels
- Dam release amounts

A virtual meeting will be held to discuss the acquired data and discuss refinements to the data collected. Upon review, NCTCOG may require additional or a change in data for the Consultant to acquire. Up to three video meetings will occur during this process of review.

The Consultant will organize and prepare all final data for input into the developed software program for this project.

Electronic Deliverables:

- Briefing agendas and summaries documenting items discussed, decisions, and action items
- Technical memorandum summarizing the data gathered and to be used, how this data will be linked to the final software program, and any methodology used to access existing data from other sources including cost (if applicable)

Task2C: Software Program Design

The goal of the software development is to create a program that analyzes all data input to predict potential flooded areas of the transportation system.

The Consultant will develop a predictive software based on all the historical, existing, and current condition data derived in earlier tasks. The software will be able to recalculate when current conditions significantly change. The resulting output will identify transportation infrastructure where a high probability of flooding would most likely occur and significantly impede or shut down traffic or would be a safety hazard.

Electronic Deliverables:

- Technical memorandum summarizing what program was used or how it was created, the criteria used in the creation of the program, the methodology used in its construction, sample outputs from the software program product, and any continuous and/or upfront cost required by the final software after delivery to NCTCOG
- Detailed technical manual describing how the software program works
- Instruction booklet outlining how to use the software program

Task2D: Testing and Feedback Integration

The Consultant will integrate a feedback comparison system which will take predicted results and compare them to actual events, flooding, and closures along the transportation system to recalibrate the software program model. Each model revision will provide greater accuracy for future events.

Electronic Deliverables:

- Technical memorandum summarizing how the feedback is integrated into the software with the methodology and test results

- Final software program including all necessary access required for the program
- *If needed – instruction booklet on operating the input requirements for feedback to the program*

Task2E: Public Dissemination

The Consultant will identify public dissemination methods to inform the public about potential flooding events. The identified dissemination method can use existing services or a newly created service. Input to altered navigational data systems is likely in order to reduce risk to the public. The Consultant will identify the advanced timing of these warnings that would actively affect the public's use of the transportation system. The goal of this dissemination will be to allow the public to make decisions and avoid flooded and impacted areas in the transportation system before they would drive in affected areas. The Consultant will organize virtual meetings to discuss options with NCTCOG (up to two).

Potential examples of dissemination:

- Integrated warnings in Waze, Google Maps, and/or Apple Maps
- Stand alone phone app with notifications
- County flood warning systems
- 511DFW
- Website
- First Responders

Electronic Deliverables:

- Meeting summaries for each meeting documenting attendees, information presented, items discussed, comments/questions, and resulting action items
- Technical memorandum summarizing the methodology for public dissemination of the software results and any continuous or upfront cost of using the methods identified
- Instruction booklet on how to use and, if applicable, maintain the public dissemination interface

PRICING PROPOSAL

~~The consultant shall provide a detailed budget using the template Excel file provided. The budget shall detail out separately the maximum raw salary by position, overhead, and profit. Additionally, any direct expenses shall be detailed. One tab should be completed for Prime, which includes the total cost for each subconsultant. A separate tab should be completed showing the breakdown of cost for each subconsultant.~~

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 approximately 18-24 months from the date the consultant firm is authorized to proceed. NCTCOG anticipates the contract will begin in late **June 2025**.

A budget of approximately \$1,880,000 is allocated to conduct this project.

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 April 14, 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 **Friday, April 11, 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 **ten percentage (10%)** goal identified for this type of procurement. 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, February 7, 2025**. A pre-proposal conference will be conducted at the NCTCOG offices, at 616 Six Flags Drive, Centerpoint Two, in Arlington, Texas on **Monday, February 10, 2025, at 1:00 pm in the Transportation Council Room. The Pre-Proposal Conference is also accessible virtually via Microsoft Teams:**

Pre-Proposal Conference Meeting Virtual Option

[Join the meeting now](#)

Meeting ID: 293 078 347 558

Dial in by phone

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

Phone conference ID: 950 114 459#

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, February 12, 2025**. 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.

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/cost-reimbursement contract. The following represents the schedule of procurement activities leading to contract award:

Issue Request for Proposals	Friday, January 31, 2025
Last Day to Submit Questions	Friday, February 7, 2025
Pre-Proposal Conference (Hybrid)	Monday, February 10, 2025
NCTCOG Q&A Posted to Website	Wednesday, February 12, 2025
Proposals Due & Proposal Public Opening	Friday, March 21, 2025
Consultant Selection Committee	week of April 7, 2025
Interviews (if needed)	week of April 14, 2025
NCTCOG Committee Approval	June 26, 2025
Execute Contracts	Late June 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 5:05 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](#).

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 261 649 606 861

Dial in by phone

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

Phone conference ID: 134 998 448#

INSTRUCTIONS FOR PROPOSALS PLANNING 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 **Nathan Drozd, Principal Transportation Planner**, 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. 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 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** - Appendices C through I 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 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 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. 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).