



# **North Central Texas Council of Governments**

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

**REQUEST FOR PROPOSALS  
ROADWAY SAFETY AUDITS AND SAFE ROUTES TO SCHOOL PLANS**

**September 13, 2024**

**REQUEST FOR PROPOSALS  
FOR ROADWAY SAFETY AUDITS AND SAFE ROUTES TO SCHOOL PLANS**

**INTRODUCTION**

The North Central Texas Council of Governments (NCTCOG) is requesting written proposals from qualified firms(s) to conduct Road Safety Audits (RSAs) Safe Routes to Schools (SRTS) plans.

**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 conduct up to sixty (60) Road Safety Audits (RSAs) for select high-injury roadway corridors targeted by the Pedestrian Safety Action Plan (PSAP) and Roadway Safety Plan (RSP) within four core counties of the Dallas-Fort Worth metropolitan region (Collin, Dallas, Denton, and Tarrant Counties). In addition, up to twenty-five (25) Safe Routes to Schools (SRTS) plans will be completed concurrently where schools are present near the high-injury RSA corridors. In-depth data collection may include updated traffic/user counts (all mode types), utility impact identification, lighting conditions, ADA compliance, pavement markings/signage inventory, parking facilities/behaviors, vehicle speeds, traffic signal/equipment conditions/performance,

transit stops/operations, and various roadway asset characteristics. The deliverables will include final reports for each RSA corridor and each SRTS planning area providing recommended safety countermeasures, opinions of probable construction costs, and action plans for implementation. The RSA planning will also include one (1) demonstration activity of a targeted corridor for speed monitoring and targeted safety education to the users of the corridor through outreach, speed notification displays, and enforcement activities to measure the effects on motorist speeds.

## **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.

## **OVERVIEW**

The study goal and scope of work are summarized by the general outline of tasks on the following pages. Proposers are encouraged to exercise creativity for responding to the needs of these planning activities. Modifications for the general overview of tasks are encouraged, including task sequencing, and schedule which will improve the effectiveness, quality, and timeliness of completing the study effort, while containing costs. The North Central Texas Council of Governments (NCTCOG) reserves the right to reject any and all proposals, to contract for any or all portions of the study with the selected consultant, or to hire multiple firms. It is anticipated more than one consultant team may be selected to perform the tasks due to the number of study areas and the required timeframe established by the Federal Highway Administration for expenditure of grant funds for these planning activities. It is expected all Consultant work will be completed within twelve (12) months after receiving notice to proceed.

## **CONSULTANT QUALIFICATIONS**

The study activities include both planning and engineering services. The preferred consultant team should include, at a minimum, the following team members with direct expertise related to transportation and traffic engineering and roadway infrastructure design for safety operations by all roadway users. Strong preference will be given for a team including a project manager and team members assigned to the study with demonstrated experience meeting deadlines, quality control, and working on comparable projects addressing roadway safety, experience and understanding of the [FHWA Road Safety Audit Guidelines](#) and the associated Audit process, and the implementation of the Federal Highway Administration's Proven Safety Countermeasures initiative (PSCi) including the associated 28 countermeasures and strategies effective in reducing roadway fatalities and serious injuries for all road users and all kinds of roads. More information about PSCi is available at: <https://highways.dot.gov/safety/proven-safety-countermeasures>.

- Professional Traffic Operations Engineer – with professional design expertise on the implementation of multi-modal projects including traffic safety; intersection design and traffic signals; signing and pavement marking; pedestrian and bicycle infrastructure; and appropriate and cost-effective safety/operation improvement plans.
- Professional Transportation Engineers – with professional design expertise focused on roadway safety audits, safe routes to schools plans, and roadway safety projects that integrate safety countermeasures.
- Transportation Planners – with expertise focused on roadway safety audits, safe routes to schools plans, and facilitating short-term roadway retrofit demonstration (pilot) projects to allow safety countermeasures to be tested in action and obtain public feedback. Expertise should include education and outreach activities for such projects, developing public input methods and surveys, summarizing community feedback from a variety of interests (including residents, businesses, institutions, and road users, among others), collecting and evaluating traffic impacts, and evaluating results.

## **PURPOSE**

### **Goals:**

The goal of this in-depth planning study is to advance roadway safety by completing Road Safety Audits (RSAs) and Safe Routes to School (SRTS) plans for select roadway corridors and intersections in the Dallas-Fort Worth metropolitan region with a high density of serious

injury or fatal crashes as reflected in the NCTCOG regional [Pedestrian Safety Action Plan \(PSAP\)](#) and the regional [Roadway Safety Plan \(RSP\)](#). An independent, multi-disciplinary consultant team(s) will observe and assess various roadway corridors and targeted intersections, providing recommendations including safety countermeasures for implementation and associated opinions of cost, with the intent of improving safety for all roadway users and all modes of transportation using these corridors and intersections. The project will also include a temporary demonstration activity of two corridors to address and measure the effectiveness of targeted strategies to reduce motor vehicle speeding and improve roadway safety.

