



North Central Texas Council of Governments

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

**REQUEST FOR PROPOSALS
RAISE FY21 EV CHARGING STATIONS**

An Equal Opportunity Employer

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NOTICE TO CONTRACTORS: ANY FURTHER INFORMATION OR AMENDMENTS TO THIS SOLICITATION SHALL BE POSTED ON THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS' WEBSITE AT WWW.NCTCOG.ORG/RFP. AMENDMENTS SHALL NOT BE FAXED OR MAILED. IT IS THE VENDOR'S RESPONSIBILITY TO CHECK THE WEBSITE FOR ANY SOLICITATION CHANGES DURING THE RFP RESPONSE TIME.

February 7, 2025

**REQUEST FOR PROPOSALS
FOR
RAISE FY21 EV CHARGING STATIONS**

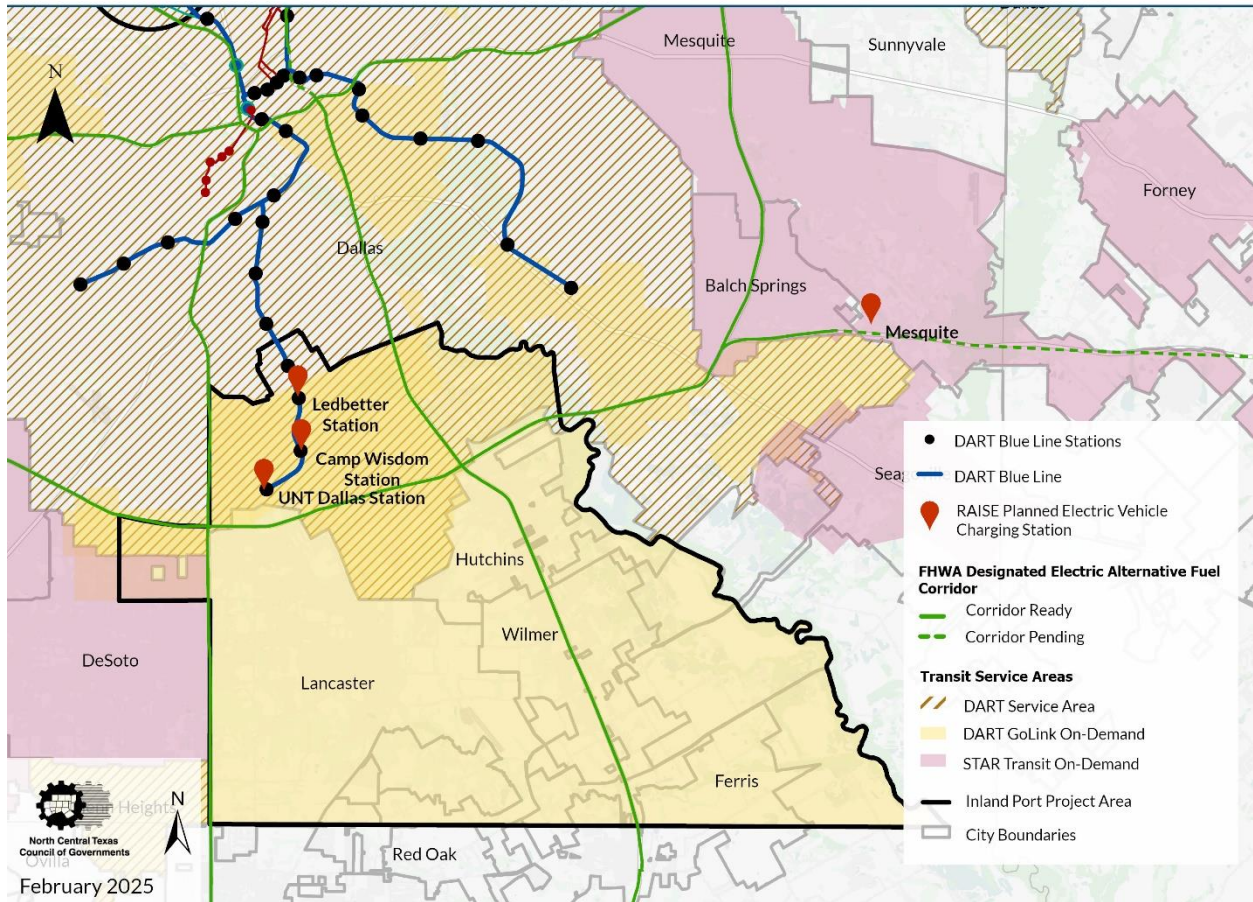
INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) is requesting written proposals from qualified vendors to deliver, construct, install, operate and maintain electric vehicle (EV) charging equipment to support urban transportation services and public charging for the Improving Mobility in Southern Dallas project funded by the Federal Transit Administration (FTA) grant program, Rebuilding America's Infrastructure with Sustainability and Equity (RAISE).

