



North Central Texas Council of Governments

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

**REQUEST FOR PROPOSALS
IMPLEMENTATION OF BIKEWAY FACILITIES TO DART RAIL STATIONS STUDY**

March 24, 2023

**REQUEST FOR PROPOSALS
FOR IMPLEMENTATION OF BIKEWAY FACILITIES
TO DART RAIL STATIONS STUDY**

INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) is requesting written proposals from qualified firms(s) to conduct a study to review options and provide recommendations for the most appropriate roadway retrofits to implement approximately 14.5 miles of bikeway facilities (on-street bikeways and/or off-street sidepaths) along ten (10) corridors that will improve bicycle accessibility to various Dallas Area Rapid Transit (DART) Orange Line and Silver Line rail stations in the Town of Addison and Cities of Carrollton, Dallas, Irving, and Plano. Additional consultant tasks include the coordination of short-term pilot projects, and the preparation of Plans, Specifications, and Estimate (PS&E) with final documents in a bid-ready form.

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

The North Central 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

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 consultant activities; and serve as a liaison between the consultant and other partners. The selected consultant 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.

CONSULTANT QUALIFICATIONS

The study will include engineering services. The preferred consultant team should include at a minimum, the following team members with direct expertise of roadway retrofit projects and design experience consistent with the Federal Highway Administration (FHWA) [Bikeway Selection Guide](#), American Association of State Highway and Transportation Officials (AASHTO) [Guide for the Development of Bicycle Facilities](#) 4th Edition, and [Don't Give Up at the Intersection](#) and [Urban Bikeway Design Guide](#) by the National Association of City Transportation Officials (NACTO). Strong preference will be given for a team including a project manager and team members assigned to the project with demonstrated experience working on comparable projects to those described in the "Scope of the Project" section of this RFP.

- Professional Traffic Operations Engineer – with professional design expertise on the implementation of multi-modal projects including traffic volume data assessment; traffic signal functionality and optimization; signing and pavement marking; intersection designs, including protected intersections with elements such as bikeway corner islands and bike queue areas; and appropriate and cost-effective operation improvement plans. Design experience should include bicycle safety countermeasures, such as signals and signal phasing strategies, pavement and crossing treatments, traffic calming measures, lighting, and signage.
- Professional Transportation Engineers – with professional design expertise focused on roadway retrofit infrastructure projects that integrate bicycle facilities that are designed to be safer and comfortable for all users by minimizing bicyclists' exposure to motor vehicle traffic. This expertise should include roadway retrofit designs with the integration of separated on-street bikeways and off-street sidepaths within the cross section of existing street right-of-way, necessary utility and stormwater adjustments, and associated costs; preparation of Plans, Specifications, and Estimate (PS&E) documents.
- Transportation Planners – with expertise in facilitating short-term roadway retrofit pilot projects that allow the community to see the new street design in action and provide feedback. Expertise should include pilot project coordination including, but not limited to, developing website/social media content educating the public in advance of short-term

roadway retrofit pilot projects, developing necessary plans and organizing with local governments on the installation and removal of temporary materials/pavement markings, permits, developing public input methods and surveys, summarizing community feedback from a variety of interests (including residents, businesses, institutions, and road users, among others), collecting and evaluating traffic impacts, and evaluating results.

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.

PURPOSE

Project Goal:

This Study will review options and provide recommendations for the most appropriate roadway retrofits to implement safer and comfortable bikeway facilities (on-street bikeways and/or off-street sidepaths) along ten (10) corridors in Addison, Carrollton, Dallas, Irving and Plano, TX that will improve bicycle accessibility to various Dallas Area Rapid Transit (DART) Orange Line and Silver Line rail stations. The goal of the project is to identify the preferred and feasible high comfort bicycle facility types suitable for people of all ages and abilities that various jurisdictions can implement in a timely manner. Bikeway designs will be selected to minimize conflicts between bicyclists and motorists and to reduce traffic stress for bikeway users.

Scope of the Project:

The scope of work to be performed by the Consultant will identify feasible roadway retrofits with bikeway facility types in various locations that will accommodate and encourage non-motorized travel to rail stations. These activities will focus strategically on bikeway alignments represented in local bike master plans that have been identified by local government representatives and NCTCOG to study for improved bicycle access to four DART Orange Line rail stations in Irving (North Lake College Station, Hidden Ridge Station, Irving Convention Center Station, and Las Colinas Urban Center Station) and various Silver Line commuter rail stations and the Cotton Belt Trail in Addison, Carrollton, Dallas, and Plano.