### **Scope of the Study:**

#### **Part 1 (RSAs and SRTS plans):**

The Consultant team(s) will conduct RSAs located within four counties (Collin, Dallas, Denton, and Tarrant) for targeted high injury corridors including intersections with a high number of serious injury or fatal and crashes that are intersection related (crashes occurring within an intersection's boundaries, or involve the first harmful event that happens when approaching or exiting an intersection). Base data will be provided by NCTCOG, the Texas Department of Transportation (TxDOT), and local governments including crash data, land use, and available roadway as-built documentation. The Consultant team(s) will build upon provided data and conduct additional in-depth data collection (both desktop and field research). Incorporating feedback from local government stakeholders, each RSA will have deliverables including but not limited to a final report providing traffic and safety observations for each of the study locations, recommended safety countermeasures, opinions of probable construction costs, and recommendations for implementation. The preliminary list of anticipated locations for RSAs involves approximately sixty (60) miles of roadway along sixty (60) corridors located within twenty-one (21) communities which are identified in **Attachment 1**.

Up to thirty (30) SRTS plans will be completed concurrently with the RSAs where schools are present near the high-injury RSA study areas. The study areas for each plan include a school campus or cluster of school campuses, a quarter mile distance from the school campus, and any additional areas of concern within the school's attendance boundary or likely walkshed. NCTCOG will collect and provide relevant background data related to surrounding land uses, school attendance zones, school drop off/pick up procedures (via bus and automobile), known travel patterns and/or safety concerns for children walking and bicycling to school. Incorporating feedback from local government stakeholders, each SRTS plan prepared by the Consultant

team(s) will have a deliverable of a final plan/report, including observations of the planning area, identification of gaps or deficiencies in existing infrastructure for each school study area (e.g. sidewalks, curb ramps missing or not in compliance with ADA standards, crosswalks missing or in need of rehabilitation, crossing signals in need of rehabilitation or new locations, speed and school zone signage, bicycle facilities, and related infrastructure), recommended safety countermeasures, recommended program activities, and opinions of probable construction costs, and action plans for implementation. Such plans should be comprehensive providing recommendations involving engineering, education, enforcement, encouragement, and evaluation. The preliminary list of anticipated school locations for these SRTS plans are identified in **Attachment 2**.

NCTCOG staff will collect and summarize crash data and any available traffic counts for each of the study areas. In-depth data collection to be completed by the Consultant Team(s) as part of the RSA and SRTS process may include updated traffic/user counts (all mode types), identification of any utility impacts for recommended improvements, lighting conditions, ADA compliance, pavement markings/signage inventory, parking facilities/behaviors, vehicle speeds, traffic signal/equipment conditions/performance, and various roadway asset characteristics. For each study area, the Consultant Team(s) will review and consider existing right-of-way and physical constraints within the right-of-way, existing and future traffic volumes, mix of vehicle types, operating speed characteristics of the roadway, intersections, and location and frequency of driveways for property access, motorist sight distance, mix of area land uses and destinations with traffic flows operating in the corridor (e.g. emergency services, schools, etc.), presence of on-street parking, presence of bus stops and boarding areas (where relevant), and other related considerations impacting the type and safe operations of modes of transportation operating within the study area. The Consultant Team(s) may conduct traffic counts in strategic locations as needed for some RSA study areas where existing data is not available and may also include observations of traffic operations and/or parking in key locations such as near schools and emergency services facilities. This data collection effort may include bus, bicycle, and pedestrian counts. Expectations and example resources for RSAs and SRTS plans are provided in **Attachment 3**.

Large scale community engagement will not be performed by the Consultant. However, close coordination will occur with various stakeholders and agencies including local governments, TxDOT, transportation agencies, and other project stakeholders of the study areas.

Part 2 (Demonstration Activity):

The Consultant team(s) will facilitate a temporary demonstration activity in two RSA study area locations focused on measuring motor vehicle speeds resulting from short term education and outreach activities. The location, scope, and duration of the demonstration activities will be determined jointly by NCTCOG and the consultant team(s) during the RSA study phase. The demonstration activity will consist of targeted safety education to users of the corridor and residents of the area through community outreach and speed notification displays, to measure the effects on speeding before (base line existing conditions), during, and after the education and outreach activities occur.

