North Texas Tollway Authority

2016 – 2018 Relationships and Opportunities Advancing Diversity (ROAD) Program
Informational Session - Presentation

October 2015
The mission of the Business Diversity Department is to strengthen the North Texas Tollway Authority through the inclusion of Disadvantaged, Minority, Women-Owned, and Small Business Enterprises [D/M/W/SBEs] in the procurement of goods and services.

Ways to Engage with NTTA

- CIP TRAINING: Cooperative Inclusion Program
  Over 300 participants

- BUSINESS DIVERSITY ADVISORY COUNCIL:
  Nine members appointed by four member counties serve as community liaisons

- VENDOR OUTREACH SYMPOSIUM:
  Registration, certification and business opportunities

- ROAD PROGRAM & MONTHLY BUSINESS CHATS: Relationships & Opportunities
  Advancing Diversity provide business interaction and networking opportunities
Program Agenda

- Purpose/How the Program Works
- Road Program Objectives
- Current ROAD Program Participants
- Eligibility Requirements
- Documentation required for ROAD Program Consideration
- Submittal Guidelines
- Evaluation Process
- Selection Process
- Schedule of Events
- Frequently Asked Questions
- Next steps
Purpose of the ROAD Program

The ROAD Program seeks to promote and facilitate relationships between prime and consultants to foster opportunities for disadvantaged, minority and women business enterprises to participate in large NTTA contracts.

How the program works
Primes and professional representatives from their firm will work directly with the consultant firm to develop a plan to build capacity and commit to exposing the consultant to major aspects of business relevant to his/her firm, access to resources and training in agreed upon areas that can include business development, technical and managerial proficiency, human resource development, management strategies, marketing, and project management.

During the program period, consultants will participate in seminars, workshops and networking events that expose them to the most competitive firms in the industry.
ROAD Program Objectives

NTTA promotes and facilitates relationships through the ROAD Program

- Expand consultants’ scope and specialization of services and capabilities
- Develop the consultants’ bidding capabilities
- Broaden the consultants’ exposure to the process, execution and management of larger, more complex contracts
- Develop more robust accounting procedures and reporting
- Strengthen financial stability and relationships with credit grantors
- Create a dialogue that includes coaching, innovation, guidance and best practices
Meet NTTA’s 2014-2016 ROAD Program Participants
### The following teams make up the current ROAD Program Class

<table>
<thead>
<tr>
<th>PRIME</th>
<th>CONSULTANT</th>
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<td>AECOM Technical Services, Inc.</td>
<td>ARS Engineers, Inc.</td>
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<td>Solaray Engineering, Inc.</td>
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<td>Bowman Engineering &amp; Consulting</td>
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<tr>
<td>PRIME</td>
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<tr>
<td>CDM Smith</td>
<td>Iconic Consulting Group</td>
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<td>EJES, Incorporated</td>
<td>Design Consulting Engineers</td>
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<td>Freese and Nichols</td>
<td>VRX, Inc.</td>
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<td>HDR Engineering, Inc.</td>
<td>SE3, LLC</td>
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<td>PRIME</td>
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<td>HNTB Corporation</td>
<td>Multatech Engineering, Inc.</td>
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<td>Jacobs Engineering Group Inc.</td>
<td>Aguirre Roden, Inc.</td>
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<tr>
<td>Kellogg Brown &amp; Root Services, Inc. (KBR)</td>
<td>CAS Consulting &amp; Services, Inc.</td>
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<tr>
<td>Locke Lord / Taylor Law Firm</td>
<td>The Willis Law Group</td>
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<tr>
<td>Mario Sinacola &amp; Sons</td>
<td>LEMCO Construction Services, L.P.</td>
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Eligibility and Qualifications – Primes (Mentors)

Prime Firms are required to:

- Possess at least three years experience in a prime role as an approved contractor in transportation or related industry.
- Demonstrate a commitment to volunteer in assisting the D/M/WBE firm with all aspects of business development.
- Possess good business character.
- Not appear on the federal list of debarred or suspended contractors.
- Impart value to a consultant firm from lessons learned and practical experience gained or through its general knowledge of government contracting.
Eligibility and Qualifications - Consultants (Mentee)

Consultant Firms are required to:

- Possess at least two years experience in the transportation industry or related services.
- Be open to assistance in all aspects of the ROAD Program, including management, communication, technical, financial and business development.
- **Be a certified D/M/WBE by an entity recognized by the NTTA at the time of submittal:**
  - Dallas/Fort Worth Minority Supplier Development Council
  - North Central Texas Regional Certification Agency
  - Small Business Administration (Section 8(a) certification only)
  - Approved entities of the Texas Unified Certification Program (DBE Program only)
  - Women’s Business Council – Southwest
- While enrolled in the ROAD program, consultants will be limited to working with one prime at a time.
- Possess good business character.
- Not appear on the federal list of debarred or suspended contractors.
Response to this Request

REQUIRED RESPONSE CHECKLIST: The items shown in the checklist must be included in your response.