In accordance with the [Bikeway Selection Guide, FHWA, February 2019](#), bikeway selection is a context-sensitive decision that involves a planning and engineering based analytical process. This Study will include review of roadway retrofit opportunities to integrate dedicated on-street bikeway and/or sidepath facilities within or adjacent to street rights-of-way, including crossings of major roadways to provide continuity through intersections. The most appropriate roadway retrofit will be identified to accommodate dedicated high comfort bicycle facilities suitable for people of all ages and abilities based on guidance by AASHTO, [Bikeway Selection Guide, FHWA, February 2019](#), and [Don't Give Up at the Intersection](#) and [Urban Bikeway Design Guide](#) by NACTO.

The project scope of work includes the preparation of fifteen percent (15%) schematics and opinions of costs for nine of the ten corridors and the preparation of plans, specifications, and an estimate (PS&E) for one sidepath corridor located in Carrollton. Consultant activities also include the coordination of short-term pilot projects in various corridors to test potential roadway retrofits with proposed bicycle facilities, and development and administration of surveys for collecting community feedback. Close coordination will occur with various stakeholders and agencies including the Town of Addison, Cities of Carrollton, Dallas, Irving, and Plano, TxDOT, DART, ONCOR, and other project stakeholders. The scope of work to be performed by the Consultant shall consist of developing strategies for improvements to achieve the project purpose and goals and include the following tasks, (Task 1) providing project management; (Task 2) data collection and support for agency/stakeholder engagement; (Task 3) engineering support for the analysis of potential alternatives, schematics, driveway and intersection prototypes, and cost estimating; (Task 4) deployment of short-term pilot projects in various corridors; and (Task 5) preparation of plans, specifications, and an estimate (PS&E) for the Kelly Blvd. sidepath in Carrollton. All project activities shall comply with all applicable federal, state and local regulations and design criteria.

The roadway corridors pass through a broad range of land use, development contexts, and traffic characteristics. The study area involves approximately 14.5 miles of various planned bikeway corridors along ten corridors in five communities that are essential to improving bicycle accessibility to/from DART Orange Line and Silver Line rail stations (Reference Exhibits 1-4):

Addison (approximately three miles):

1. Addison Rd. / Inwood Rd. from Landmark PI to Trinity Mills Rd. in Dallas

Carrollton (approximately 0.5 mile):

2. Kelly Blvd. from the Cotton Belt Trail to the existing Purple Trail

Dallas (approximately three miles total):

3. Knoll Trail Dr. from Arapaho Rd. to Dallas Pkwy.

4. Davenport Rd. / Brentfield Dr. from Preston Rd. to Meadowcreek Dr. including connection between the Cotton Belt Trail to the Marni Kaner Trail

Irving (approximately seven miles total):

Group A Corridors to North Lake College and Hidden Ridge Stations

5. Walnut Ridge Dr. / Green Park Dr. from W. Walnut Hill Ln. to Hidden Ridge
6. Meadow Creek Dr. / Hidden Ridge from W John Carpenter Fwy. (north of DART Orange Line) to W. John Carpenter Fwy. (south of DART Orange Line) including connection to Ladera Dr. from the existing North Lake College Connector Trail to Hidden Ridge

Group B Corridors to Irving Convention Center and Las Colinas Urban Center Stations

7. Promenade Pkwy. From W. Las Colinas Blvd. to Lake Carolyn Pkwy.
8. Las Colinas Blvd. from Northwest Hwy to Lake Carolyn Pkwy.
9. Lake Carolyn Pkwy. From Promenade Pkwy. To Las Colinas Blvd. including connection California Crossing Rd. from Lake Carolyn Pkwy. To Riverside Dr.