General expectations of this activity include the following, however the Consultant Team may suggest improvements on the process:

- Using NCTCOG Look Out Texans Safety Campaign and other relevant campaign messaging, develop a media plan and promote a safety education campaign within the corridor area with appropriate outreach materials and advertising directed toward motorists including focused outreach with nearby residents and businesses;
- Measure actual traffic speeds for one to two weeks, combined with passive speed detection;
- Rent and install a portable solar radar speed monitor sign(s);
- Post demonstration activity survey of surrounding area to measure effectiveness of the campaign and speed monitoring measures on motorist behaviors and perceptions of safety;
- To measure the success of the activity, the Consultant team(s) will provide before (base line), during, and post-demonstration data collection and evaluate the benefits (both quantitative and qualitative) including lessons learned and recommendations relating to future projects or strategies to reduce speeding and to prevent death and serious injuries. The quantitative and qualitative summary of benefits shall be provided in a format suitable for the required report of findings by NCTCOG to the United States Department of Transportation within 120 days of the end of the demonstration activity period of performance.

**PROFESSIONAL SERVICES PROVIDED BY CONSULTANT**

The following is a general summary of tasks anticipated for the Consultant team(s). Proposers are encouraged to exercise creativity in responding to the study needs. Modifications to the tasks

and task sequencing are encouraged which will improve the effectiveness of the study effort, timeliness of completing deliverables, while containing costs.

## **Task 1 –Administration**

### **1.1 Project Management**

The Consultant will be responsible for the following:

- Monthly conference calls with the project review committee to discuss study progress, foster team collaborations, and ensure appropriate coordination of all study processes, programmed items, and schedules.
- Monthly billing and progress reports submitted to NCTCOG.

### **1.2 Study Initiation Meeting with NCTCOG (One meeting)**

The Consultant will conduct an initial coordination meeting (kick-off meeting) with NCTCOG personnel to identify and outline specific desired elements related to the study scope of work, objectives, schedule to complete all work activities, deliverables, monthly progress reports, and monthly billings.

### **1.3 Detailed schedule development**

The consultant in coordination with NCTCOG and agency partners will map out the various corridors and the workflow of multiple teams/multiple corridors, including the timing and locations of City/stakeholder input and participation. Care must be taken to not overwhelm local government staff with large numbers of areas to be studied concurrently, specifically in the cities of Fort Worth and Dallas. There must be periods of activity and periods of inactivity scheduled based on local government staff availability.

### **1.4 RSA Stakeholder Kick-Off Meeting (One Joint Meeting)**

Conduct one joint coordination meeting with all representatives of local governments, TxDOT, transportation agencies, and other relevant local government representatives to review the study programming goals and objectives, anticipated schedule, deliverables, data needs, and related information needed for the RSA study areas.

### **1.5 SRTS Stakeholder Kick-Off Meeting (One Joint Meeting)**

Conduct one joint coordination meeting with all representatives of local governments, study area schools and associated Independent School Districts (ISDs), and other relevant local government



representatives to review the study programming goals and objectives, anticipated schedule, deliverables, data needs, and related information needed for the SRTS study areas.

### **1.6 Stakeholder Coordination**

Coordinate as necessary with representatives of stakeholders including the city staff; local public safety officers; TxDOT (when applicable); area transportation agencies (when applicable); area residents, property owners, business owners, and school officials (when applicable); and other stakeholders in the planning area.

### **1.7 Deliverables**

The Consultant shall provide the following **Deliverables** to NCTCOG including, but not limited to:

- a. Handouts, materials, and meeting summary for the Study Initiation meeting.
- b. Handouts, materials, and meeting summary for each Stakeholder Coordination meeting.
- c. Detailed schedules.
- d. Monthly progress reports summarizing the Consultant's accomplishments.
- e. Monthly invoices identifying hours worked by individual, hourly rate, indirect cost rate, activities performed, itemized costs for materials and expenses, and itemized invoices for consultant services.

## **2. Roadway Safety Audits for Priority Corridors**

In accordance with the [FHWA Road Safety Audit Guidelines](#), RSAs located within four counties (Collin, Dallas, Denton, and Tarrant) for up to sixty (60) high injury corridors including intersections with a high number of serious injury or fatal crashes that are intersection related (crashes occurring within an intersection's boundaries, or involve the first harmful event that happens when approaching or exiting an intersection). The RSA will consider the safety of all road users, and report on road safety issues and opportunities for safety improvement. Examples of RSAs completed in the region (facilitated by FHWA staff) are linked at the bottom of this webpage. [NCTCOG - Pedestrian Safety Action Plan](#)

The following is a general outline of tasks for each RSA study area which will be further refined and detailed with the selected Consultant Team(s):

**2.1 Data Collection** (both desktop and field research) See Part 1 Scope of Work for full summary of data collection needs.