This multi-faceted project includes a variety of mobility improvements including electrification of on-demand transit service in the project area, which will be provided by STAR Transit using light-duty cutaway buses, and deployment of EV charging stations to support the on-demand transit service and increase availability of publicly-accessible charging stations in this area where possible. The project area is illustrated in Exhibit 1.

Exhibit 1: Proposed charging station locations

**FY '21 RAISE: Enhancing Mobility within the Southern Dallas Inland Port
EV Charger Station Locations**



Funding for these charging stations is provided by FTA, therefore, these charging stations shall meet all requirements outlined in this RFP related to NCTCOG, FTA, and the U.S. Department of Transportation (USDOT). In addition, chargers must meet the requirements detailed in [Code of Federal Regulations Title 23, Chapter I, Subchapter G, Part 680 – National Electric Vehicle Infrastructure Standards and Procedures \(23 CFR Part 680\)](#). Charging stations are also encouraged, to the greatest extent possible, to meet the [U.S. Access Board Design Recommendations for Accessible Electric Vehicle Charging Stations](#).

Throughout this document, the terminology for charging infrastructure such as station, port, and connector is aligned with the common standard described on the [Alternative Fuels Data Center Electric Vehicle Charging Station](#) page.

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

If applicable, 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 vendor activities; and serve as a liaison between the vendor and other partners. The selected vendor 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.

NCTCOG requires that Vendor(s) present installation-ready solutions to support EV charging in accordance with the requirements described herein. Charging stations are expected to support the general public and 2023 Ford T-350 Transit 148" Cargo Vans W3X-E operated by STAR

transit for on-demand transit service. NCTCOG is soliciting EV charging stations to be installed at up to four potential locations:

- Dallas Area Rapid Transit (DART) University of North Texas (UNT) Dallas Station, 8000 University Hills Blvd, Dallas, TX 75241
- DART Camp Wisdom Station, 6869 Patrol Way, Dallas, TX 75241
- DART Ledbetter station, 5109 S Lancaster Rd, Dallas, TX 75241
- STAR Transit Bus Lot, 3075 McKenzie Rd, Mesquite, TX 75181

Vendor(s) shall provide comprehensive proposals that address all elements of the Scope of Work, supporting materials, and technical specifications. Proposals should describe the experience, expertise, and capability of the Vendor(s) company as well as proposed personnel to complete the work as specified. In developing proposals, Vendor(s) shall consider the following potential configurations of EV charging stations at each location:

Exhibit 2: Configurations Requested by Location

Location	Configuration*					
	4 CCS DCFC ports and an SAE J3400 port	4 CCS DCFC ports	3 DCFC and 1 Level 2 port	2 DCFC and 2 Level 2 ports	1 DCFC and 3 Level 2 ports	6 Level 2 ports
DART UNT Dallas Station	✓	✓				
DART Camp Wisdom Station	✓	✓	✓	✓	✓	
DART Ledbetter station	✓	✓	✓	✓	✓	
STAR Transit Bus Lot**						✓
<i>*DCFC Ports must meet Combined Charging System (CCS) standards and be capable of delivering at least 150 kW of power at all times. Level 2 ports must meet SAE J1772 standards and be capable of delivering at least 6 kW of power at all times.</i>						

***This particular location is not envisioned to be publicly accessible and not required to provide the payment options specified under 23 CFR 680*

