



North Central Texas Council of Governments

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

**REQUEST FOR PROPOSALS FOR
IN-PLANT VEHICLE INSPECTION SERVICES**

**616 Six Flags Drive
Arlington, Texas 76011
(817) 640-3300**

**An Equal Opportunity Employer
Auxiliary aids are available upon request for persons with
disabilities.**

**NOTICE TO CONTRACTORS: ANY FURTHER INFORMATION OR
AMENDMENTS TO THIS SOLICITATION SHALL BE POSTED ON THE NORTH
CENTRAL TEXAS COUNCIL OF GOVERNMENTS' WEBSITE AT
WWW.NCTCOG.ORG/RFP. AMENDMENTS SHALL NOT BE FAXED OR
MAILED. IT IS VENDOR'S RESPONSIBILITY TO CHECK THE WEBSITE FOR
ANY SOLICITATION CHANGES DURING THE RFP RESPONSE TIME.**

FRIDAY, JULY 5, 2024

REQUEST FOR PROPOSALS FOR IN-PLANT VEHICLE INSPECTION SERVICES

INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) is seeking a qualified individual or firm to provide in-plant inspection services for small light-duty cutaway transit vehicles and electric light-duty cutaway vehicles. The Contractor(s) must provide a fixed base price from the contract execution date. NCTCOG intends to purchase in-plant inspection services for vehicles in the following range:

- A. ADA accessible small light-duty cutaway transit vehicles.
- B. ADA accessible Electric light-duty transit cutaway vehicles.

Vehicle Type	Base Contract
Small Light-Duty Cutaways	19
Light-Duty Electric Buses	8

Funding for these vehicles is provided by the Federal Transit Administration (FTA), therefore, these vehicles shall meet all requirements outlined in this Request for Proposals (RFP) related to NCTCOG, FTA, and the U.S. Department of Transportation.

NOTE: Contractor(s) may submit proposals for one or all of the vehicle types listed above therefore contracts may be awarded to multiple Contractors.

The In-Plant Inspection Services will support transportation services for the following FTA grant programs: Urbanized Area Formula, Bus and Bus Facilities, and Rebuilding America's Infrastructure with Sustainability and Equity (RAISE) FY21.

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 purposes 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 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 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.

SCOPE OF WORK

The selected individual(s) and/or firm(s) will ensure each vehicle complies with specifications developed and agreed to by NCTCOG, is built to the highest level of reliability and maintainability, and meets FTA requirements, including "Buy America" requirements and Federal Motor Vehicle Safety Standards.

1. The following is a list of required **Tasks and Duties**:
 - 1.1. Conduct production line inspections for each vehicle and ensure compliance with Technical Specifications and Request for Proposals (RFP) requirements, including Americans with Disabilities Act (ADA) accessibility and vehicle features, at Vehicle Manufacturer Model 1's facilities in Elkhart, Indiana.
 - 1.2. Visually verify the use of material and components as delineated in the technical specifications including any changes made during the pre-production meetings and/or changes made during production.
 - 1.3. Monitor and evaluate the build-up of vehicle components:
 - 1.3.1. Vehicle body production including sidewalls, roof and floor structure;
 - 1.3.2. Installation and markings of circuit terminals and control panels;
 - 1.3.3. Installation of ADA equipment, including the wheelchair lift or ramp, tie-down spaces and related equipment;
 - 1.3.4. Installation and alignment of doors, windows, hinges, floor covering, interior panels, moldings, stanchions, and seating;
 - 1.3.5. Preparation of the chassis, including alignment of the front and rear axles;
 - 1.3.6. Installation of undercoating, interior surfaces, exterior primer and paint and coatings;
 - 1.3.7. Installation of air conditioning and heating systems;
 - 1.3.8. Installation of insulation and heat/fume shielding;
 - 1.3.9. Installation of safety and emergency equipment, including placement of appropriate signs and decals and;

- 1.3.10. Installation of optional equipment which may include items such as upgraded passenger seating, upgraded air conditioning, suspension systems, annunciator systems, etc.
- 1.4. Facilitate the resolution of, and communicate solutions to, production line problems and implement approved change orders which may include gathering of information on vehicles in production as requested by NCTCOG (photos, etc.).
- 1.5. Provide a detailed report of the condition and inspection findings for each vehicle as it moves through the production process.
- 1.6. Ensure compliance with, and complete audit of, Federal Transit Administration "Buy America" Requirements as outlined in 49 CFR 661, and vehicle final assembly.
- 1.7. Ensure compliance with, and complete audit of, Federal Motor Vehicle Safety Standards.
- 2. The selected individual(s) and/or firm(s) will monitor and comply with all State and local Centers for Disease Control and Prevention guidelines for COVID-19.