## **2.2 RSA Stakeholder Kick-Off Meetings for Study Area (One meeting for each Area)**

Conduct coordination kickoff meetings with stakeholder representatives for each individual RSA study area (anticipated 60 total) to discuss study area limits, study area scope, opportunities and constraints, specific data needs, known travel patterns and safety concerns, schedule, and deliverables.

## **2.3 Conduct Field Reviews**

## **2.4 Assessment of Traffic Operations for each Corridor and Intersections**

## **2.5 Conduct Audit Analysis and Prepare Report of Findings**

## **2.6 Closeout meeting to Present Audit Findings**

## **2.7 Prepare Formal Response to Stakeholders Comments**

## **2.8 Incorporate Findings into the Study when Appropriate**

## **2.9 Deliverables** Each RSA study area will have deliverables including but not limited to:

- Handouts, materials, and meeting summaries for individual stakeholder coordination meetings
- Summary of data collection
- Recommended safety countermeasures,
- Recommendations for implementation
- Final report providing traffic and safety observations for each of the study locations
- Opinions of probable construction costs in Microsoft Excel file format and PDF
- 11x17 exhibit(s) reflecting data collected regarding presence/absence and condition of infrastructure,
- 11x17 exhibit(s) identifying the proposed improvements needed to address recommended improvement locations
- ESRI files (shp or gdb) files of the collected data and recommended improvements.

## **3. Safe Routes to Schools Plans**

The Consultant team(s) will develop approximately twenty (20) to thirty (30) SRTS plans, each of which will include a focus on engineering strategies and the following elements:

- 1) an inventory of existing infrastructure at the school campus and within one quarter mile of the campus,
- 2) identification of any additional areas of concern within the school's attendance boundary or likely walkshed and inventory at those locations,

- 3) an analysis of potential bicycle/pedestrian traffic safety issues for school-aged children walking or bicycling to/from school,
- 4) identification of gaps or deficiencies in existing infrastructure that need to be addressed for the safety of school-aged bicyclists/pedestrians traveling to/from school,
- 5) recommendations for infrastructure improvements,
- 6) opinion of probable construction cost to construct the recommended improvements, and
- 7) recommendations related to the other SRTS “E’s”, including education, encouragement, enforcement, equity, engagement, and evaluation.

Elements 1-6 will be campus specific and element 7 may be more general and applicable to various locations.

### **3.1 Data Collection**

NCTCOG will coordinate with school representatives to provide available relevant background data related to surrounding land uses, school attendance zones, school drop off/pick up procedures (via bus and automobile), known travel patterns and/or safety concerns for children walking and bicycling to school. The Consultant team(s) will conduct an inventory of existing infrastructure in place at each school campus, within one quarter mile of each campus, and at any additional areas in the attendance zone or likely walkshed where additional areas of concern are identified. Initial data collection may use desktop methods such as Google Earth, with verification occurring via a site visit to each school. Additional verification may occur resulting from discussion with school staff, as needed. The collected data will include inventory of the presence or absence, conditions, and placement of: sidewalks, curb ramps, crosswalks, and signage (to include school zone, parking, pedestrian, etc.); and presence/absence and locations of school crossing guards. It is anticipated for each campus there will be field observations related to drop off and pick up times and a more thorough review of each area.

### **3.2 SRTS Stakeholder Kick-Off Meetings for Study Area (One meeting for each Area)**

Conduct coordination kickoff meetings with stakeholder representatives for each individual SRTS study area (anticipated 20-30 total) to discuss study area limits, study area scope, opportunities and constraints, specific data needs, school attendance zones, school drop off/pick up procedures (via bus and automobile), known travel patterns and/or safety concerns for children walking and bicycling to school, schedules, and deliverables. NCTCOG staff may assist with meeting setup and discussions.

### **3.3 SRTS Assessments and Recommendations.**

Review the collected data and input from stakeholders to identify gaps or deficiencies in the existing infrastructure that need to be addressed to improve traffic safety for school-aged children walking or bicycling to school and develop recommendations for improvement including engineering, education, enforcement, encouragement, and evaluation. Such engineering deficiencies could include but not limited to: locations and condition of sidewalks, curb ramps, roadway crossings, and signage. Recommendations for improvement may include, but not limited to: recommended safety countermeasures to improve roadway crossings, bicycle and pedestrian infrastructure, signage, lighting, driver behavior; and recommendations related to the presence/absence or placement of school crossing guards. Develop opinion of probable construction cost to construct the recommended improvements.