Plano (approximately one mile):

10. Municipal Ave. from 18th St. to 10th St. including connection to Downtown Plano Station

Preliminary concepts for bikeway facility types have been identified by city staff for each corridor. However, the Consultant will determine the most appropriate bikeway facility type. The targeted design user profile is the “Interested but Concerned Bicyclist” as defined in the [Bikeway Selection Guide, FHWA](#) who have the lowest tolerance for traffic stress and tend to avoid bicycling except where they have access to separated bikeways or very low-volume streets with safe roadway crossings. Most of the study corridors will require the removal of travel lanes and the reconfiguration of the resulting roadway space (commonly referenced as a “road diet”) to integrate new dedicated bikeway facilities while maintaining traffic flow and improving safety for all modes of transportation. Examples of dedicated bikeway facilities include, but not limited to, conventional bike lanes, buffered bike lanes, one-way separated bike lanes, two-way separated bike lanes, and sidepaths. Wide outside lanes or shared lane markings are not acceptable for the corridors.

For each alignment, the Consultant will review existing right-of-way and physical constraints within the right-of-way, existing and future traffic volumes, mix of vehicle types, operating speed characteristics of the roadway, intersections, and location and frequency of driveways for property access, motorist sight distance, mix of area land uses and destinations with traffic flows operating in the corridor (e.g. emergency services, schools, etc.), presence of on-street parking, presence of bus stops and boarding areas, and other related considerations impacting the type and

operations of dedicated bikeway facilities in the corridor. The Consultant will conduct traffic counts by vehicle type in various locations where existing data is not available and may also include observations of traffic operations and/or parking in key locations such as near schools and emergency services facilities. This data collection effort will include bus, bicycle, and pedestrian counts. No right-of-way or easements are expected to be acquired for implementation of the bikeway facilities.

Based on feedback from local government stakeholders, the Consultant will identify options for consideration and develop the recommended preferred dedicated bikeway facility type for each corridor including cross-sections, intersection design, prototypical driveway crossings, prototypical designs at bus stops, and opinions of probable construction costs.

PROFESSIONAL SERVICES PROVIDED BY CONSULTANT

Task 1 – Project Administration

1.1 Project Management

The Consultant will be responsible for the following:

- Monthly conference calls with the project review committee to discuss project progress, foster team collaborations, and ensure appropriate coordination of all project processes, programmed items, and schedules.
- Monthly billing and progress reports submitted to NCTCOG.

1.2 Project Initiation Meeting (One meeting)

The Consultant will conduct an initial coordination meeting (kick-off meeting) with NCTCOG personnel to identify and outline specific desired elements related to the project scope of work, project objectives, project schedule, deliverables, monthly progress reports, and monthly billings.

1.3 Stakeholder Kick-Off Meeting (One meeting)

Conduct one coordination meeting with representatives of stakeholders including city staff, TxDOT, DART, and ONCOR to establish the project programming goals and objectives within each entity, the project scope, potential off-street and on-street bicycle and pedestrian accommodations, constraints, project schedule, project objectives, and deliverables.

1.4 Stakeholder Coordination

Coordinate as necessary with representatives of stakeholders including the Town of Addison, Cities of Carrollton, Dallas, Irving, and Plano, TxDOT, DART, ONCOR, and other project stakeholders.

1.5 Deliverables

The Consultant shall deliver the following **Project Deliverables** to NCTCOG to include, but not limited to:

- a. Handouts, materials, and meeting summary for the Project Initiation meeting.
- b. Handouts, materials, and meeting summary for the Stakeholder Coordination meeting.
- c. Monthly progress reports summarizing the Consultant's accomplishments.
- d. Monthly invoices identifying hours worked by individual, hourly rate, indirect cost rate, activities performed, itemized costs for materials and expenses, and itemized invoices for consultant services.

Task 2 – Development of Recommended Roadway Retrofit Sections and Bikeway Facility Types

2.1 Data Collection

The Consultant will collect the following data to develop bikeway facility recommendations:

- Traffic volume data, including vehicle type
- Traffic observations of locations that impact the operations of bicycle facilities such as school sites, intersections, driveways, and bus stops
- Other data as necessary

NCTCOG and local stakeholder partners will provide the Consultant with the following information in GIS and/or electronic copy format:

- | | |
|---|---|
| • Bicycle crash data and contributing factors | • Right-of-way maps |
| • Existing traffic volume data, including vehicle type (if available) | • Construction plans (as-builts) |
| • DART bus routes and bus stop locations | • Local street improvement plans |
| • Existing topographic mapping | • Existing sidewalks |
| • Aerial photogrammetry | • Existing, funded, and planned shared-use paths and on-street bicycle facilities |
| • Land use and zoning maps | • Other local geometrical and operational characteristics for the project |
| • City thoroughfare plans | |