Required Proposal Elements

- A. **Cost proposal for each of the configurations** indicated in Exhibit 2, including:
1. A breakdown of each applicable configuration by category into equipment, construction, installation, and Maintenance and Operations (M&O).
 2. M&O cost structure and fees and explanation of all included elements.
 3. Warranty options, costs, and coverage, including provisions for full charger replacement if needed.
 4. Explanation of how Vendor(s) will manage demand charges and overall utility costs associated with use of the stations (captured within M&O cost structure or separately billed item).
 5. Explanation of what, if any, activities would trigger additional M&O expenses above and beyond those included in the M&O cost proposal.
 6. Vendor(s) are encouraged to recommend pricing structures that they believe would be appropriate for public use of the stations.
- B. **Potential site layout for each location**, with at least one DC Fast Charge station at each site and configurations for charging stations.
1. A description of how publicly accessible chargers will meet the requirements of 23 CFR Part 680.
 2. A description of the degree to which the [U.S. Access Board Design Recommendations for Accessible Electric Vehicle Charging Stations](#) can be integrated into the installation, including identification of which recommendations are or are not included.
 3. Provide charger size and dimensions including footprint dimensions to aid in siting of the chargers at each location.
 4. Provide charger mounting options – wall, pole, pedestal or other and describe any cable management capabilities.
- C. **Schedule/timeline for construction, installation, and commissioning of each configuration.** Vendor(s) should clearly state the earliest possible realistic date that stations will begin operation. *Note: NCTCOG expects to receive delivery of the electric transit vehicles no later than May 30, 2025. If awarded, the Vendor(s) is expected to commence work as soon as possible upon receipt of a Notice to Proceed. NCTCOG has a goal to*

have the first charger operational in time for EV buses to begin circulation by August 31, 2025, or as soon as practicable thereafter.

- D. **Description of commissioning process.** Include explanation of testing and reports completed by Vendor(s) as well as any training provided to STAR Transit, host location, authority having jurisdiction (AHJ) or NCTCOG staff. Vendor(s) are encouraged to provide emergency response and/or first responder training to AHJ and/or host facility staff and should detail any additional costs for such training in their proposals.
- E. **Details about charger operations.** Describe the total number of ports available to charge simultaneously, the power level for each port, and how a load-balancing and/or charge management system will be used to reduce power requirements. Additionally, describe the charge sequencing and prioritization logic in the event a STAR Transit bus is charging alongside other vehicles. Vendor(s) are encouraged to describe options for how ports could be limited to use by only STAR Transit bus operators and/or staff if/when needed, and/or options for how power supply could be prioritized to the port connected to the STAR Transit vehicle.
- F. **Explanation of workforce qualifications.** A qualified workforce is required for the installation of the EVSE described in this solicitation. In accordance with [23 CFR 680.106\(i\)](#) the workforce installing, maintaining, or operating chargers has appropriate licenses, certifications, and training, such as a certification from the Electric Vehicle Infrastructure Training Program (EVITP) or graduation or a continuing education certificate from a registered apprenticeship
- G. **Costs, terms and conditions for maintenance and operations (M&O) support.** M&O will extend through the life of the grant (five years from the date of execution of the agreement between NCTCOG and the FTA, anticipated mid-2030), however there is an option to renew for 2-3 years either with NCTCOG or another entity. NCTCOG will own the DC Fast Charge charging stations at least through the life of the RAISE grant. With this in mind, Vendor(s) should describe:
 - 1. Cost and cost structure(s) of M&O support.
 - 2. How the Vendor(s) will provide M&O in a manner that achieves a minimum 97 percent uptime, including replacement of failed equipment if needed.
 - 3. What options will be available to NCTCOG to continue receiving M&O support if Vendor(s) is no longer able to provide support as proposed (that is, what can Vendor(s) offer in terms of warranties, reciprocal service agreements, open-source M&O protocols, etc.).

