

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

**REQUEST FOR PROPOSALS
FOR THE DALLAS/FORT WORTH INTERNATIONAL AIRPORT
TRANSIT SERVICE PLANNING STUDY**

JANUARY 20, 2012

(AMENDED 2/14/2012 – PAGE 6 – INTERVIEW DATE)

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INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) is requesting written proposals from qualified consultants to conduct a Transit Service Planning Study for the Dallas/Fort Worth International Airport (DFW Airport). The purpose of the study is to analyze, identify, and make recommendations to enhance connectivity with the region's existing and planned public transportation system to facilitate transportation to/from and within the airport. This includes reviewing existing bus routes, ridership, and transfer points to develop recommendations to enhance access and improve operational efficiencies. Consideration of planned rail connections at the Dallas Area Rapid Transit (DART) Orange Line Beltline Station, the DART Terminal A Station, and the Fort Worth Transportation Authority (the T) TEXRail Terminal B Station, as well as the role of the Rental Care Facility (RAC) and its potential as a multi-modal facility should also be addressed. Innovative approaches to service delivery are encouraged. This study is funded with federal funds from the Federal Transit Administration's (FTA) Job Access/Reverse Commute Program, with local matching funds provided by DFW Airport. No engineering services are anticipated for this study.

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.

BACKGROUND

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 governments of North Central Texas in planning, programming, coordinating, and implementing transportation decisions.

PURPOSE AND NEED

In 2009, DFW Airport was awarded FTA Job Access/Reverse Commute Program funds to conduct a transit service planning study that analyzed and made recommendations to improve efficiency, increase ridership and recommend operational improvements/enhancements focused on improving access for limited-income workers. DFW Airport is a major employer in the North Central Texas region and a public transportation link is critical for both employees, employers, and the traveling public. Connection to DFW Airport is currently available through the Trinity Railway Express (TRE) CentrePort/DFW Airport Station via a fixed-route shuttle operated by DFW Airport. Dallas Area Rapid Transit (DART) also provides bus service to DFW Airport property.

The purpose of this Request for Proposals is to solicit written proposals from qualified consultants to study ways to promote and enhance public transportation access to DFW Airport for limited-income workers, taking into consideration transfers and planned rail stations. Additional rail access to DFW Airport is anticipated to begin with completion of the DART Beltline Station (December 2012), DART Terminal A Station (December 2014) and the Fort

Worth Transportation Authority's (the T) TEXRail Terminal B Station (December 2015). Existing and planned bus routes near these proposed stations will need to be considered as part of the study. The study should also consider the need to modify services as each phase of rail access becomes operational.

PROJECT SUPPORT

The project will be conducted under the guidance and supervision of a Project Review Committee (PRC), which may include members of NCTCOG, DFW Airport, DART, and the T. The responsibilities of the PRC will be to serve as the principal technical review committee for this project. NCTCOG will serve as the Project Manager to implement a mutually agreed upon scope of work, monitor progress of consultant activities, and serve as a liaison between the consultant and other partners. The selected consultant will enter into a contact with NCTCOG for the agreed upon scope and budget. NCTCOG shall also serve as the contract manager and procurement administrator for the project.

WORK PROGRAM

The work program for the Transit Service Planning Study is summarized by the tasks outlined below. Consultants are encouraged to review these tasks and to exercise creativity in responding to the study needs. Modifications to the tasks and task sequencing, which will improve the effectiveness of the study while containing costs, are encouraged.

SCOPE OF WORK

Describe your approach for each of the project tasks. The consultant shall work with the Project Review Committee and appropriate staff to explore, identify and develop the project recommendations.

Task 1 – Project Development

The consultant will develop a Project Management Plan that will outline the efforts and schedule for the tasks listed and be responsible for monitoring and updating the Project Review Committee (PRC) of the study's progress (costs, schedules and milestones). This includes the consultant holding a kick-off meeting with the PRC to review project tasks and timelines, understand key issues, learn about internally available data and information, and identify key points of contact.

