



# **North Central Texas Council of Governments**

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS**

**METROPOLITAN PLANNING ORGANIZATION FOR THE  
DALLAS-FORT WORTH METROPOLITAN AREA**

**REQUEST FOR QUALIFICATIONS**

**TO SERVE AS A QUALIFIED INSTRUCTOR FOR  
THE NCTCOG TRAFFIC INCIDENT MANAGEMENT TRAINING PROGRAM**

**November 10, 2023**

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TO SERVE AS A QUALIFIED INSTRUCTOR FOR  
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**INTRODUCTION**

The North Central Texas Council of Governments (NCTCOG) is requesting statements of qualifications from individuals to serve as a Qualified Instructor for the NCTCOG Traffic Incident Management (TIM) Training Program: First Responder and Manager's Course and Executive Level Course. The goal of the TIM Training Program is to initiate a common, coordinated response to traffic incidents that will build partnerships, enhance safety for emergency personnel, reduce upstream traffic crashes, improve the efficiency of the transportation system, and improve air quality in the Dallas-Fort Worth region. Specific courses have been designed for both first responders and managers, and executive level policy makers.

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS**

The 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**

The North Central Texas Council of Governments (NCTCOG) is issuing a Request for Qualifications (RFQ) from individuals to serve as an instructor for the NCTCOG Traffic Incident Management (TIM) training course for both first responders and managers, and executive level policy makers. Each course explains the goals, objectives, and benefits of multi-agency incident management coordination and training. Students are eligible for Texas Commission on Law Enforcement (TCOLE) and Fire Commission credits. Students are also eligible to receive Emergency Medical Services (EMS) Continuing Education Credits (CEUs) – upon successful completion of an EMS student exam. The course is also equivalent to the Strategic Highway Research Program 2 (SHRP2) National Traffic Incident Management Responder Training Program.

## **SCOPE OF WORK**

### **Types of Services**

NCTCOG is seeking individuals to instruct and lead the Traffic Incident Management courses. The instructor will assist NCTCOG in training first responders and managers, and executive level policy makers. Listed below are the general qualifications and services that will be requested of the selected individuals.

Required Skills and Experience:

1. Three or more years' experience in one or more aspects of traffic incident management.
2. Three or more years of experience gained while employed by an agency or firm that works in Traffic Incident Management.
3. Good oral presentation and communication skills, be comfortable facilitating discussions, and have experience in training others.
4. Experience with public speaking or teaching previously.

Instructor Requirements, if selected:

1. Instructors must agree to the terms and conditions as indicated in a Contract between the North Central Texas Council of Governments and the Instructor. Instructors must elect to receive compensation at a rate of \$40.00 per hour or elect to donate their services.
2. Commit to teach at least four classes, 16 hours in length each, within an 18-month period.
3. Required to attend one class as a student before committing to teach the course. Thereafter, additional classes may be attended to become familiar with the course curriculum.
4. A two-course training period is required for each new instructor. The new instructor will be required to teach under the supervision of an established instructor for a period of two class sessions before the new instructor is released to teach the class alone.
5. Must meet their agency's requirement for reimbursement and obtain agency approval.
6. Must meet with other instructors and NCTCOG staff as needed to become familiar with course curriculum.

Interested individuals should submit a Traffic Incident Management cover sheet and resume detailing their qualifications and specific Traffic Incident Management experience and public speaking or teaching experience.

### **Instructions for Submittal**

Proposers must submit one hard copy or one flash drive of their qualifications to Camille Fountain, Senior Transportation Planner, North Central Texas Council of Governments, 616 Six Flags Drive, Arlington, Texas 76011. Flash drives that are unreadable or contain corrupted files may be considered non-responsive. Submissions must be received in-hand no later than 5:00 p.m., Central Time, on Friday, December 8, 2023, at the NCTCOG offices. Submissions received after that time will not be considered and will be returned to the proposer unopened. The in-hand submittal will count as the official submittal. In addition to the in-hand submittal, NCTCOG is requesting electronic submission of documents to [TransRFPs@nctcog.org](mailto:TransRFPs@nctcog.org). Electronic submissions only will not be evaluated.

## **SELECTION CRITERIA**

### **Statement of Qualifications**

The criteria for evaluating the Request for Qualifications are outlined below. Please provide a resume with qualifications, teaching experience, and public speaking experience to be evaluated. Qualifications will be reviewed based on the following criteria:

#### **I. Traffic Incident Management Experience (50%)**

Applicants should have three or more years of experience gained while employed by an agency or firm that regularly responds to traffic incidents, operates or manages traffic operations centers, provides maintenance and traffic control services for roadways and

traffic incidents or provides towing or clean-up services for major traffic incidents. Instructors must support multi-agency approaches to freeway traffic incident response. Individuals should provide a concise summary of their experience performing the types of services in the RFQ.

## **II. Public Speaking/Teaching Experience (50%)**

Rotary Club, Toastmasters, TCOLE Instructor, or some combination of previous teaching/training experience or certificates will be required. The Training & Development Institute offers a TCOLE Basic Instructor Course through the Regional Police Academy that may be taken to fulfill the requirement of public speaking and instructing experience. The TCOLE Basic Instructor Course classroom instruction includes Teaching/Learning Process, Learning Objective Preparation, Instructional Media, and Methods of Instruction. The cost of this training is at the expense of the individual.

## **Contract Award**

Following evaluation by the Selection Committee, individuals recommended to be instructors for the NCTCOG Traffic Incident Management (TIM) Training Program: First Responder and Manager's Course and Executive Level Course will be asked to agree to terms and execute a Contract with NCTCOG. A Sample Contract, provided in this transmittal, contains federal and State requirements.

## **Questions and Answers**

All questions regarding the services required shall be directed in writing by email to [TransRFPs@nctcog.org](mailto:TransRFPs@nctcog.org) by the close of business on Friday, November 17, 2023. All questions and responses will be posted on the NCTCOG website at [www.nctcog.org/rfp](http://www.nctcog.org/rfp) by the close of business on Wednesday, November 22, 2023.