4. How the charging equipment must remain functional during an internet or network outage (e.g., redundancy plan, failure modes).
5. Describe in detail how potential issues will be resolved, including options for driver(s) to contact Vendor(s) if they find a charger to be inoperable, anticipated response time if on-site troubleshooting or repairs are needed, and how the chargers will be repaired in a timely manner if replacement components are needed.
6. Preventative maintenance protocols. Preventative maintenance is defined as repairs, parts, supplies, and labor required to bring charging stations to operational specifications and includes the following but is not limited to:
 - Conduct site visits on a pre-defined schedule or as needed. Preventative maintenance shall include inspection testing using an emulator device, cleaning, checking connector's wires and holster, and overall functionality of the stations.
 - Record and document damaged charging using digital photography.
 - Placement of visible signage on any inoperable charging ports/stations identifying them as being "temporarily out of service" with contact information for the Vendor(s)
 - Decommission non-working charging stations until they are repaired. If charging stations are removed from the site, a junction box shall cover all exposed wires.
7. If applicable, Vendor(s) should describe any potential subcontractors needed to fulfill this task. Subcontractors are expected to be part of the proposing team, any subcontractors to be identified later would have to be procured through a federally compliant process.

The charging station locations, number of available chargers, and exact layout at each location will be determined in collaboration with the selected Vendor(s), Oncor Electric Delivery, DART, and STAR Transit.

Electrical service for the locations is provided by Oncor Electric Delivery. NCTCOG has coordinated with Oncor to ensure adequate electrical service availability at the charging sites. If awarded, the Vendor(s) shall continue to communicate effectively with Oncor Electric Delivery for each location through regular meetings facilitated through the NCTCOG. The selected Vendor(s) will be responsible for working directly with the property owner and Oncor to build out any required electrical infrastructure both on and off-site.

Supporting Materials

- Vendor(s) shall provide installation manuals and site design guides for all necessary components including civil, electrical, mechanical, communications infrastructure requirements.

- Vendor(s) shall provide complete charging equipment specifications for the equipment being proposed.
- Vendor(s) shall provide recommended maintenance schedules, replacement parts or consumables, and maintenance manuals.
- Vendor(s) shall provide detailed warranty terms for the equipment and its components including duration, coverage, any exclusions, and any underwriting information on the warranty.

Vendor(s) Responsibilities

Throughout the project, the Vendor(s) shall provide qualified representatives for all coordination meetings and ensure timely communication with NCTCOG, DART, STAR Transit, City of Mesquite, and Oncor. The Vendor(s) shall also be responsible for coordination with NCTCOG and each site host and shall collaborate with NCTCOG to coordinate appropriate agreements with site hosts for design review, construction right-of-entry, and ongoing access for operations and maintenance for each location. Specific responsibilities are detailed below. Respondents should include explanation in their proposal that clearly articulates experience and ability to fulfill these responsibilities.

- Pre-installation phase
 - Coordination with the site host at each project location and other relevant Authorities Having Jurisdiction (AHJs) for construction, permitting signage, etc.
 - Completion of a site assessment of each location that will include all electrical system elements, all site characteristics, all potential EVSE characteristics (such as vehicle orientation, need for signage, security and fire safety concerns, etc.).
 - Securing all permits and all costs associated with permitting and the installation of electrical infrastructure, other utilities, the construction of the electric vehicle supply equipment (EVSE), required upgrades, and any possible rearrangements to the lot and adjacent vicinities.
 - Respondents should be familiar with Oncor utility regulations, all procedures and requirements for EVSE permits, all AHJ including but not limited to Oncor and the local city jurisdiction, all procedures and requirements for electric vehicle service equipment permits and have established on-site safety standards.

- All site improvements shall be constructed in accordance with applicable regulations of the AHJ and Fire Departments and other agencies with jurisdiction over the premises.
- Construction Phase
 - Monitoring the job site and submitting change orders when needed
 - Working with the property owner and Oncor to build out any required electrical infrastructure both on and off-site.
- Operations and Maintenance Phase
 - Maintaining the charger and ensuring a minimum of 97% uptime.
 - Ensure relevant agencies have access to a digital dashboard to view real-time status of the chargers.

NCTCOG Responsibilities

- Manage ownership of the EV charging stations through the life of the grant.
- Collaborate with vendors to coordinate appropriate agreements with site hosts for design review, construction right-of-entry, and ongoing access for operations and maintenance for each location.

