



North Central Texas Council of Governments

Airshow Parking Assistance Request for Quotes

INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) in partnership with the Fort Worth Naval Air Station Joint Reserve Base is seeking assistance on a parking analysis for the April 13-14, 2024 "Wings over Cowtown Airshow". <https://www.navymwrfortworth.com/event/airshow>

SCOPE OF SERVICES

The North Central Texas Council of Governments (NCTCOG) is requesting that an Event Logistics Plan be developed.

Deliverables will include:

- An event logistics plan with a special focus on:
 - Parking inventory on the base
 - Identification of parking layout options
 - Circulation in and out of the base for the event
 - Technology Recommendations

- Post Event follow up and report

INSTRUCTIONS FOR SUBMITTAL

Proposers must submit one hard copy or one flash drive of their quote to Karla Weaver, Senior Program Manager, at 616 Six Flags Drive, Arlington, Texas 76011 by Friday, **September 29, 2023, by 5:00 p.m.** Flash drives that are unreadable or contain corrupted files may be considered non-responsive. Submissions must be received in-hand at the NCTCOG offices. The in-hand submittal counts as the official submittal. **Electronic only quotes will not be evaluated.** Quotes received after this time will not be considered and returned to the Vendor unopened. In addition to the in-hand submittal, NCTCOG is requesting electronic submission of the documents to TransRFPs@nctcog.org.

SELECTION CRITERIA

The quotes will be evaluated based on the following criteria:

1. Firm Qualifications (40 points) – Experience in airshow transportation analysis and parking plans.
2. Project Management Experience (30 points) – please describe events or similar work the project lead would have in this area.
3. Costs (20 points) – please separate labor and travel (airfare, hotel, and car rentals or gas/mileage) expenses
4. Schedule (10 points) – initial site visit and event logistics plan should be developed no later than the end of 2023.

CONTRACT AWARD AND BUDGET

Following evaluation by the Selection Committee, the individual/firm(s) recommended to complete the scope of work for this project will be asked to agree to terms and execute a Contract with NCTCOG. NCTCOG anticipates awarding a fixed-price contract in October 2023.

NCTCOG anticipates the budget for this effort to be approximately \$6,000.

QUESTIONS AND ANSWERS

All questions regarding the services required shall be directed in writing by email to TransRFPs@nctcog.org by the close of business **Wednesday, September 20, 2023**. All questions and responses will be posted on the NCTCOG website at www.nctcog.org/rfp by the close of business on **Friday, September 22, 2023**.