- If applicable, submit a current copy of your D/M/WBE certificate from one of the certifying agencies recognized by NTTA (certificate will not count towards your page count).
- Business Plan, as requested [format has been provided]:
  1. Cover letter should summarize key elements of the Business Plan.
  2. 2014-16 ROAD Application Page: An individual authorized to enter a relationship with the NTTA must sign the ROAD application page.
  3. Firm Qualifications: *Briefly describe your firm, its history and qualifications.*
  4. References: Provide the names and contact person(s) of your firm’s two most relevant references for which your firm has provided services.
  5. Company at a Glance: A personnel roster of key staff at your firm.

*All applicants must refer to the application and business plan submittal guidelines as provided on page three (3) of the application for the submittal guidelines in its entirety.*
VERY IMPORTANT! Submission of Business Plan Guidelines

The Applicant must submit one (1) original hard copy, one (1) copy and one (1) soft copy of the complete written Application and Business Plan.

Please note a softcopy of the complete written Application and Business Plan must be emailed to: businessdiversity@ntta.org in addition to your hardcopy submittals.

**NOTE:** The emailed (soft copy) does not replace the mandatory hardcopy submittals.

**ALL REQUIRED DOCUMENTS MUST BE RECEIVED BY 2:00 p.m. central time (standard or daylight savings time, as applicable) on November 9, 2015.**

Hard copies should be addressed as follows: Director of Business Diversity

Attention: 
NTTA ROAD Program
North Texas Tollway Authority
5900 West Plano Parkway, Suite 100
Plano, TX 75093

*Soft copy emailed to:* businessdiversity@ntta.org

Sealed Business Plans marked NTTA ROAD Program will be received by the Director of BusinessDiversity Department. Business Plans will be accepted until 2:00 p.m. central time on November 9th. Business Plans submitted after this date and time will NOT be opened nor returned to the submitting firm/individual. The Authority will require strict compliance with the sealing, marking and timely delivery of all submittals. NTTA is not responsible for delays caused by the U.S. Postal Service, the internal mail delivery system of the NTTA, or any other means of delivery employed by the Respondent. Similarly, the NTTA is not responsible for, and will not open, any Business Plan responses which are received later than the date and time indicated above.
Evaluation of Applications Business Plans

- Business Plans will be evaluated on the basis of their responses to all provisions of this Request. Applications and Business Plans submitted without adhering to the Application and Business Plan Submittal Guidelines will not be evaluated. The Authority will require strict compliance with the BUSINESS PLAN SUBMITTAL GUIDELINES.

- NTTA will contact any Applicant to clarify any response; contact any current user of an Applicant’s services; solicit information from any available source concerning any aspect of a Business Plan; and will review any other information deemed pertinent to the evaluation process.

- After Applications and Business Plans have been reviewed, discussions with prospective firms may or may not be required. An acceptance letter will be sent to the companies selected. Selection is contingent upon the successful negotiation of the ROAD partnerships.
ROAD Program Selection Process

The ROAD Program Oversight Committee will recommend all interested primes and consultants. Participants will complete an application and submit a business plan for consideration in the program. Business Plans will be evaluated on the basis of their responses to all provisions of this document. The Authority may use some or all of the criteria in its evaluation and comparison of proposals submitted. Once approved, consultants are paired with primes based on developmental need.
Schedule of Events

ROAD Informational Session: October 15, 2015 @ 6:15 p.m.
Deadline for submitting questions: November 2, 2015 @ 4:00 p.m.
Application and Business Plan due: November 9, 2015 @ 2:00 p.m.

OFFICIAL TIME CLOCK

- The time stamp device in the customer reception lobby is the official time clock used for the purpose of the due date and time of the Application and Business Plan. Any discrepancies between this official time clock and any other time keeping devices are not the responsibility of the NTTA.
INQUIRIES:

Questions about the ROAD Program or this request for application and business plan submittal should be directed in writing only, via e-mail to the Director of Business Diversity at businessdiversity@ntta.org no later than 4:00 p.m. CDT on November 2, 2015. Correspondence with individuals other than those listed herein will not be allowed.
ROAD Program Information

- A copy of the ROAD Program overview, application and frequently asked questions can be located on the NTTA’s webpage:
  
  www.ntta.org/procurement/busdiv/programs/Pages/ROAD-Program.aspx

  The Authority reserves the right to reject any and all Applications and Business Plans, to waive any irregularities in any Business Plan, to request clarification or additional information from any institution and to effect any agreement with one or more institutions, as the Authority may determine to be in its best interest. All materials submitted in response to this Request become the property of the Authority and will not be returned. The Authority will not reimburse institutions for any costs or expenses associated with the preparation or submittal of any response to this Request.
FREQUENTLY ASKED QUESTIONS

- **Question:** What certification agencies does the NTTA recognize?
- **Answer:** The NTTA will recognize disadvantaged, minority, women-owned and small businesses certified by an accepted certification agency.