TECHNICAL SPECIFICATIONS

Vendor(s) shall specify all characteristics of proposed electric vehicle supply equipment (EVSE). The following specific standards and regulations shall apply to the charging equipment. Respondent(s) should provide clear explanation, cut-sheets, or other information in their proposals to demonstrate compliance:

1) Charger Hardware Requirements

- a) Charging equipment must comply with all applicable federal, state and local legislation, regulations, codes, standards, permits, approvals, authorizations and other requirements (collectively, “regulations”) in effect at the date of acceptance.
- b) Charging equipment and construction material must be Build America Buy America (BABA) compliant. Please review [M-24-02](#) and [FTA's website](#) for more guidance on implementation and compliance.
- c) Charging equipment accessible to the public must meet the requirements detailed in [Code of Federal Regulations Title 23, Chapter I, Subchapter G, Part 680 – National Electric Vehicle Infrastructure Standards and Procedures \(23 CFR Part 680\)](#)

- d) Charging equipment accessible to the public is encouraged to meet the [U.S. Access Board Design Recommendations for Accessible Electric Vehicle Charging Stations](#).
- e) DC fast charge ports must include a Combined Charging System (CCS) connector; inclusion of an SAE J3400 connector is encouraged.
- f) Each DC fast charge port shall be able to charge at a minimum rate of 150kW simultaneously.
- g) Any level 2 chargers must include a SAE J1772 connector able to charge at a minimum rate of at least 6 kW per port simultaneously.
- h) In accordance with [23 CFR 680.106\(g\)](#) charging stations must be certified by to the appropriate Underwriters Laboratories (UL) standards for EV charging stations.
- i) Vendor(s) must describe strategies to maintain 97% minimum uptime.
- j) Vendor(s) are recommended to provide EV Charger products that are ENERGY STAR certified to save energy.
- k) Standby power consumption while a vehicle is not connected to the charger must be minimized.
- l) The charging system shall be capable of operating continuously without performance or safety degradations.
- m) The connectors shall not be energized except when mated with the bus-mounted receptacle.
- n) Connectors must have a locking mechanism, ensuring the connector will not come loose or fall by incidental contact.
- o) Vendor(s) must describe any applicable NEMA rating or equivalent certification to prevents the intrusion of water, dust, or dirt while not in use.
- p) Access doors to the chargers and associated equipment shall be lockable (cabinets keyed the same) and use secure latching.
- q) Chargers shall be equipped with local operator panels for retrieving diagnostic codes, and for resetting charge session.
- r) The charging system shall be equipped with local operator panel for automatic or manual operation.
- s) The charging system shall be self-restarting after loss of power.
- t) New charging sessions shall be automatically restarted after power outage and restoration, to the extent safe and in accordance with applicable standards.
- u) Be certified to operate outdoors in temperatures between 0°F and 120°F and in extreme weather conditions. Equipment must be resistant to water, oil, diesel fuel, and other corrosives that may typically be found in bus yards and parking lots.

- v) Each charger will include an electrical disconnect switch/emergency shut-off switch that is clearly marked, easily accessible, and easily operable, to facilitate isolation from other chargers in the same bank of chargers as required, in accordance with all applicable electrical codes, standards and requirements.
- w) The charging equipment must remain functional during an internet or network outage (e.g., redundancy plan, failure modes).
- x) Vendor(s) shall provide charger size and dimensions including footprint dimensions to aid in siting of the chargers at each location.
- y) Vendor(s) shall provide charger mounting options – wall, pole, pedestal or other and describe any cable management capabilities.
- z) The charging cable shall be long enough to safely connect to the charging port on a seven-passenger full size van.

2) Charger Software Requirements:

- a) The charging station shall comply with all interoperability requirements outlined in [23 CFR 680.108](#), including Open Charge Point Protocol (OCPP) 2.0.1 and Open Charge Point Interface (OCPI) 2.2.1.
- b) The Vendor(s) shall describe how chargers are designed to securely switch charging network providers as outlined in 23 CFR 680.108(d).
- c) Each charger shall be capable of communication to an external network for purposes of charge management and control, either through a vendor-supplied or third-party charge management system (CMS).
- d) The CMS network shall be easily accessible by multiple user logins and capable of monitoring, controlling, and optimizing charging operations on a customer system-wide and per depot basis utilizing the following supporting infrastructures via customer installed hardware:
- e) Vendor(s) shall describe or provide examples of any dashboards, mobile applications, or similar user interfaces.
- f) The Vendor(s) shall describe in detail the features of the CMS, including any reporting, real-time diagnostics, and how STAR Transit vehicle data can be viewed separately from other users of the charging station.
- g) Charging session data available should be consistent with Module 2 of the [Electric Vehicle Charging Analytics and Reporting Tool \(EV-ChART\)](#).