### **3.4 SRTS Assessments Stakeholder Review**

NCTCOG staff will facilitate review by SRTS stakeholders of the consultant team deliverables and recommendations. Review may occur via presentation and feedback during a virtual meeting, electronically via email, or by other means. The consultant will compile and incorporate the feedback into final draft recommendations.

### **3.5 Deliverables**

Each SRTS study area will have deliverables including but not limited to:

- Handouts, materials, and meeting summaries for individual stakeholder coordination meetings
- Summary of data collection
- Recommended safety countermeasures
- Final report providing traffic and safety observations for each of the study locations in Microsoft Word file format and PDF
- Opinions of probable construction costs in Microsoft Excel file format
- Recommendations for implementation of the E's of Safe Routes to School Planning (engineering, education, encouragement, enforcement, equity, engagement, and evaluation)
- 11x17 exhibit(s) for each school reflecting data collected regarding presence/absence and condition of infrastructure
- 11x17 exhibit(s) for each school identifying the proposed improvements needed to address any gaps or deficiencies, and

- ESRI files (shp or gdb) files of the collected data and recommended improvements.

#### **4. Demonstration Activity**

The Consultant team(s) will facilitate a temporary demonstration activity in two RSA study area locations focused on measuring motor vehicle speeds resulting from short term education and outreach activities. The demonstration activity will consist of targeted safety education to users of the corridor and residents of the area through community outreach and speed notification displays, to measure the effects on speeding before (base line existing conditions), during, and after the education and outreach activities occur. The demonstration activity will include the following and may include additional tasks as proposed by the Consultant Team to test safety countermeasures for reducing traffic speeds and improving safety.

##### **4.1 Media Plan with outreach materials and advertising**

##### **4.2 Safety education campaign with focused outreach to nearby residents and businesses which may use existing NCTCOG messaging with modifications/tweaks as needed**

##### **4.3 Measure actual traffic speeds and volumes for one to two weeks, combined with passive speed detection**

##### **4.4 Rent and install a portable solar radar speed monitor sign(s)**

##### **4.5 Survey to Measure Effectiveness (Post Demonstration Activity)**

##### **4.6 Quantitative and Qualitative Summary of Benefits within 120 days of the end of the demonstration activity period of performance**

##### **4.7 Deliverables**

Each demonstration project will have deliverables including but not limited to:

- Summary of media plan and outreach activities including photos of executed campaign items
- Summary of traffic speeds and volumes
- Survey questions and summary of results
- Photos of installed speed monitor, equipment, and related interventions
- Quantitative and Qualitative Summary of Benefits
- Executive Summary in Microsoft Word file format and PDF

Final Summary report in Microsoft Word file format and PDF

### Attachment 1

The anticipated locations for RSAs involve approximately sixty (60) miles of roadway along sixty (60) corridors located within twenty-one (21) communities are identified in the following table and the online map, pending confirmation by local government staff:

<https://geospatial.nctcog.org/portal/apps/webappviewer/index.html?id=bb410688728e4d8284fcf2ce96c029e1>

City	Name	Begin Point	End Point	Length (Miles)
Addison	Belt Line Rd	Venture Ct	Midway Rd	1.17
Allen	S Greenville Ave	Hightrail Dr	Prestige Cir	0.55
Arlington	FM157 2	Division St. (N)	Pioneer/ 303 (S)	2.14
Arlington	N Collins St 1	E Copeland Rd. (N)	E Division Street (S)	1.40
Arlington	N Collins St. 2	Brown Blvd. (N)	E Copeland Rd. (S)	1.12
Arlington	E Arkansas Ln	Browning Dr	Sherry St	0.52
Carrollton/Farmers Branch	Josey Ln	Springvale Dr	Walnut Plaza	1.29
Carrollton	S Josey Ln.	Pearl/Walnut Plaza (N)	Dennis Ln (S)	1.60
Coppell	Freeport Pkwy	Gateway Blvd	W Bethel Rd	0.6
Dallas	Elm St	N Houston St	Good Latimer Expy	1.31
Dallas	Main St.	US77 (SW)	S Carroll Ave (NE)	2.75
Dallas	Elm St	Houston (W)	Carroll (E)	2.54
Dallas	Forrest Ln. 1	Park Central Dr (W)	Greenville Ave.	1.55
Dallas	S Malcolm X Blvd.	Elsie Faye Heggins St. (SE)	Al Lipscomb Way (NW)	1.53
Dallas	Cedar Springs Rd. 1	Bowen St. (N)	Field St (S)	1.25
Dallas	Cedar Springs Rd. 2	DNT Bridge (N)	Bowen St. (S)	1.08
Dallas	McKinney Ave	Allen St	Woodall Rodgers Fwy	0.88
Dallas	Forrest Ln. 4	Audelia Rd.	Plano Dr. (E)	1.02
Dallas	Forrest Ln. 3	After 635 Bridge	Audelia Rd.	0.89
Dallas	Forrest Ln. 2	Greenville Ave.	After 635 Bridge	0.80
Dallas	Frankford Rd	Silverthorne Dr	Marsh Ln	0.77
Dallas	Houston St.	Houston Viaduct (S)	McKinney (N)	0.76
Dallas	Knox St. Henderson Ave.	Abbott (N)	Homer (S)	0.73
Dallas	Cesar Chavez Blvd	Pacific Ave	Taylor St	0.45
Dallas	Camp Wisdom (II)	Brierfield Dr (W)	Altaire Ave (E)	0.32
Denton	Carrol Blvd	Eagle Dr	Panhandle St	1.1
Denton	W Hickory St.	Ave C (W)	S Bell Ave	1.30
Denton	Eagle Dr	North Texas Blvd (W)	S Bell (E)	1.27
Denton	Welch St.	W Oak St. (N)	Eagle Dr. (S)	0.62

