

**REQUEST FOR STATEMENT OF
QUALIFICATIONS AND INTEREST
In-Plant Vehicle Inspection Services
REVISED - DUE DATE FOR SUBMISSIONS**

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 (USDOT).

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 transit vehicles 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.

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 Qualification (RFQ) requirements, including Americans with Disabilities Act (ADA) accessibility and vehicle features.
 - 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 (CDC) guidelines for COVID-19.

QUALIFICATIONS OF STATEMENT AND 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 qualifications statement 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.

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 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 Statement of Qualifications and Interest. The NCTCOG Executive Board will award the contract, taking into account the CSC's recommendations. The contract execution is anticipated to be issued on **June 28, 2024**.

QUESTIONS

All questions (including technical, contract, or administrative questions) concerning this RFQ shall be directed by email to **TransRFPs@nctcog.org**. Due date for submission of questions is **5:00 P.M. CST, March 8, 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 March 13, 2024**.

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

DUE DATE

The Statement of Qualifications and Interest and Pricing must be received no later than **5:00 P.M. CST, on April 5 2024, by mail or in-hand** to Lorena Carrillo, Senior Transportation Planner, North Central Texas Council of Governments, 616 Six Flags Drive, Arlington, Texas 76011 or P.O. Box 5888, Arlington, Texas 76005-5888, **AND EMAILED TO** TransRFPs@nctcog.org.

A response to this RFQ 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 RFQ.

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.