2.2 Preliminary Alternatives

The Consultant will develop for evaluation various typical section options for each roadway section. Preliminary concepts for facility types have been identified for each corridor. However, the Consultant will review the concepts and determine the most appropriate bikeway facility(ies) for each corridor. The Consultant shall take into consideration various criteria during the bikeway facility evaluation process to include, but not limited to, traffic volumes, the percentage of heavy truck traffic, on-street parking, speed limit, number of buses, location of bus stops, drainage inlet locations, pavement conditions, sight distances, and number of driveways.

2.3 Assessment of Traffic Operations for each Corridor and Intersections

The Consultant will review available traffic counts along each roadway and perform current traffic counts by vehicle type as necessary. The Consultant will review this traffic data along with the existing geometry to evaluate feasible strategies at major intersections to reduce conflicts and increase comfort for bicyclists of all ages and abilities. The assessment will consider turning movements of vehicles to help minimize crashes at intersections while maintaining traffic flow and improving safety for all modes of transportation. The assessment will include:

- Recommended safety countermeasures such as signals, crossing treatments, lighting, and signage at major intersections.
- Connections with other existing bicycle facilities.
- Recommended design options for the implementation of protected or dedicated intersections (as defined by NACTO) at major roadways, minor street crossings, driveways, and signalized trail crossings. Design options may include, but not limited to, bike-friendly signal phasing, strategies for improving sight distances and reducing turn speed.

2.4 Coordination Meetings on Recommended Roadway Retrofit Sections and Bikeway Facility Types (One meeting with each jurisdiction)

The Consultant will conduct individual review meetings with each jurisdiction staff to review recommendations of bikeway facility types for each corridor. The Consultant will present on project elements including preliminary on-street bikeway facility type recommendations, environmental constraints, and solicit feedback from local government staff. The meetings will include representatives from the local governments and NCTCOG, and when relevant will include stakeholder representatives from TxDOT, DART, ONCOR, and other relevant agencies.

2.5 Deliverables

The Consultant shall deliver the following **Project Deliverables** to NCTCOG including, but not limited to:

- Summary of data collection
- Summary of established design criteria
- Typical roadway section options for each corridor
- Summary of recommended intersection improvements
- Prototypes intersections, including street and driveway intersections, signage, and pavement markings
- Handouts, materials, and meeting summaries for individual stakeholder coordination meetings

Task 3 – Development of Fifteen Percent Schematic

Based on feedback in Task 2, for each corridor identified in Exhibits 1-4, the Consultant will develop drawings and typical sections of the proposed roadway retrofit and bikeway facility types. Bikeway facility designs will be based on guidance by the AASHTO, FHWA, and NACTO and must comply with applicable federal, state, and local/stakeholder standards. The Consultant will identify any locations where exceptions to established design criteria may be necessary. Information developed in this task will be detailed in a summary report. This effort will include, but not limited to the following:

3.1 Typical Sections and Pavement Markings

The Consultant will develop the following:

- Typical sections for all corridors, including utility and right-of-way impacts, that are consistent with all applicable established design guidance documents.
- Pavement marking plan for each corridor

3.2 Horizontal Alignments

The Consultant will develop plan view for each roadway corridor and identify existing right-of-way and easements, existing topography, and the recommended bikeway facility and accommodations.

3.3 Opinion of Probable Cost

The Consultant will develop detailed opinion of probable construction costs for each corridor. In addition, the Consultant will identify the anticipated costs associated with inflation and the operations and maintenance for each corridor.

3.4 Final Review Meeting (One meeting with each jurisdiction)

The Consultant will provide the following:

- Conduct individual final meetings with each jurisdiction to review recommendations and draft deliverables with representatives from the local governments and NCTCOG, and when relevant will include stakeholder representatives from TxDOT, DART, ONCOR, and other project stakeholders.
- Submit fifteen percent (15%) design schematics and opinion of probable cost for each corridor.

3.5 Final Project Summary Memorandum

The Consultant shall provide a summary memorandum of key findings and next steps for project implementation of each corridor (5-10 pages per corridor), including a summary of all documents and deliverables.