- h) The charging equipment shall provide alerts and fault codes for charger or bus malfunctions through various communication channels (text, email, web-based management portal, etc.).
- i) The charging equipment shall include proactive remote diagnostics and fault reporting to enable troubleshooting of chargers and associated equipment, including text/email real-time alert notifications to specific cellular phone numbers when specific faults occur.
- j) Throughout the maintenance and operations period, the charging equipment shall receive regular software updates as they become available.
- k) Charging stations should meet all security protocols outlined in [23 CFR 680.106\(h\)\(2\)](#).

3) Operations and Maintenance

- a) The Vendor(s) shall provide a comprehensive installation report, on-site commissioning, and test reports following the installation to ensure operational functionality.
- b) The Vendor(s) must describe in detail how potential issues will be resolved and provide a description of any potential subcontractors.
- c) The Vendor(s) must describe the response time in the event that on-site troubleshooting or repairs are needed and how the chargers will be repaired in a timely manner if replacement components are needed and how availability of parts will be ensured.
- d) The operator will provide the host with a preventative maintenance schedule. Preventative maintenance is defined as repairs, parts, supplies, and labor required to bring charging stations to operational specifications and includes the following but is not limited to:
 - Conduct quarterly site visits and or as needed. Preventative maintenance shall include inspection testing using an emulator device, cleaning, checking connector's wires and holster, and overall functionality of the stations.
 - Record and document damaged charging using digital photography.
 - All non-working charging stations shall have visible signage identifying the station(s) as being "temporarily out of service."
 - Decommission non-working charging stations until they are repaired. If charging stations are removed from the site, a junction box shall cover all exposed wires.

4) Fire Safety and Risk Management

The selected Vendor(s) shall consider the following installation requirements in their project:

- a) Any single, EV charger unit/module, installed on property, that is rated/listed for more than 60 amperes or more than 150 volts to ground, shall be installed with a means of disconnect.
- b) If installing a bank (3 or more) of EV charger units/modules in a designated area, a single means of disconnect shall be used to disable the panel supplying power to all EV charger units in that bank.
- c) The means of disconnect shall be installed within clear view of the EV charger unit/module the disconnect is serving but NOT directly on the charger unit/module itself. The means of disconnect must be remote but adjacent to the EV charger unit/module.
- d) The means of disconnect shall be located no more than 100ft away, and no less than 20ft away, from the EV charger units/modules the disconnect is serving. If the configuration installed is a bank of EV charger units/modules, then the means of disconnect will be located at the end of the charger bank, no closer than 20ft from the closest charger unit/module.
- e) The disconnect must be immediately accessible from the charger (no obstacles (fence, wall, etc.) between charger and means of disconnect.
- f) Means of disconnect must be lockable in open position.
- g) Means of disconnect must be identified and clearly labeled with weatherproof placard which clearly states in typed, legible, font stating i.e.-“Serves: EV1”, or “Serves: EV Chargers #1-5”. Must also state i.e.-“Fed from Panel EVC-GA1, circuit # 42/44/46”. Examples can be provided upon request.
- h) EV charger units/modules installed shall be identified with matching type of weatherproof placard which clearly states in typed, legible, font stating i.e.- “EV1”.
- i) EV charger units/modules are to be located only in locations that are not under, or within 50ft of occupant space, structural members or other designated hazards as defined and identified by a Fire Marshal’s Office.
- j) EV chargers shall not be installed in a way that would impede designated paths of egress.

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

construction activities is one (1) year, with M&O expected to be approximately five (5) years. NCTCOG anticipates the contract will begin the end of May 2025.

