

**North Central Texas Council of Governments (NCTCOG)
Roadway Safety Audits and Safe Routes to School Plans
Request for Proposals**

Questions and Responses

Question #1: On page 21 of the RFP, it states "Proposers may submit one hard copy OR one flash drive of the proposal." However, it later goes on to state that "Proposals containing original signatures and notary seals should be labeled 'original'." If our proposal contains original signatures and notary seals, must we submit a hard copy or can this still be submitted on a flash drive?

Response: No, NCTCOG no longer requires original signatures or notary seals. The in-hand proposal can be submitted on a flash drive with no additional hard copy required.

Question #2: Due to prolonged shipping delays throughout North America, would NCTCOG accept electronic submittals via email for responses to the proposal in lieu of a flash drive submitted via mail? At a minimum, we would like to request the acceptance of electronic submittals with corresponding tracking information to be deemed responsive in case the hard copy/flash drive is delivered after the RFP closing period.

Response: NCTCOG's Procurement Procedures require that in-hand submittals are received and are counted as the official submittal. Proposers should make arrangements to meet the deadline.

Question #3: Should project manager and staff qualifications be addressed in the Project Understanding section or the Consultant Qualifications section?

Response: Project manager and staff qualifications should be addressed in the Consultant Qualifications section.

Question #4: Can you please clarify and list which forms are required as part of the Compliance Requirements and provide "clean" copies of each (currently, the ones listed in the Sample Contract have "sample" across them)?

Response: Below is the table which summarizes forms for certification statements which must be provided in the proposal response for prime consultants and any sub consultants.

Regarding the affirmative action plan, prime consultants should include their company policies regarding affirmative action and a utilization statement which details the number and percent of employees classified as minorities (including women and ethnic minorities) as well as an indication of the number and percent of employees in either a professional/nonprofessional or administrative/clerical.

For boycotting and discrimination provisions (list) prime firm should include a statement which indicates their compliance to these provisions.

A sample contract with no “sample” watermark has been added to the website.

Appendix	Prime	Sub
D – DBE	✓	
E – Debarment and Suspension	✓	✓
F – Restrictions on Lobbying	✓	✓
H – Prohibited Telecommunications & Video Surveillance	✓	✓
Affirmative Action Plan	✓	
Boycotting Israel	✓	
Firearm Discrimination	✓	
Boycotting Energy Companies	✓	
Conflict of Interest	✓	✓

Question #5: Are there forms for Entities that Boycott Israel, Prohibition on Firearm and Ammunition Industry Discrimination, and Prohibition on Boycotting Energy Companies that we need to sign and include in our proposal?

Response: [See response to Question #4.](#)

Question #6: Can the client please provide a clean copy of Affidavit of Intended Entrepreneurship (Appendix D.2)?

Response: [Yes. A sample contract with no “sample” watermark has been added to the website.](#)

Question #7: The attached RFP has a 32% DBE goal. We are a **certified WBE with NCTRCA**. Would that count as toward this DBE requirement? Thanks!

Response: [No, a certified WBE does not count toward the DBE requirement.](#)

Questions #8: Are DBE firms eligible to self-perform toward the 32% DBE goal?

Response: [Yes. If a Prime is certified as a DBE, worked performed would be counted towards the DBE participation goal.](#)

Questions #9: Are DBE firms certified through the North Central Texas Regional Certification Agency considered part of the Texas Unified Certification Program? Could you please clarify what other agencies are eligible under the program?

Response: Yes. Texas Unified Certification Program certifying entities include City of Austin, City of Houston, Corpus Christi Regional Transportation Authority, North Central Texas Regional Certification Agency, South Central Texas Regional Certification Agency, and the Texas Department of Transportation.

Questions #10: Are subconsultants required to complete any forms within Appendices C-H of the sample contract for the Compliance Requirements section?

Response: Please see response to Question #4.

New Questions & Responses

Questions #11: Will 11x17 pages be allowed for exhibits such as the organizational chart or project schedule, which are typically landscape and highly detailed?

Response: Yes. exhibits such as the organizational chart and project schedule may be on larger page size.

Questions #12: Are hyperlinks to external project examples/websites allowed in the proposal?

Response: Yes. hyperlinks are allowed to relevant external project examples and websites. Please limit use to links that are specific, so the relevant information is clear to members of the Consultant Selection Committee.

Question #13: How many Corridors (out of 60) will be assigned to each awarded Consultant team/Proposer for Roadway Safety Audits? This will determine the needed size of the team, approach and schedule required in the SOQ response.