3.6 Deliverables

The Consultant shall deliver the following **Project Deliverables** to NCTCOG to include, but not limited to:

- Project Layout Sheet(s) for each corridor and intersection crossing details
- Typical Sections including cross slope, border width, clear/safety zone widths, right-of-way limits, and retaining wall locations
- Opinion of probable construction costs based on the conceptual design, construction cost, inflation, and projected maintenance and operation costs for each corridor in Microsoft Excel and Adobe PDF
- Fifteen percent (15%) design schematic documents in full scale 1 inch = 20 feet scale and done in MicroStation DGN file format and Adobe PDF format
- Handouts, meeting materials, and meeting summaries

- Final Project Summary Memorandum

Task 4 – Short-Term Pilot Projects

The Consultant will present options for short-term pilot projects to test potential roadway retrofits with proposed bicycle facilities. Up to a total of five (05) living charrettes, known as the "Pop-Up" pilot projects, may be conducted in the study area. Each pilot project will provide an interactive approach to applying real-time modifications to the existing roadway section to demonstrate and evaluate the potential bikeway improvements including impacts on traffic operations. Each pilot project will be held over a short period to capture opinions and attitudes about the proposed improvements during the evaluation period. The Consultant will be responsible for coordinating with local City officials, installation, and cost of each pilot project as part of the project budget.

Items to be provided by Consultant:

- Coordination with City officials in establishing the pilot project location, duration, and process for installation and evaluation.
- Preparation of one (1) exhibit for each pilot project that will be used for the design and the installation of the temporary improvements.
- Preparation of one (1) exhibit and narrative description for each pilot project that will communicate to the public the purpose and benefits of the short-term improvements, including website, social media, and/or print materials.
- Preparation of one (1) feedback card template per pilot project area, such as a questionnaire or survey to obtain appropriate public feedback and document results.
- Construction materials and installation of needed items for temporary pilot projects.
- Conduct up to five (5) short term events and include evaluation of the pilot project results and feedback from the community.

Items to be provided by Local Governments:

- Coordination and approval of necessary City permitting.
- Pilot project advertisements to the public including website, social media, and/or print materials.

Task 5 – Plans, Specifications, and Estimate (PS&E) Carrollton Segment

The Consultant will prepare complete PS&E documents for the sidepath in Carrollton along Kelly Blvd. from the Cotton Belt Trail to the existing Purple Trail, approximately 0.5 miles. The PS&E documents shall include design improvement plans, technical specifications, and engineer's estimate per the current City of Carrollton design standards and current State criteria, as appropriate. Representative activities the Consultant shall perform under this task include but are not limited to the following: Topographic Survey, base mapping, design review, environmental services and PS&E preparation and final documents in a bid-ready form.

