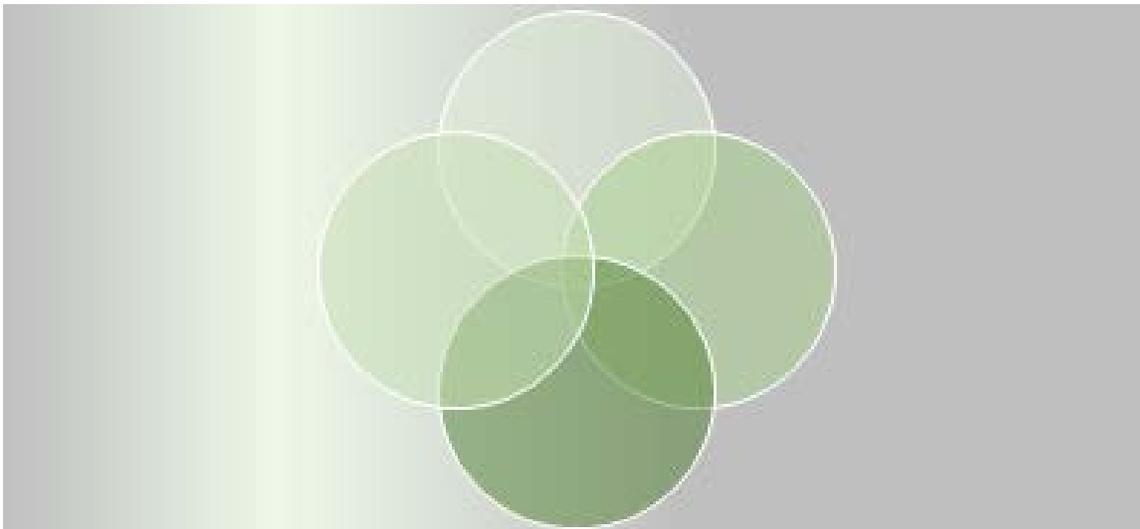


NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

NCTCOG INCIDENT MANAGEMENT EQUIPMENT PURCHASE

2020 Call for Projects

Application Information Packet
Applications Due: February 21, 2020



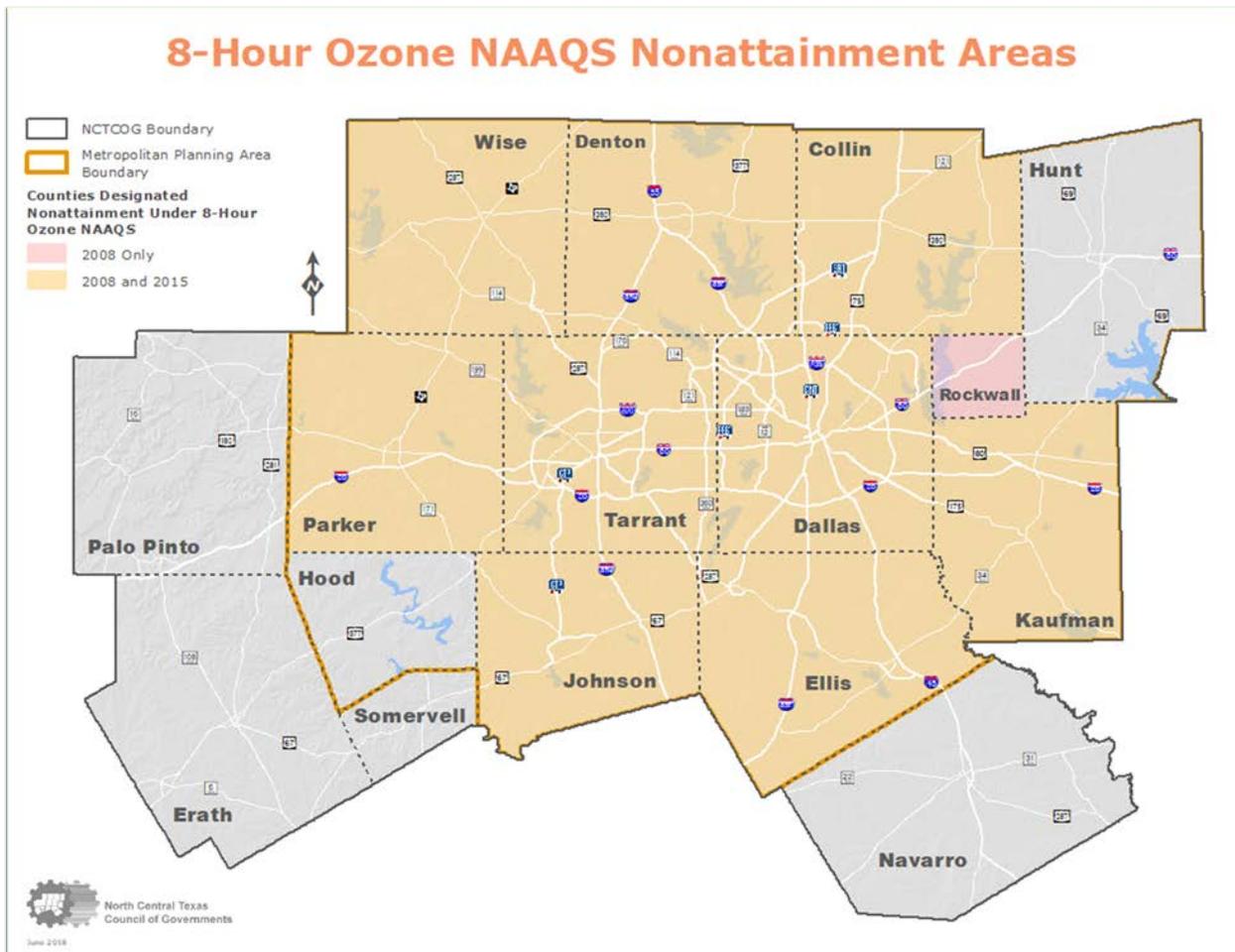
This Call for Projects - Application Information Packet contains information on: the type of Call for Projects, background information, funding information, eligible recipients, eligible activities, evaluation criteria, information on the application process, and the schedule.

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INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) Incident Management Equipment Purchase 2020 Call for Projects includes \$1.5 million available for the purchase of equipment and technology used to aid in quick incident clearance and to mitigate crashes in the North Central Texas (NCT) Nonattainment Area. Eligible types of equipment to be used for traffic incident management activities may include, but are not limited to: cones, protective clothing, traffic barriers, signs, flares, barrels, lighting, radio equipment, accident reconstruction equipment/technology, etc. To be considered for funding, the submitting agency must be a regional public-sector partner agency (i.e. police, fire/EMS, courtesy patrol, etc.) actively involved in traffic incident management in the NCT nonattainment area: Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise Counties (*see map below*). Traffic incident management component activities include, but are not limited to: safe practices for clearing incidents, clearing vehicles, debris, or hazardous materials from the roadway, incident response, site management, data collection, safe parking, quick clearance, and activities that maintain safety in work zones, etc.



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BACKGROUND

In 2003, NCTCOG became the first agency in the nation to formalize incident management training for all responders in the region. The goal of the NCTCOG Traffic Incident Management Training Program is to initiate a common, coordinated response to traffic incidents that will build partnerships, enhance safety for emergency personnel, reduce upstream traffic accidents, improve the efficiency of the transportation system, and improve air quality in the Dallas-Fort Worth region. To reemphasize this commitment, in 2008 the Regional Transportation Council (RTC) adopted Resolution R08-10: Resolution Supporting a Comprehensive, Coordinated, Interagency Approach to Freeway Incident Management (an update to RTC Resolution R03-01).