Response: The number of corridors to be assigned will be based on the capacity of the consultant team(s) to complete the work within the project schedule. Consultant responses are encouraged to indicate their approach to completing the work and the number of corridors anticipated to be completed within twelve months of a notice to proceed.

Question #14: How many Safe Routes to School (SRTS) projects (out of 30) will be assigned to each awarded Consultant Team/proposer? This will determine the needed size of the team, approach and schedule required in the SOQ response.

Response: See response to Question #13.

Question #15: Is there a page limit for this SOQ or any portions of this SOQ?

Response: Proposals should be no more than 26 pages in total length (resumes, compliance, and Affirmative Action Plan attachments do not count against the total).

Question #16: Just to confirm - for the boycotting and discrimination provisions [Entities that Boycott Israel (House Bill 89), Prohibition on Firearm and Ammunition Industry Discrimination (S.B. 19), and Prohibition on Boycotting Energy Companies (S.B. 13), NCTCOG is looking for a statement of compliance for each provision, not a signed form, correct?

Response: Yes, that is correct.

Question #17: NCTCOG has identified funding within the Unified Planning Work Program (UPWP) for the project that includes various funding sources. Please provide the funding amount that will be made available to consultants.

Response: This information is not being provided at this time.

Question #18: Are there any restrictions on the page size of the submittal? Are z-folded 11x17 figures and exhibits acceptable?

Response: Please see response to Question #11.

Question #19: There are two sets of projects that are overlapping; are these intended to be separate studies?

1. Berry St/E Berry St Segment 2
2. Josey Ln/S Josey Ln

Response: The overlapping corridors will result in one RSA for each roadway corridor. Thus, E Berry Street (Hemphill St to Old Mansfield Rd) will be an RSA of 1.95 miles in length and Josey Ln (Pearl St/Walnut Plaza to Dennis Ln) will be an RSA of 1.6 miles in length.

Question #20: The following schools listed in the RFP are located more than ¼ mile from an RSA corridor. Will these be schools need to be separately studies?

1. Dolores Huerta EI (3.85 mi)
2. Como EI (3.80 mi)
3. Urban Park EI (3.26 mi)
4. Sam Rosen EI (3.13 mi)
5. North Hi Mount EI (2.26 mi)
6. Sunrise - McMillan EI (1.52 mi)
7. Maple Lawn EI (0.97 mi)
8. Joseph J Rhoads Learning Center (0.55 mi)
9. College Street EI (0.47 mi)

Response: The lists of corridors and schools included in the RFP are preliminary. The final list of schools will include only schools located within ¼ mile of the finalized list of corridors.

Question #21: Should Consultants request any revisions/exceptions be made to the sample contract, should those revisions be included in the proposal?

Response: Yes, if those are known those can be identified in the proposal response for NCTCOG to consider.

Question #22: How does the contract workload split between the two years being proposed?

Response: Phase 1 will complete a certain number of plans to be determined within the first year of work. Phase 2 will include additional RSA and SRTS plans provided a contract extension is granted by FHWA.

Question #23: Is the participation goal DBE only? (i.e., does M/W/S qualify as participation)

Response: Yes, the participation goal is for DBE only.

Question #24: When will the list of attendees be posted?

Response: The attendees list will be posted by October 3, 2024, by close of business.

Question #25: Will there be two consultant selections then? One focusing on RSAs and one focusing on SRTS

Response: There will be one consultant selection process, however there may be more than one consultant team selected. The selections may or may not be based on RSAs and SRTS tasks. Teams should not submit proposals for only completing RSAs or SRTS plans. It is expected the proposal will include both tasks.

Question #26: Will the attendee list contain contact information and who is submitting as prime?

Response: Yes, if the information was provided by attendees. However, no indication or identification of prime or sub-consultant will be provided.

Question #27: Are firms allowed to be the prime and sub as well?

Response: Yes, firms can be a Prime for one contract and team as a sub on another proposal

Question #28: How is NCTCOG tracking who is in attendance?

Response: A sign in sheet was provided for individuals who attended in person, and a list of attendees in the Teams meeting will be compiled.

Question #29: Will Primes who are DBE, self-fulfill whole or part of the goal?

Response: A Prime can self-fulfill the DBE participation goal. If a DBE Prime has subconsultants that are a non-DBE, their participation would not count toward DBE attainment.

Question #30: Is RSP1 or RSP2 a mandatory certification for the proposed consultant Project Manager?

Response: No, RSP1 or RSP2 is not a mandatory certification for the proposed consultant Project Manager.