City	Name	Begin Point	End Point	Length (Miles)
Eules	W Walnut Hill Ln	International Pkwy	International Pkwy	0.05
Farmers Branch	Valley View Ln	Mercer Pkwy	Luna Rd	0.41
Fort Worth	Hemphill St Segment 2	W Seminary Dr	W Berry St	1.47
Fort Worth	Miller Ave	E Berry St	Chickasaw St	1.16
Fort Worth	E Berry St. 2	Hemphill St. (W)	Old Mansfield Hwy (E)	1.95
Fort Worth	E Allen Ave 1	8th Ave (W)	South Fwy (E)	1.35
Fort Worth	E Berry St Segment 2	South Fwy	S Riverside Dr	0.93
Fort Worth	McCart Ave	Park Ln	Cleburne Rd	0.88
Fort Worth	Taylor St.	Belknap (N)	Lancaster (S)	0.73
Fort Worth	Main St.	Weatherford (N)	9th St (S)	0.45
Fort Worth/ White Settlement	Clifford St/White Settlement Rd	Legacy Dr	Hallvale Dr	1.1
Garland	N Shiloh Rd	Glen Vista Dr	Village Green Dr	1.3
Garland/Richardson	Buckingham Rd	Jupiter Rd	College Park Blvd	1.63
Grand Prairie	W Warrior Trl	State Highway 161	S Carrier Pkwy	0.57
Grand Prairie	W Trinity Blvd	Farmers Rd	SH 161	0.23
Grapevine	W Northwest Hwy	Lucas Dr	Ruth Wall Rd	1.3
Haltom City/ Fort Worth	N Beach St	Fain St	Earl St	0.73
Hurst	Precinct Line Rd	Wheelwood Dr	Cheryl Ave	0.61
Irving	MacArthur Blvd	Haley St (N)	W. Shady Grove Rd (S)	0.87
Irving	S Belt Line Rd	E Rock Island Rd	W Shady Grove Rd	0.73
Lewisville	FM1171 / Main St.	Garden Ridge Blvd (W)	S Cowan Ave (E)	2.08
Lewisville	S State Highway 121	I-35 (N)	Forestbrook (S)	1.57
McKinney	Eldorado	Lake Forest (W)	Cheverny (E)	1.77
North Richland Hills	Rufe Snow Dr	Dick Lewis Dr	Stardust Dr	0.82
Plano	15th Street	Columbia (W)	P Ave (E)	1.71
Plano	Spring Creek Pkwy	Town and Country Blvd	Headquarters Dr	0.51
Plano	Coit Rd Segment 2	Ridgeview Dr	Lebanon Rd	0.45
Plano	Archerwood	Parker/FM 2514 (N)	Park (S)	0.40
Plano/Dallas	Coit Rd	Osage Plaza Pkwy	Plano Pkwy	1
Richardson	N Plano Rd	Arapaho	Forest Ln (S)	3.55
Richardson/Plano	Plano Rd Segment 2	E Renner Rd	10th St	1.1

## Attachment 2

The anticipated school locations for these SRTS plans are identified in the following table and the online map, pending confirmation by local government staff:

<https://geospatial.nctcog.org/portal/apps/webappviewer/index.html?id=bb410688728e4d8284fcf2ce96c029e1>