Exhibit #1: Addison and Dallas Bikeway Corridors

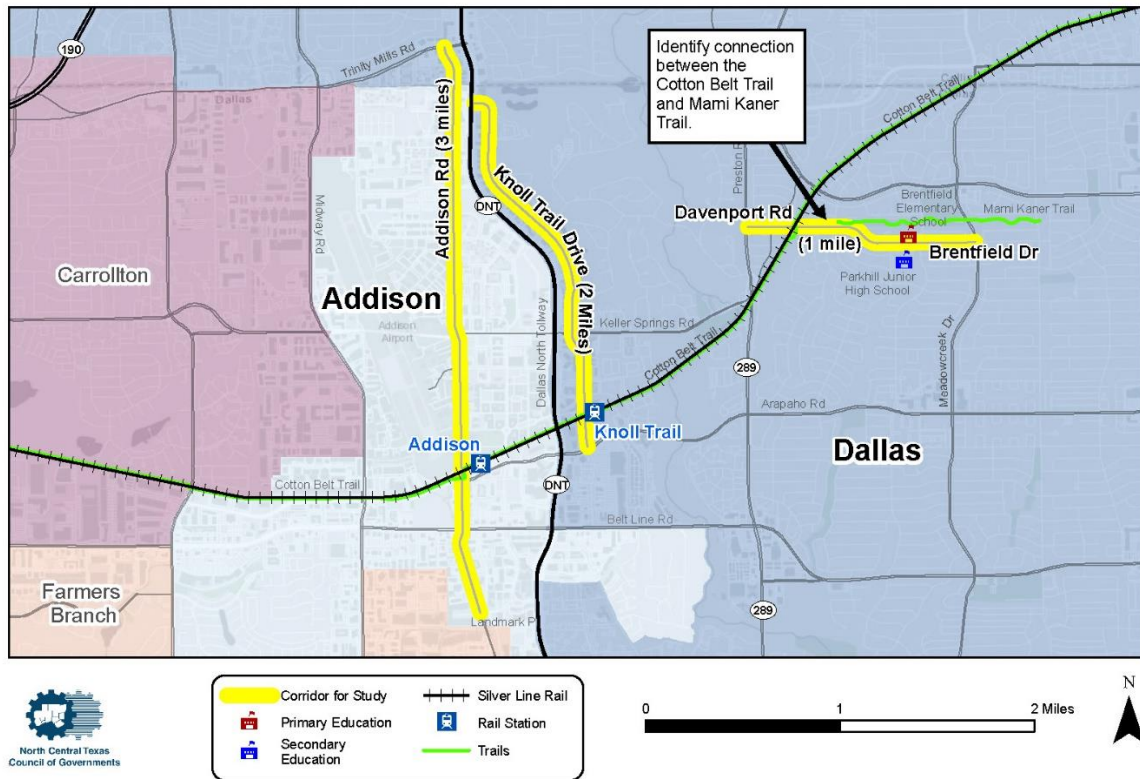


Exhibit #2: Carrollton Kelly Blvd Sidepath

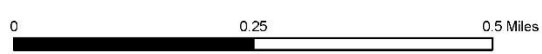
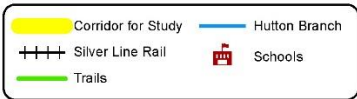
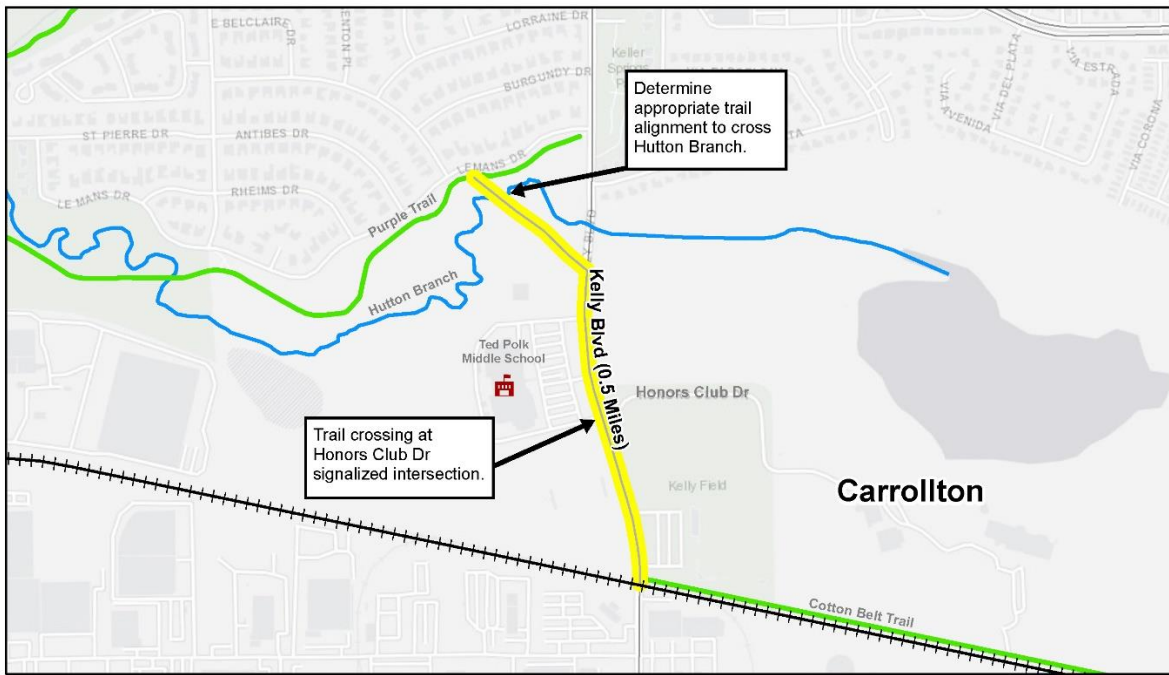