SELECTION CRITERIA

The Selection Committee (SC) will review all proposals and select a vendor it considers qualified to undertake the project. NCTCOG will pick the potential configuration of EV Charging Stations that are most advantageous to maximize grant funds. The following criteria will be used to evaluate the proposals:

1. Project Understanding	10 percent
2. Scope of Services	25 percent
3. Project Manager/Staff Qualifications	20 percent
4. Knowledge of the Dallas/Fort Worth Area	15 percent
5. Project Cost	15 percent
6. Project Schedule	15 percent

If the SC determines that interviews will be required before a final decision can be made, the interviews will take place **the week of March 31, 2025**. Proposers should be willing and able to attend these interviews in person or via web conference, if necessary. Vendors who are invited to an interview will be notified by the close of business on **Friday, March 28, 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

While NCTCOG is administering procurement and contract award activities with potential Vendors, NCTCOG is simultaneously completing the grant Agreement negotiation and execution process with the Federal Transit Administration (FTA). Given the current status of federal funding due to recent guidance and Executive Orders published by the administration, NCTCOG is seeking FTA guidance on the expected timeframe to finalize the grant Agreement for signature. Awarded contracts under this procurement may not be executed until NCTCOG and FTA have finalized a grant Agreement.

Following final negotiations of the work plan and costs satisfactory to NCTCOG, the vendor 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 vendor, 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 **8.8%** percentage goal identified for this type of procurement. Failure on the part of the majority contractor to meet this goal or show meaningful good faith efforts may be grounds for finding the proposal nonresponsive. Proposers should also include an Affirmative Action Plan is included in the proposal. NCTCOG recognizes the Executive Order 13985 “Ending Illegal Discrimination and Restoring Merit-Based Opportunity” rescinds Executive Order 11246 (Equal Employment Opportunity), however NCTCOG has not received specific direction from FTA adjusting their expectations for compliance. At this time, NCTCOG is continuing to seek Affirmative Action details until specific guidance from FTA has been received.

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 14, 2025**. All questions and responses will be posted on the NCTCOG website at www.nctcog.org/rfp by the close of business on **Wednesday, February 19, 2025**. NCTCOG reserves the right to respond to inquiries as it deems necessary.

OVERALL PROCUREMENT SCHEDULE

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

Issue Request for Proposals	Friday, February 7, 2025
Last Day to Submit Questions	Friday, February 14, 2025
NCTCOG Q&A Posted to Website	Wednesday, February 19, 2025
Proposals Due & Proposal Public Opening	Friday, March 7, 2025

Selection Committee	week of March 24, 2025
Interviews (if needed)	week of March 31, 2025
NCTCOG Committee Approval	Thursday, May 22, 2025
Execute Contracts	End of May 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 vendor 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, March 7, 2025 at 5:05 p.m. A link to the Microsoft Teams meeting is below. Microsoft Teams is integrated with audio so you will only need to use the conference call number (below) if you are unable to access the Microsoft Teams App. The Teams App is available for download [HERE](#).

Public Opening of Proposals (via Microsoft Teams)

[Join the meeting now](#)

Meeting ID: 234 450 192 257

Dial in by phone

[+1 903-508-4574](#)

Phone conference ID: 720 722 3#

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 J contain compliance requirements and certification forms which must accompany the Proposals. **Failure to comply with the requirements may result in finding the proposal to be nonresponsive.**

Additional information is provided below:

1. Proposers may submit one hard copy or one flash drive of the proposal to Jared Wright, Senior Air Quality 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 7, 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 selection. Proposals should include, at a minimum, the following information.
 - **Proposal Formatting** – Proposals should be printed double-sided and include a footer containing vendor 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.
 - **Vendor 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. Vendor shall sign the Build America Buy America certification and submit documentation indicating the domestic content of the chargers (i.e. Domestic content worksheet). Please note Vendor will be required to comply with Build America Buy America requirements for construction materials and other elements of the project.
- **Affirmative Action Plan** - NCTCOG recognizes the Executive Order 13985 “Ending Illegal Discrimination and Restoring Merit-Based Opportunity” rescinds Executive Order 11246 (Equal Employment Opportunity), however NCTCOG has not received specific direction from FTA adjusting their expectations for compliance. At this time, NCTCOG is continuing to seek Affirmative Action details until specific guidance from FTA have been received. 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 Vendor 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 Vendor 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 selection criteria contained in the Request for Proposals.

6. A 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 vendor.
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 vendor 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 vendor 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

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 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 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 vendor 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).