Non-recurring traffic incidents and crashes are responsible for about 50 percent of all congestion. The secondary crashes caused by these incidents kill or injure hundreds annually in the Dallas-Fort Worth area with an economic loss of more than \$90 billion nationwide each year. Multi-agency coordination and the implementation of best practice traffic incident management techniques reduce congestion on affected roadways and improve the safety of incident responders. Additionally, effective policies, training, equipment and technology that aid in quick incident clearance can both assist with keeping motorists and incident responders safe on the roadway and assist in improved air quality for the region.

In support of the incident management training recommendation to use Best Practice equipment and technology, NCTCOG is conducting the Incident Management Equipment Purchase 2020 Call for Projects. The goal of the Call for Projects is to assist partner agencies in purchasing equipment and technology that aid in quick incident clearance and crash mitigation. The Call for Projects emphasizes NCTCOG's commitment to regional traffic incident management efforts by our regional partners and emphasizes the importance of implementing incident management strategies and training.

GENERAL GUIDELINES

The following list is not all inclusive; it identifies the most basic guidelines of the NCTCOG Incident Management Equipment Purchase 2020 Call for Projects process. Please contact NCTCOG early in the process for questions related to submitting a project application.

- 1. There is no limitation on the number of project purchases included in the application that may be submitted by an eligible agency.** However, agencies submitting more than one project purchase must rank the project purchases by priority. The submitting agency must also specify the fiscal year in which the purchases will occur.
- 2. The NCTCOG Incident Management Equipment Purchase 2020 Call for Projects funding is a cost reimbursement program (not a grant).** The funds provided are on a cost reimbursement basis. Therefore, it is important to understand that the applicant will need adequate cash flow to accommodate the payment of 100 percent of the project purchase costs. Applicants will be reimbursed after submitting the appropriate documentation to NCTCOG.

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3. Project purchases must be completed within the timeframe specified in the contract with NCTCOG or risk the loss of funding.
4. The agency receiving the award is responsible for any and all cost overruns.
5. By federal rule, NCTCOG is required to conduct a risk assessment prior to making any sub-awards. Applicants must submit information in an online form via – <https://www.surveymonkey.com/r/5FH6G5F> for NCTCOG to conduct the required risk assessment.

As part of this process, Applicants will be required to provide a Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number, and a current registration with the System for Award Management (SAM). Applicants can receive a DUNS number at no cost by calling the toll-free DUNS Number request line at 1-866-705-5711 or visiting the D&B Website at www.dnb.com/us/. Applicants can receive a free SAM registration at www.SAM.gov. If a DUNS number or SAM has not yet been assigned, please include the date the applicant requested a number.

6. **The Regional Transportation Council will approve all final projects and funding levels.** Itemized budgets submitted through the 2020 Call for Projects will be reviewed by NCTCOG to ensure that project purchases are eligible and itemized costs are reasonable. Based on available funds, project application requests for funds may not be fully funded.

FUNDING AVAILABILITY

The NCTCOG Incident Management Equipment Purchase 2020 Call for Projects is funded through the Category 5 – Congestion Mitigation and Air Quality Improvement Program (CMAQ) and covers multiple jurisdictions throughout the NCT nonattainment area. The East/West equity split for the allocation of CMAQ funds is 66 percent east and 34 percent west. The total approved project budget is \$1.5 million. Agencies selected to receive funding will be responsible for purchasing the desired equipment and seeking reimbursement from NCTCOG.

Eastern Subregion Dallas District Share (66%)	Western Subregion Fort Worth District Share (34%)	Total NCTCOG Incident Management Equipment Purchase 2020 Call for Projects Funding Available
\$990,000	\$510,000	\$1,500,000

ELIGIBLE RECIPIENTS

Agencies eligible to be awarded funding through the NCTCOG Incident Management Equipment Purchase 2020 Call for Projects must be public-sector partner agencies actively involved in traffic incident management in the NCT nonattainment area (*i.e. police, fire/EMS, courtesy patrol, transit, etc.*). The public sector agencies must be located in one of the following

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counties: Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, Tarrant, or Wise Counties. Eligible recipients must complete a Risk Assessment (detailed in #5 above).