Name	ISD	City
Central EI	Carrollton-Farmers Branch	Carrollton
<b>Carrollton EI</b>	<b>Carrollton-Farmers Branch</b>	<b>Carrollton</b>
<b>Huie Special Ed Center</b>	<b>Carrollton-Farmers Branch</b>	<b>Carrollton</b>
Texas Can Academy - North Dallas	N/A	Dallas
Harmony Science Academy Dallas	N/A	Dallas
<b>St Anthony Academy</b>	<b>N/A</b>	<b>Dallas</b>
<b>St Anthony School</b>	<b>N/A</b>	<b>Dallas</b>
Maple Lawn EI	Dallas	Dallas
Sam Houston EI	Dallas	Dallas
Solar Preparatory School for Girls at James B Bonham	Dallas	Dallas
Pegasus School of Liberal Arts & Sciences - Upper School	N/A	Dallas
Uplift Education - Luna Primary School	N/A	Dallas
William B Travis Academy/Vanguard for Academically Talented and Gifted	Dallas	Dallas
Sheffield EI	Carrollton-Farmers Branch	Dallas
<b>Uplift Education - Wisdom Primary</b>	<b>N/A</b>	<b>Dallas</b>
<b>Uplift Education Wisdom HS</b>	<b>N/A</b>	<b>Dallas</b>
<b>Uplift Education Wisdom Secondary</b>	<b>N/A</b>	<b>Dallas</b>
Pegasus School of Liberal Arts & Sciences - Lower School	N/A	Dallas
Urban Park EI	Dallas	Dallas
Joseph J Rhoads Learning Center	Dallas	Dallas
Harmony School of Innovation - Dallas	N/A	Dallas
Natha Howell EI	Fort Worth	Fort Worth
De Zavala EI	Fort Worth	Fort Worth
Sam Rosen EI	Fort Worth	Fort Worth
North Hi Mount EI	Fort Worth	Fort Worth
Christene C Moss EI	Fort Worth	Fort Worth
Sunrise - McMillan EI	Fort Worth	Fort Worth
Como EI	Fort Worth	Fort Worth
Dolores Huerta EI	Fort Worth	Fort Worth
<b>Uplift Education - Infinity Preparatory Primary</b>	<b>N/A</b>	<b>Irving</b>
<b>Uplift Education - Infinity Preparatory Middle</b>	<b>N/A</b>	<b>Irving</b>
<b>Uplift Education - Infinity Preparatory High School</b>	<b>N/A</b>	<b>Irving</b>
Premier HS of South Irving	N/A	Irving
John Haley EI	Irving	Irving
Mark Twain EI	Richardson	Richardson



### Attachment 3

**Roadway Safety Audit (RSA):** In accordance with the [FHWA Road Safety Audit Guidelines](#), a RSA is a formal safety performance examination of an existing or future road or intersection by an independent audit team. The RSA team considers the safety of all road users, qualitatively estimates and reports on road safety issues and opportunities for safety improvement. An RSA is a “formal safety performance examination of an existing roadway.” An independent, multi-disciplinary team observes and assesses a roadway with the intent of improving safety. “The RSA Team considers how roadway, traffic, environmental, and human factors impact safety, within the context of mobility, access, surrounding land use, and aesthetics.”

Additional resources: [Pedestrian and Bicyclist Road Safety Audit \(RSA\) Guide and Prompt List | FHWA \(dot.gov\)](#)

#### **Safe Routes to School (SRTS):**

According to the [Safe Routes to School Online Guide](#), National Center for Safe Routes to School, 2015, the purpose of a [SRTS plan](#) is to identify measures, including both infrastructure projects and programmatic activities, which will make it safer for students to walk and bicycle to school from the nearby neighborhoods. Effective Safe Routes to School plans should be comprehensive involving engineering, education, enforcement, encouragement, and evaluation.

#### **Demonstration Activity:**

For purposes of this planning activity, the US Department of Transportation defines a [demonstration activity](#) as temporary safety improvements that inform safety action plans by testing the proposed project and strategy approaches to determine future benefits and future scope. Eligible activities must measure potential benefits through data collection and evaluation (e.g., pre- and post-demonstration results) to inform the Plan’s list of selected projects and strategies and their future implementation at a systematic level. Demonstration activities do not involve permanent roadway reconstruction.

#### **Additional NCTCOG Resources:**

[NCTCOG - Safe Routes to School](#)

[NCTCOG - Pedestrian Safety Action Plan](#)

## **PROJECT SCHEDULE AND BUDGET**

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(s) 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 12 months from the date the consultant firm is authorized to proceed. NCTCOG anticipates the contract will begin approximately in late January 2025.

## **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 November 4, 2024**. Proposers should be willing and able to attend these interviews in person or via web conference, if necessary. Consultants who are invited to an interview will be notified by the close of business on **Friday, November 1, 2024**, that an interview has been scheduled. Costs for developing the proposal and costs attributed to interviews (and subsequent negotiations) are at the proposer's own expense and will not be reimbursed by NCTCOG.

