REQUEST FOR PROPOSALS
For Consultant Services

Central Plains Heartland Freight Technology Plan

National Economic Partnerships

Requested by
The Mid-America Regional Council

06/19/2019
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REQUEST FOR PROPOSALS

A. INTRODUCTION
The Mid-America Regional Council (MARC) seeks consulting services to complete the Central Plains Heartland Freight Technology Plan (Project) funded in part by the Federal Highway Administration’s (FHWA) National Economic Partnership (NEP) Program.

FHWA’s NEP Program provides financial support to advance "Regional Models of Cooperation". These are locations connected by existing environmental, economic, cultural, and infrastructure relationships characterized as networks of urban centers and their surrounding areas. The NEP Program promotes transportation efficiency and regional cooperation through best planning practices that can be implemented by jurisdictions who want to work across boundaries.

To understand how regional networks of shared infrastructure support economic linkages between industry clusters and among states and metropolitan areas, these freight and commercial connections must be defined and examined. Over the years, public agencies have examined the regional and national transportation systems, linkages and interconnections within their jurisdictional boundaries, while connections with other markets are often less well understood. In a global economy, commerce knows no borders, therefore, connections between suppliers, manufacturers, delivery systems and consumers are complex and dynamic. Suppliers are moving closer to their manufacturers; distributors are rethinking historical logistics practices to achieve faster and better ways to support their customer.

How do agencies assess potential impacts of emerging freight technologies, such as autonomous and connected vehicles, vehicle-to-vehicle and vehicle-to-infrastructure systems? Currently, 27 states (including the District of Columbia) have approved autonomous and connected vehicle related legislation; seven states have executive orders only; three states have both legislation and executive orders; and 14 states have no legislation. The National Highway Traffic Safety Administration released a streamlined version of policy guidance on automated driving systems but there is no overarching federal legislation dictating how to handle autonomous and connected vehicles. States have picked up the policy development slack, creating a patchwork of regional rules that vary widely in intention and implementation.

Additionally, we’re amidst a digital revolution that’s changing the way we do business. Today’s supply chain community is coordinating, developing and analyzing mountains of data generated by the Internet of Things (IoT), artificial intelligence (AI), mobile, social and other digital technologies. The opportunity for insight by the public sector is greater than ever, but true visibility still seems frustratingly out of reach. Most public agencies today are still operating with systems of data policy integration of private data practices built for another era; we are operating on key performance indicators based on yesterday’s performance.

B. PURPOSE
The proposed Project will develop a freight technology strategic plan composed of a prioritization framework for freight technologies, goals and strategies for harmonizing regulations principles and recommendations for data management and sharing, and a
blueprint for action and implementation.

The Project will encompass the Central Plains/Heartland Region; a national hub for agriculture, manufacturing and freight distribution consisting of all or parts of Illinois, Iowa, Kansas, Missouri and Nebraska. The Project will be developed through the partnership of Metropolitan Planning Organizations (MPOs) and State Departments of Transportation (DOTs) along with academic, business and industry leaders in the Central Plains/Heartland Region.

Major Project elements will:

- Engage key regional public and private freight stakeholders
- Examine freight connections between regional metropolitan areas and states
- Assess potential impacts of emerging freight technologies such as autonomous and connected vehicles, vehicle-to-vehicle and vehicle-to-infrastructure systems, etc.
- Develop regional recommendations to harmonize approaches for, and proactively support, the future implementation of emerging freight technologies including autonomous freight delivery systems, truck parking systems, block chaining, etc.
- Provide recommendations for public and private data management and sharing arrangements to promote efficient interoperability of freight technology systems within the region

C. CONSORTIUM MEMBERS

**Lead Agency** — The Mid-America Regional Council (MARC) is the council of governments and MPO for Greater Kansas City. MARC was established through an interagency agreement among four counties in Kansas and five counties in Missouri along with the six largest municipalities within the region.

**Heartland Civic Collaborative (HCC)** – The HCC serves as the regional voice of the Des Moines, Kansas City, Omaha and St. Louis metros. As one multi-jurisdictional region, the HCC builds momentum through targeted civic initiatives and drives strategic, coordinated actions toward common goals. The HCC focuses on four main areas that provide mutually beneficial opportunities to the Heartland. These areas leverage proven regional successes and deep roots in:

- Transportation
- Federal advocacy
- Life sciences and entrepreneurship
- Human capital

**MPOs** — The Des Moines (DMAMPO), St. Louis (EWG), Omaha-Council Bluffs (MAPA), Springfield, MO (OTO) and Wichita (WAMPO) MPOs will participate in consultant selection, review Project deliverables, and assist in engaging stakeholders within their respective jurisdictions.

**DOTs** — The Iowa DOT, Illinois DOT (IDOT), Kansas DOT (KDOT), Missouri DOT (MoDOT)
and Nebraska DOT (NDOT) will participate in consultant selection, review Project deliverables, and assist in engaging stakeholders within their respective jurisdictions.

D. PROJECT AREA
The Central Plains/Heartland Region includes six Transportation Management Area (TMA) MPOs and all or parts of five states listed below.