ELIGIBLE ACTIVITIES

Types of equipment and technology eligible for purchase may include, but are not limited to: cones, protective clothing, traffic barriers, signs, flares, barrels, lighting, radio equipment, accident reconstruction equipment/technology, etc. The equipment or technology must be used as part of the agency's incident management program to achieve quick incident clearance and crash mitigation. The proposed equipment must meet Texas Manual on Uniform Traffic Control Devices ([TMUTCD](#)) guidelines and any applicable Buy America requirements. For equipment or manufactured products which incorporate iron or steel FHWA requires compliance with Buy America provisions. In order to comply with Buy America, 100 percent of any iron or steel would need to be domestically produced and manufactured. FHWA does allow some exceptions for a minimal use of foreign steel; these would need to be evaluated on a case-by-case basis, prior to proceeding with the purchase. Due to the lack of FHWA Buy America exemptions for vehicles, vehicle purchases are not eligible under this Call for Projects. Personnel and staffing charges are ineligible.

PROPERTY MANAGEMENT REQUIREMENTS

Agencies must maintain funded equipment in accordance with federal property management requirements. This means that an Agency must maintain federally funded equipment in good working order and operate them in a manner consistent with the federal requirements until the fair market value is \$5,000 or less. At the end of the Activity Life, or upon transfer of ownership, an Agency must contact NCTCOG for further instructions regarding disposition. Equipment may not be sold, scrapped or otherwise disposed of until written approval is received from NCTCOG. Sale, scrap or other disposal without NCTCOG approval or when fair-market value exceeds \$5,000 could result in a partial return of federal funding.

MATCHING REQUIREMENTS

Agencies receiving funds through the NCTCOG Incident Management Equipment Purchase 2020 Call for Projects will not be required to provide a local match as a part of this Call for Projects.

EVALUATION CRITERIA

Projects will be awarded through a competitive selection process. Each project application will be screened for completeness and timeliness. Applications that are deemed incomplete or arrive after the deadline will not be reviewed. Applicants will be considered based on the following Scoring Criteria:

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Scoring Component	Available Points
TIM Training Attendance - NCTCOG or In-house (<i>Since August 2013</i>)	15
Crash Data in Jurisdiction (<i>2014 - 2018</i>)	10
Adoption of Incident Management Resolution	10
Incident Management Goals/Targets in Place	5
Completion of Incident Management Commitment Level Survey	5
Adoption/Implementation of Regional Performance Measure Standard Definitions	5
Explanation of How Equipment will be Used to Mitigate Crashes	50
Total Score	100

1. TIM Training Attendance - NCTCOG or In-house (Since August 2013):

Submitted applications should identify if the agency has participated in the NCTCOG [Traffic Incident Management Training Courses](#). Participation in First Responder and Manager’s Course or the Executive Level Training Course is applicable. NCTCOG staff will verify if the agency has participated in NCTCOG-sponsored training.

In-house or agency-sponsored Traffic Incident Management Training will also satisfy this requirement. The training should include components related to safe and effective incident management techniques. Course material documentation must be submitted to receive credit for in-house or agency-sponsored training.

2. Crash Data in Jurisdiction – Serious Injury and Fatality Crashes (2014 – 2018):

The submitting agency is not required to submit jurisdictional crash data. NCTCOG staff will utilize crash data from the TxDOT Crash Records Information System (CRIS) to satisfy this scoring component. CRIS data from 2014 – 2018 will be used to satisfy this scoring component.