Exhibit #3: Irving Bikeway Corridors (7 total miles)

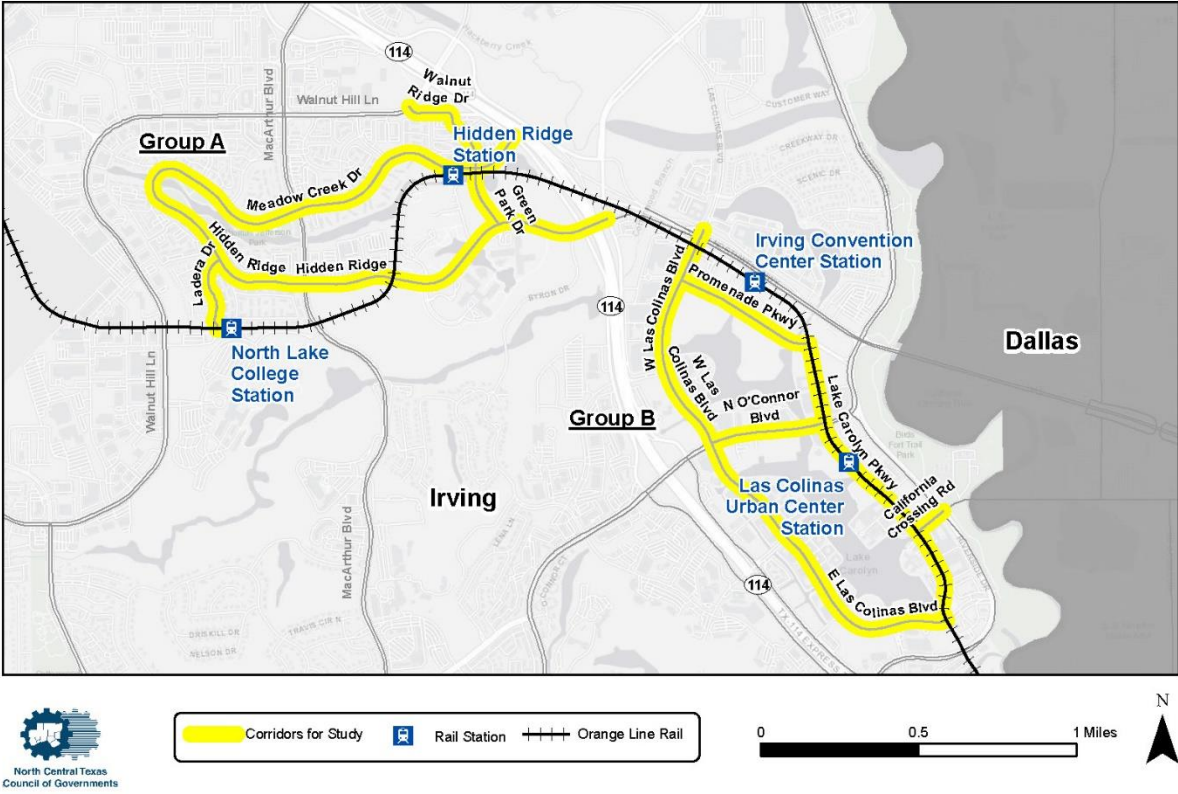
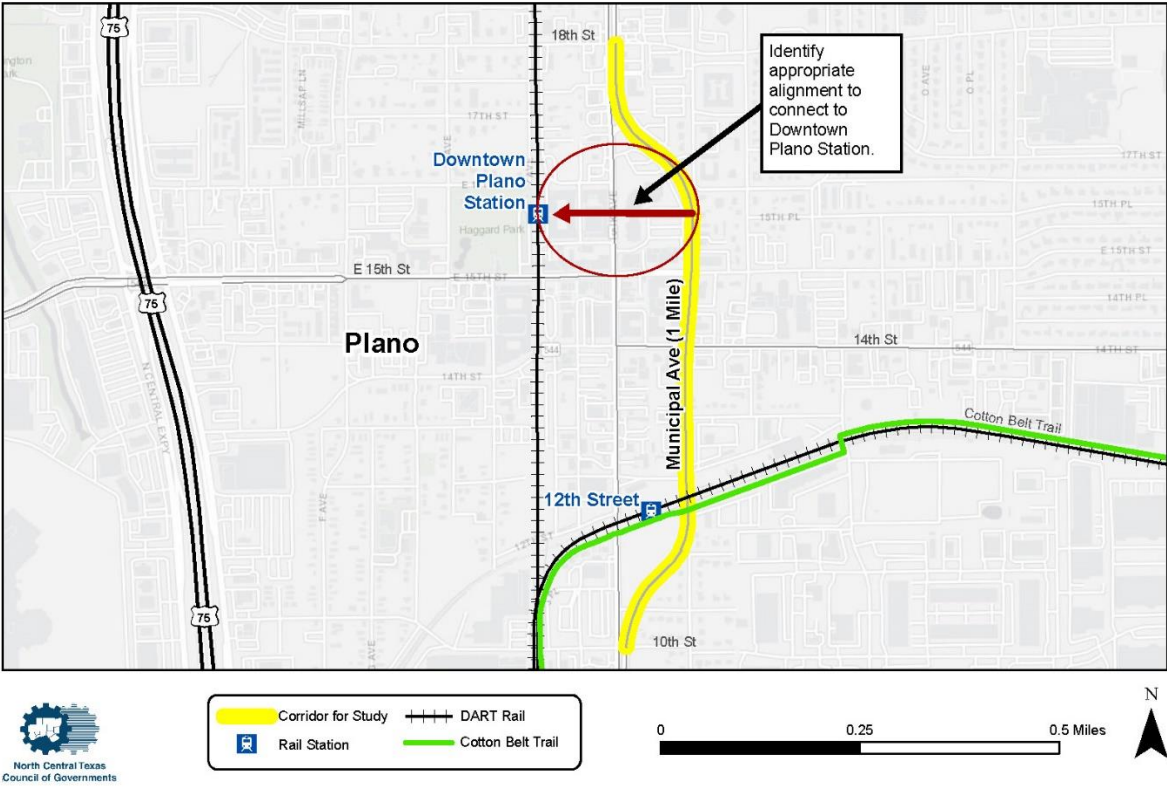


