

**North Central Texas Council of Governments (NCTCOG)
Training Sessions for Bicycle and Pedestrian Design Guides
and Safe Routes to School Planning
Request for Proposals**

Questions and Responses

Question #1: My company is just one person and does not have salaries or a way to provide audited overhead rates according to the proposal instructions. I take draws from the company account when I can. Can I just provide a standard hourly rate?

Response: Yes, smaller companies or individuals may provide an hourly rate and expenses.

Question #2: I didn't see NCTCOG's insurance requirements included in the RFP documentation. Can those please be provided?

Response: NCTCOG and awarded contractor can negotiate any applicable insurance requirements during contract negotiation.

Question #3: What is the project budget for each training topic?

Response: The budget is not posted for this procurement.

Question #4: What are the addresses of the training locations (for the purpose of anticipated travel expenses)?

Response: The locations are subject to change; however, the training facility locations are tentatively anticipated to be the following based on date and availability:

- North Central Texas Council of Governments: 616 Six Flags Dr., Arlington, TX
- TxDOT Dallas District Training Center: 4777 US Highway 80 E, Mesquite, TX
- TxDOT Fort Worth District Training Center: 2501 SW Loop 820, Fort Worth, TX

Question #5: Do all attachments listed in the solicitation—Attachments I through X—need to be completed and submitted as part of our proposal package? • Attachment I – Proposal Compliance & Submittal Form Acknowledges compliance with solicitation, terms, and insurance requirements. • Attachment II – Certifications of Offeror Certifies accuracy of proposal information and authorization. • Attachment III – Appendix D (Purposefully Excluded) This may be intentionally blank—often still included to show acknowledgment. • Attachment IV–VI – Lobbying Certifications & Disclosures Required if federal funding is involved—and the solicitation appears to include federal clauses. • Attachment V – Drug-Free Workplace Certification • Attachment VI – Conflict of Interest Disclosure • Attachment VII – Fair Business Practices Certification • Attachment VIII – Certification of Good Standing / Texas Franchise Tax • Attachment IX – Required State Clauses Certification • Attachment X – Required 2 CFR 200 Federal Clauses.

Response: All attachments should be completed and submitted at the time proposals are submitted.

Question #6: In the budget spreadsheet, under the **Prime Consultant** tab, it indicates that we should provide **estimated expenses**. However, in the RFP under **Article V, Direct Costs (b) and (c)** of the Contract, it states that these costs will be reimbursed at cost. Please clarify whether we should include **estimated expenses** in the budget spreadsheet, or if these costs will be provided and reimbursed at actual cost once the courses are delivered.

Response: The budget is an estimate of the expenses anticipated to be required for the project. Upon execution of a contract, the total not-to-exceed amount of the contract will be fixed. The selected consultant would request reimbursement on actual costs.

Question #7: In the budget spreadsheet, should labor costs be provided per individual course, or should we provide a total labor cost for all proposed courses?

Response: Labor costs should be provided based on individual courses. The budget table may be edited to replace "Task 1", "Task 2", etc., with "Course Name" with the budget table totaling the cost for all courses.

Question #8: Given that the RFP was released during the holiday period, when many staff members may be out of the office, would it be possible to receive a one-week extension for the submission deadline?

Response: Yes, the deadline will be pushed back to January 16, 2026, at 5 pm.