3. Adopted (NCTCOG or Agency) Freeway Incident Management Resolution:

Submitted applications should identify if the agency has adopted a Freeway Incident Management Resolution. In October 2008, the Regional Transportation Council (RTC) adopted [Resolution R08-10](#): Resolution Supporting a Comprehensive, Coordinated, Interagency Approach to Freeway Incident Management (an update to RTC Resolution R03-01). A [model resolution](#) has also been drafted to assist agencies in developing a similar jurisdictional resolution. A copy of the adopted jurisdictional resolution must be submitted to receive credit for this scoring component.

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4. Incident Management Goals/Targets in Place:

Submitted applications should identify if the agency has implemented specific incident management program goals and objectives or time-related targets. A copy of the documented goals or time targets must be submitted to receive credit for this scoring component.

5. Completion of NCTCOG Incident Management Commitment Level Survey:

Submitted applications should identify if an agency representative submitted a response to the NCTCOG Incident Management Commitment Level Survey. Multiple agency responses to the survey are accepted. The purpose of this survey is to gather information on our partner agencies' commitment to incident management. The release of this survey is a part of our continued efforts to emphasize the importance of effective incident management goals and objectives throughout the region. The online survey is available at <http://www.nctcog.org/trans/safety/IMSsurvey.asp>. NCTCOG staff will verify if a completed survey has been submitted by the agency.

6. Adoption/Implementation of Regional Performance Measure Standard Definitions:

Submitted applications should identify if the agency has adopted and/or is currently implementing the standard definitions for the following regional incident management performance measures: Response Time, Incident Clearance Time, Roadway Clearance Time, Secondary Crash, and Recovery Time. A copy of the documented definitions must be submitted to receive credit for this scoring component.

7. Explanation of How Equipment will be Used to Mitigate Crashes:

Submitted applications should include a detailed description of the proposed equipment or technology to be purchased and an explanation of how it will assist in quick incident clearance and/or mitigating crashes. Supplemental materials such as photographs, diagrams, exhibits, etc. are required. Associated specifications for the equipment, along with the itemized costs, are also required.

Appendices A – J contain other relevant documentation for the Call including: the NCTCOG Incident Management Commitment Level Survey questions; the FHWA Best Practice List; the NCTCOG TIM Course Brochure; the NCTCOG TIM Course Description; the NCTCOG Incident Management Resolution R08-10; the FIM Model Resolution; the Standard Incident Management Performance Measure Definitions; Project Submittal Form; Reimbursement Form; and the Pilot Project Supplement.

Applications will be evaluated based on the criteria above and projects recommended for funding will be brought to the Regional Safety Advisory Committee, Surface Transportation Technical Committee (STTC), and the Regional Transportation Council (RTC) for approval. Applicants will be notified of the final awards after RTC approval scheduled for May 2020.

NCTCOG is not obligated to fund an application from a submitting agency that has demonstrated marginal or unsatisfactory performance on previous grants, funding and/or contracts with NCTCOG or other State agencies. NCTCOG is not obligated to fund an application from a submitting agency based on a determination of the risks associated with the agency, including the financial condition of the agency and other risk factors as may be determined by NCTCOG.

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NCTCOG may base funding decisions on factors associated with best achieving the goals of the program, and NCTCOG is not obligated to select a project for funding. Additionally, NCTCOG may select parts of an application for funding and may offer to fund less than the dollar amount requested in an application. NCTCOG reserves the right to not fund every project and reprogram remaining funds for a later Call for Projects. In an effort to eliminate the agency's risks associated with Buy America non-compliance, NCTCOG reserves the right to lead procurement activities for the purchase of bulk equipment requests, when appropriate.

Interested applicants are urged to develop projects that involve multiple jurisdictions or multiple discipline and/or agencies partnering to provide service over a greater area and to serve a higher number of individuals. This in turn can broaden the impacts of a project and enable a greater number of people to be served more cost effectively than several small projects.

APPLICATION PROCESS

The Project Application and supplemental materials related to the NCTCOG Incident Management Equipment Purchase 2020 Call for Projects may be obtained online at www.nctcog.org/FIMCFP or by contacting Camille Fountain, Transportation Planner at cfountain@nctcog.org or (817) 704-2521.