Exhibit #4: Plano Bikeway Corridor



PROJECT SCHEDULE AND FUNDING

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 this project is approximately 18 months from the date the consultant firm is authorized to proceed. NCTCOG anticipates the contract will begin July 31, 2023.

This Contract will be funded with Federal Transit Administration funds and Texas Department of Transportation Surface Transportation Block Grant funds. 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.**

CONSULTANT SELECTION CRITERIA

The Consultant Selection Committee (CSC) will review all proposals and select a consultant 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. Knowledge of the Dallas/Fort Worth Area	15 percent
5. Firm Qualifications/Consultant References	10 percent
6. Project Schedule	5 percent

If the CSC determines that interviews will be required before a final decision can be made, the interviews will take place on **Wednesday, May 17, 2023**. Proposers should be willing and able to attend these interviews in person or via web conference, if necessary. Consultants who are invited to an interview will be notified by the close of business on **Friday, May 12, 2023**, 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

Following final negotiations of the work plan and costs satisfactory to NCTCOG, the consultant 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 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 Texas Legislature has adopted House Bill 1295. In short, the law states that 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 Consultant 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 Consultant 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 Frequently Asked Questions: https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php.

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

The Disadvantaged Business Enterprise participation must meet the **32%** percentage goal identified for this type of procurement. Proposers should also include an Affirmative Action Plan is included in the proposal. 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.

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, March 31, 2023**. All questions and responses will be posted

on the NCTCOG website at www.nctcog.org/rfp by the close of business on **Wednesday, April 5, 2023**. 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 Cost-Plus-Fixed-Fee. The following represents the schedule of procurement activities leading to contract award:

Issue Request for Proposals	March 24, 2023
Last Day to Submit Questions	March 31, 2023
NCTCOG Q&A Posted to Website	April 5, 2023
Proposals Due & Proposal Public Opening	April 21, 2023
Consultant Selection Committee	May 9, 2023
Interviews (if needed)	May 17, 2023
NCTCOG Committee Approval	July 27, 2023
Execute Contracts	July 31, 2023

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 consultant to frequently check this website for information concerning amendments to the RFP.

*Public opening of the proposals will be done via Microsoft Teams on April 21, 2023, at 5:05 pm. 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

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 210 713 841 712