## **CONTRACT AWARD**

Following final negotiations of the work plan and costs satisfactory to NCTCOG, the consultant will be asked to execute a contract with NCTCOG. If applicable, a Notice to Proceed will be issued upon execution of the contract. NCTCOG reserves the right to reject any and all proposals, to contract for any or all portions of the project with the selected consultant, or to hire multiple firms.

The successful responder(s) to this Request for Proposals is expected to provide qualified personnel to accomplish each portion of the work in this study. NCTCOG will maintain the right to request the removal of any personnel found, in its opinion, during the course of work on this project, to be unqualified to perform the work.

### **DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

The Disadvantaged Business Enterprise participation must meet the **32%** 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](mailto:TransRFPs@nctcog.org) by the close of business on **Wednesday, October 2, 2024**. A pre-proposal conference will be conducted at the NCTCOG offices, 616 Six Flags Drive, CenterPoint Two, Arlington, Texas at **10:00 am on Thursday, October 3, 2024**, in the Transportation Council Room, First Floor. **The Pre-Proposal Conference is also accessible virtually via Microsoft Teams:**

#### **Pre-Proposal Conference**

[Join the meeting now](#)

Meeting ID: 229 916 959 443

Passcode: uxm2nY

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

+903-508-4574

Phone conference ID: 687 140 135#

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](http://www.nctcog.org/rfp) by the close of business on **October 3, 2024**. NCTCOG reserves the right to respond to inquiries as it deems necessary.

## **OVERALL PROCUREMENT SCHEDULE**

This RFP shall be used to accept, review, and score proposals based on the following schedule with the intent of awarding a Cost-Plus and Fixed Fee contract. The following represents the schedule of procurement activities leading to contract award:

Issue Request for Proposals	Friday, September 13, 2024
Last Day to Submit Questions	Wednesday, October 2, 2024
Pre-Proposal Conference	Thursday, October 3, 2024
NCTCOG Q&A Posted to Website	Thursday, October 3, 2024
Proposals Due & Proposal Public Opening	Friday, October 11, 2024, by 5:00 pm Central Time
Consultant Selection Committee	Week of October 28, 2024
Interviews (if needed)	Week of November 4, 2024
NCTCOG Committee Approval	Thursday, January 23, 2025
Execute Contracts	Late January 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 Friday, October 11, 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](#).

### **Microsoft Teams**

[Join the meeting now](#)

Meeting ID: 210 647 345 804

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

+1 903-508-4574

Phone Conference ID: 483 874 292#

## 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 Kevin Kokes, AICP, Program Manager, Sustainable Development, North Central Texas Council of Governments, 616 Six Flags Drive, Arlington, Texas 76011. **Proposals must be received by 5:00 p.m., October 11, 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](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).
  - **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 H of the Sample Contract contain compliance requirements and other certification forms which must accompany the Proposal.
  - **Affirmative Action Plan** - NCTCOG is required, under Title 49, Code of Federal Regulations, Part 21 to request from all contractors an Affirmative Action Plan for the contracting entity. Such a plan will be reviewed by NCTCOG to determine compliance with federal Equal Employment Opportunity requirements. You are requested, then, to submit a plan which should include, at a minimum, a policy statement and utilization analysis of your workforce. An indication of the number and percent of your employees who would be classified as minorities, including both women and ethnic minorities, should be provided. An indication of the number and percent in professional versus nonprofessional positions, or administration versus clerical positions, should also be provided.
  - **Entities that Boycott Israel (House Bill 89)**
    - If proposers are required to make a certification pursuant to Section 2271.002 of the Texas Government Code, proposers should include a certification statement that they do not and will not boycott Israel during the term of the contract resulting from this solicitation. If the proposer does not make that certification, proposer must indicate that in its response and state why the certification is not required.
  - **Prohibition on Firearm and Ammunition Industry Discrimination (S.B. 19)**
    - Pursuant to Chapter 2274, Government Code, as enacted by S.B. 19, 87<sup>th</sup> 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, 87<sup>th</sup> 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 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. **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. 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)

8. Procurement information shall be a public record to the extent provided by the Texas Open Records Act and the Freedom of Information Act and shall be available to the public as provided therein. If a proposal contains information that the proposer considers proprietary and does not want disclosed to the public or used for any purpose other than the evaluation of the offer, all such information must be indicated with the following suggested language:

*The information contained on pages \_\_\_\_\_ shall not be duplicated or used in whole or in part, for any purpose other than to evaluate the proposal; provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, NCTCOG has the right to duplicate, use or disclose this information to the extent provided in the contract.*

- 9 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 posted with the RFP 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.