Task 2 – Route Evaluation

The consultant shall identify and document existing bus routes servicing DFW Airport property. This includes DFW Airport operated routes and routes operated by other public transportation providers (DART, the T, etc.). A detailed analysis of current and future demographics should be taken into account, focusing particularly on access and number of transfers from areas with large populations of limited-income families. The impacts of existing and future rail alignments on the demand for bus services should also be addressed.

Task 3 – Develop Strategies/Routes to Enhance Access

The consultant shall develop and recommend bus routes and stop locations to improve access, reduce transfers, and maximize integration with the existing public transportation system, as well as planned rail improvements. Route and service frequency recommendations should take into account shift schedules. An evaluation and recommendation on alternative termini for bus services on DFW Airport property should also be addressed. Recommendations should include a phased approach to address anticipated rail openings, taking into account existing services, opening of the DART Beltline Station, DART Terminal A Station, the T Terminal B Station, and through future horizon year 2035. This includes estimating airport bound ridership shifts from the TRE to DART's Orange Line and the T's TEXRail line. NCTCOG will provide a limited number of runs (no more than 3) to assist in developing ridership projections.

Task 4 – Financial Strategies

The consultant shall identify, estimate, and document anticipated operational expenses for each of the strategies and/or routes proposed, including potential options for service delivery. The methodology and assumptions used in developing the estimates should be adequately explained and documented. The use of tables, charts and graphs is encouraged.

Task 5 – Documentation

All of the above listed tasks will be completely documented and synthesized into a final report, including all processes and procedures used in conducting this study. These include but are not limited to, study preparation, data collection, study results and final recommendations. Electronic copies of the draft final report should be provided to the PRC for review and comment. Following acceptance by the PRC, ten (10) final reports must be prepared and delivered with all corrections and comments incorporated and neatly bound. The consultant should also submit an electronic copy in both Portable Document Format (PDF) and the “native” program file format on CD ROM.

SCHEDULE AND BUDGET

The project should be completed within six (6) months of the date of a Notice to Proceed. The consultant will be expected to include a project timeline as part of its proposal. The consultant schedule shall be based on an anticipated Notice to Proceed in late March/early April 2012.

The proposer shall develop a budget based on the scope of services to be performed and submit it with the proposal. To assist the Consultant Selection Committee in their evaluations, the proposal must identify total costs and person hours for each project task. The schedule of each consultant shall not exceed 180 days (6 months) from the date they are authorized to proceed. The budget available for this project is approximately \$100,000.

CONSULTANT SELECTION CRITERIA

The Consultant Selection Committee (CSC) will review all proposals and select a firm it considers qualified to undertake the project. The following criteria will be used to evaluate the proposals:

1. Project Understanding	25 percent
2. Scope of Services	25 percent
3. Project Manager/Staff Qualifications	20 percent
4. Project Cost	15 percent
5. Firm Qualifications/Consultant References	10 percent
6. Study Schedule	5 percent

If the CSC determines that interviews will be required before a final decision can be made, the **interviews will take place at the NCTCOG offices in Arlington, Texas, on Friday, March 2, 2012.** Proposers should be willing and able to attend these interviews, if necessary. Consultants who are invited to an interview will be notified by the close of business on Monday, February 27, 2012, 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.

Other requirements are that the Disadvantaged Business Enterprise participation must meet the 26.79 percent goal identified for this type of procurement and that an Affirmative Action Plan is included in the Proposal. Failure to comply with these requirements may result in finding the Proposal non-responsive.

Following final negotiations of the work plan and costs satisfactory to NCTCOG, the consultant will be asked to execute a contract with NCTCOG. 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.

The Sample Contract, provided in this transmittal, contains federal requirements which must be included with all proposals submitted. Appendices C through K of the Sample Contract contain compliance requirements and certification forms which must accompany the proposal. **Failure to comply with these requirements may result in finding the Proposal non-responsive.**

All questions regarding the services required shall be directed in writing by email to TransRFPs@nctcog.org by the close of business on Friday, February 3, 2012. All questions and responses will be posted on NCTCOG's website at <http://www.nctcog.org/trans/admin/rfp> by the close of business on Wednesday, February 8, 2012. NCTCOG reserves the right to respond to inquiries as it deems necessary.