STATEMENT OF INTEREST

NCTCOG intends to select an individual(s) and/or firm(s) possessing the professional, financial and administrative capabilities to provide the proposed tasks and duties listed above. A statement of interest should be submitted explaining the firm and/or employee qualifications and experience as an in-plant inspector. Any applicable certifications should be submitted as well.

SELECTION CRITERIA

The criteria for evaluating the Request for Proposals are outlined below. Proposals will be reviewed as follows:

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

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

The Disadvantaged Business Enterprise participation must meet the 4.9 percentage goal identified for this type of procurement. Respondents should also include an Affirmative Action Plan in the proposal. **Failure to comply with these requirements may find the proposal non-responsive.**

PRICING

Provide pricing/cost information to complete the tasks and duties listed above as a price/cost per vehicle and in total. Responses should include pricing for dedicated and non-dedicated on-site inspection services. This cost should also be good for three (3) years from the contract execution date.

CONTRACT AWARD PROCEDURES

The individual and/or firm selected will be recommended by a Consultant Selection Committee (CSC). The CSC will use evaluation criteria consistent with the scope of services contained in the Request for Proposals. The NCTCOG Executive Board will award the contract, taking into account the CSC's recommendations. The contract execution is anticipated to be issued on **October 2024**. The Sample Contract, provided in this transmittal, contains federal requirements which must be included with all proposals submitted. If awarded, Proposers will be asked to agree to the terms identified in the sample contract. Appendices C through J of the sample contract contain compliance requirements and certification forms which must accompany the proposals. **Failure to comply with these requirements may result in finding the Proposal non-responsive.**

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 it 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

NCTCOG reserves the right to reject any and all proposals, to contract for any or all portions of the project with the selected firm(s), 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 project. 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.

QUESTIONS

All questions (including technical, contract, or administrative questions) concerning this RFP shall be directed by email to TransRFPs@nctcog.org. Due date for submission of questions is **5:00 P.M. CST, July 12, 2024**.

Answers to questions shall be posted on NCTCOG's website at www.nctcog.org/rfp no later than **5:00 P.M. CST on July 17, 2024**.

NCTCOG reserves the right to respond to inquiries as it deems necessary.

DUE DATE

Proposers may submit one hard copy or one flash drive of the Request for Proposals to Bobby Gomez, Transportation Planner III, North Central Texas Council of Governments, 616 Six Flags Drive, Arlington, Texas 76011. Flash drives should contain one file preferably with indexed sections. All proposals must be received no later than **5:00 P.M. CST, on August 2, 2024**, to Bobby Gomez, Transportation Planner III, North Central Texas Council of Governments, 616 Six Flags Drive, Arlington, Texas 76011 or P.O. Box 5888, Arlington, Texas 76005-5888. **The in-hand submittal will count as the official submittal.** Proposals received after that time will not be considered and will be returned to the proposer unopened. In addition to the in-hand submittal, NCTCOG is requesting electronic submission of proposal documents to TransRFPs@nctcog.org. Electronic only will **not** be evaluated.

A response to this RFP does not commit NCTCOG to a purchase agreement or contract, or to pay any costs incurred in the preparation of such response. NCTCOG may award contracts to multiple individual(s) and/or firm(s) as a result of this RFP.

CONFIDENTIAL DATA

Each individual and/or firm may clearly mark each page of the response containing trade secrets or other confidential commercial or financial information, which the individual and/or firm believes should not be disclosed to an outside party. Information submitted in the response shall not be

released by NCTCOG during the proposal evaluation process or prior to contract award. The individual and/or firm is advised that NCTCOG may be required to release response information, other than trade secrets, after contract award. Disclosure of requested information shall be determined in accordance with the Texas Public Information Act.

OVERALL PROCUREMENT SCHEDULE

This Request for Proposals shall be used to accept, review, and score proposals based on the following schedule with the intent of awarding a fixed-price contract. The following represents the schedule of procurement activities leading to contract award:

Issue Request for Proposals (RFP)	July 5, 2024
Written Questions Due	July 12, 2024
NCTCOG Response to Q&A	July 17, 2024
Response to RFP/Proposals Due	August 2, 2024
Selection Committee week of	August 12, 2024
Interviews (if needed) week of	August 19, 2024
Execute Contract(s)	October 2024

NCTCOG reserves the right to make changes to the above-mentioned schedule. All such changes shall be made by an amendment to the Request for Proposals and shall be posted on NCTCOG’s website at <https://www.nctcog.org/rfp>. It is the responsibility of the Contractor to frequently check this website for information concerning amendments to the Request for Proposals.

Public opening of proposals will be done via Microsoft Teams on Friday, August 2, 2024 at 5:05 p.m. 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 Request for Proposal:

Join on your computer or mobile app

[Join the meeting now](#)

Or call in (audio only)

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