To be considered under the NCTCOG Incident Management Equipment Purchase 2020 Call for Projects, three (3) signed hard copies of the application and supporting materials, and one (1) electronic copy of all materials should be provided on a USB drive. All electronic documents should be submitted as portable document format (PDF). Graphics, such as maps or photographs, should also be submitted as portable document format (PDF), jpeg, or bitmap files. The submittal must be received by 5:00 pm, Central Standard Time (CST), on Friday, February 21, 2020. A postmark by the established deadline does not constitute an on-time application. Supplemental information, other than administrative clarifications, will not be accepted after the application deadline. Incomplete applications or those not submitted by the deadline will not be accepted.

Project applications should be submitted to:

Mail:
North Central Texas Council of Governments
Transportation Department
Attn: Camille Fountain
P.O. Box 5888
Arlington, Texas 76005-5888

OR

Physical location:
North Central Texas Council of Governments
Transportation Department
Attn: Camille Fountain
616 Six Flags Drive
Arlington, Texas 76011

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In accordance with Call for Projects Procedures established by the Regional Transportation Council Bylaws, NCTCOG must have the submitted project applications “in hand” at the NCTCOG offices by the February 21, 2020 submittal deadline. A postmark by the established deadline does not constitute an on-time application. Project sponsors are encouraged to submit their applications far enough in advance of the submission deadline to allow NCTCOG staff to review applications for completeness.

FUNDING ADMINISTRATION AND REIMBURSEMENT OF EXPENSES

Successful applicants will be notified in writing of their selection and the amount of funds awarded. Agencies selected to receive funding will be required to enter into a contract with NCTCOG. In addition, all purchases under a contract awarded as a result of this Call for Projects must be completed within the scope, time frames, and funding limitations specified by the contract. Upon signature and execution of the contract by NCTCOG, a copy of the executed contract will be returned to the applicant.

Funding recipients must receive “approval to purchase” from NCTCOG prior to purchasing equipment/technology, in order to ensure beforehand that equipment/technology is approved/eligible for reimbursement.

Funding recipients will be required to submit information as follows:

Reimbursement – Invoices should be submitted following the costs incurred for each project purchase. Reimbursement should be made consistent with NCTCOG’s internal procedures.

Required Documentation – Requests for reimbursement should include an itemized list of expenses for which reimbursement is requested, as well as supporting documentation.

Eligible Expenses – Costs must be determined by NCTCOG to be the reasonable, necessary, actual, and eligible costs of the project purchase.

Availability of Funds – This Agreement and all claims, suits, or obligations arising under or related to this Agreement are subject to and limited to the receipt and availability of CMAQ Funds.

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SCHEDULE

Date	Action
August 24, 2018	RSAC (Presentation) – IM Equipment Purchase Call for Projects (CFP) Proposed Criteria Overview
September 28, 2018	STTC (Action Item) – Request Approval to Conduct CFP
October 11, 2018	RTC (Action Item) – Request Approval to Conduct CFP
August 2019	TIM Funding Agreement Approved
October 25, 2019	STTC (Action) – Request Approval to Conduct CFP
November 14, 2019	RTC (Action) – Request Approval to Conduct CFP
December 18, 2019	Open Call for Projects (60 days)
February 21, 2020	Close Call for Projects
Feb. 2020 – March 2020	Evaluate Submitted Proposals (30 days)
March 9, 2020	Public Meeting (Info) – Present Proposed Selected Projects
March 27, 2020	Regional Safety Advisory Committee Meeting (Info) – Present Proposed Selected Projects
April 24, 2020	STTC (Action) – Approval of Selected Projects
May 14, 2020	RTC (Action) – Approval of Selected Projects
June 25, 2020	Executive Board Meeting

CONTACT INFORMATION

Website: www.nctcog.org/FIMCFP

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