The following certifying agencies will be recognized by the NTTA:
- Dallas/Fort Worth Minority Supplier Development Council
- North Central Texas Regional Certification Agency
- Small Business Administration (Section 8(a) certification only)
- Approved entities of the Texas Unified Certification Program (DBE Program only)
- Women’s Business Council – Southwest

- **Question:** I am applying as a consultant to the program, and my firm is currently not certified by one of the certifying agencies recognized by the NTTA, am I able to apply?
- **Answer:** No, a consultant must be certified by an entity recognized by the NTTA at the time of application submittal.
**FREQUENTLY ASKED QUESTIONS CONT’D**

- **Question:** What happens to my firm’s documentation if I miss the November 9th deadline for submission into the {2016-18} ROAD Class?

  - **Answer:** Applications and Business Plans will be accepted until 2:00 p.m. central time on **November 9, 2015**.

    *Business Plans submitted after this date and time will NOT be opened nor returned to the submitting firm/individual.*

    *Any documents received after the NTTA’s established due date will be deemed noncompliant for consideration into the 2016-18 ROAD Class.*

- **Question:** What happens to my documents if I fail to adhere to the NTTA’s Business Plan submittal guidelines?

  - **Answer:** Applications and Business Plans submitted without adhering to the Business Plan Submittal Guidelines will be deemed noncompliant and will not be evaluated.
• **Question:** If I have participated in the NTTA’s ROAD Program previously, am I eligible to reapply to the current ROAD Program class?

• **Answer(s):**
  
  (a) Once a **consultant firm** has commenced a relationship with a prime firm as a participant in the NTTA’s ROAD Program, **consultants cannot** reapply as a consultant. However, the consultant firm may apply as a prime.

  (b) Unless a **prime participant** is debarred from the ROAD Program by the NTTA, primes may re-enroll in the ROAD Program with a different consultant with the approval of the BDD and the Oversight Committee.

• **Question:** If I have provided an application to the previous ROAD programs, will I be required to submit a new application and business plan for consideration for the current class?

• **Answer:** Yes, **all** applicants who wish to be considered for the 2016-18 ROAD program class must reapply and submit the required documentation by the requested due date.
FREQUENTLY ASKED QUESTIONS CONT’D

• **Question:** How and when will I be notified regarding my business plan and application submittal?
  
  • **Answer:** Applicants who submit the required documentation by the due date: *November 9th at 2:00 p.m.*, CDT will receive an email acknowledging receipt of their firm’s submittal no later than *November 23, 2015*.

• **Question:** If my firm is not selected for the 2016-18 ROAD Program, when is the next opportunity for entry?
  
  • **Answer:** Once the 2016-18 ROAD Program commences, the next opportunity for enrollment will be at the conclusion of the 2016-18 program. *New applications* will be available during the fall of 2017.
Question: If I have additional questions regarding the ROAD Program, who should I contact and when will I receive an answer to my questions?

Answer: Questions about the ROAD Program must be directed in writing, via e-mail to the Director of Business Diversity at: businessdiversity@ntta.org, no later than 4:00 p.m. CDT on November 2, 2015. Questions received after the due date will not be answered.

NOTE: Questions will be answered in the order that they are received.
Next steps:

Timeline for the ROAD Program

October
*October 15 at 6:15 PM*
ROAD Program Kick-off Event.

November
*November 2 at 4:00 PM*
- Deadline to submit questions to the Business Diversity Department.

*November 9 at 2:00 PM*
- Application Deadline.

November
- Application acknowledgement by no later than *November 23*.

December
- Complete selection process.
- Letters of acceptance/denial by no later than *December 31*.

January 2016
- Announce program participants
- Finalize agreements and development plans
- Implement ROAD Program
North Texas Tollway Authority

Our Mission

- **Provide** a safe and reliable toll road system
- **Increase** value and mobility options for customers
- **Operate** the Authority in a businesslike manner
- **Protect** our bondholders
- **Partner** to meet our region’s growing need for transportation infrastructure