<table>
<thead>
<tr>
<th>Metropolitan Area</th>
<th>MPO</th>
<th>States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Des Moines</td>
<td>DMAMPO</td>
<td>Iowa</td>
</tr>
<tr>
<td>Kansas City</td>
<td>MARC</td>
<td>Kansas, Missouri</td>
</tr>
<tr>
<td>Omaha-Council Bluffs</td>
<td>MAPA</td>
<td>Nebraska, Iowa</td>
</tr>
<tr>
<td>St. Louis</td>
<td>EWGW</td>
<td>Missouri, Illinois</td>
</tr>
<tr>
<td>Wichita</td>
<td>WAMPO</td>
<td>Kansas</td>
</tr>
<tr>
<td>Springfield</td>
<td>OTO</td>
<td>Missouri</td>
</tr>
</tbody>
</table>
E. PROJECT OUTCOMES
The Project outcomes should help improve the economic performance of regional freight-based industries by developing harmonized regional approaches to new state technology regulations. The Project will also encourage proactive private and public data sharing through harmonized planning and policy development for new freight technologies that may lead to earlier adoption and faster realization of potential benefits. It is vital that the Project produce products that other regions can replicate to minimize a patchwork of new technology regulations, resulting in a more efficient national freight transportation system. Anticipated outcomes include, but are not limited to:

- **Harmonized Regional Regulatory Objectives and Strategies** — Develop policy recommendations to avoid or minimize the limitations of a patchwork of regulations for new and emerging freight technologies. Understanding current regional state and metropolitan freight transportation goals and safety objectives, economic development, environmental sustainability, asset management and other needs are imperative to reducing patchwork regulations.

- **Regional Data Sharing and Management Recommendations** — Provide recommendations to public and private sector stakeholders regarding technical and institutional best practices for data management and exchange between agencies and firms to promote the efficient operation of freight technology systems. The recommendations will account for protecting privacy and intellectual property, ensure cybersecurity, and facilitate public and private sector benefits through their coordinated management and operation.

F. SCOPE OF SERVICES
The Consultant will perform, at the minimum, the following tasks and subtasks but is encouraged to expand or refine the tasks to support a stronger project. Additionally, all tasks will be completed and documented in a way that is reproducible by other regions.

Note that FHWA has provided supplemental resources through CPCS in the early development of this project to support the tasks the Consultant will complete; this supplemental work is noted within the following tasks.

**Task 1 — Engage Key Regional Public and Private Stakeholders.**
Understanding regional linkages requires vision, foresight and keen awareness of strengths associated with a shared regional vision. This requires individuals at the table who are willing and able to support, clarify and effect change. Only those private and public stakeholders who effect change can affect regional efforts for shared outcomes. In this task, it is imperative to define, facilitate and construct a commerce value network as part of an overall stakeholder engagement plan. A commerce value network is a regional analysis perspective that describes social, technical and economic resources within and between regions. The nodes in a value network represent industries and/or roles. The connected nodes are interactions that represent tangible and intangible deliverables.

The Consultant will work with the Heartland Civic Collaborative and Consortium to develop
and execute a stakeholder engagement plan, leveraging existing partnerships and including
the following:

1. Identify and engage potential stakeholders to work alongside the Heartland Civic
Collaborative to establish stronger regional freight and commerce collaboration.
2. Develop effective communication and messaging strategies to support regional
collaboration and convey study findings with public and private sector stakeholders.
3. Recommend next steps, roles and responsibilities for the consortium in developing and
sustaining regional collaboration around the freight technology plan. These should
include methods and approaches to find, qualify and ensure appropriate stakeholders
continue to participate and stay engaged.

The Consortium will provide input on the development of the plan, approval of the plan and
approve any updates to the plan on an as-needed basis as determined by the Consultant and
MARC Staff. CPCS will review the plan to ensure alignment with the RFP and NEP
objectives.

Deliverables

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
<th>Parties Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stakeholder Engagement Plan</td>
<td>Include best practices for multi-jurisdictional engagement and implemented over the course of the project as-needed for the subsequent tasks</td>
<td>Consultant* MARC Staff Consortium CPCS</td>
</tr>
</tbody>
</table>

*Lead party responsible for development and implementation

Task 2 — Economic Connections Between Heartland Metropolitan Areas and States

Suppliers are moving closer to their manufacturers; distributors are rethinking historical
logistics practices to achieve faster and better ways to support their customer. This task will
be completed by the Consultant in coordination with MARC Staff and the Consortium to
define the critical transportation facilities, high-level supply chains and market linkages among
the large metropolitan areas and states in the Central Plains/Heartland, resulting in a
technical memorandum to accompany the final project report as an appendix. CPCS will
review the technical memo to ensure alignment with the RFP and NEP objectives. The
technical memo will include:

1. Define major urban and rural nodes within the study area that are driving regional
economies to inform identification of key supply chains and commodity flows to aid in
prioritizing candidate freight technologies and data management strategies for further
investigation in Tasks 7 and 8. The Consultant will develop a reasonable approach
using free or minimal cost data available to states and MPOs to define major nodes.
The Consultant will develop a definition of major node and reasonable approach that is
acceptable to the study partners.

2. Identify the top 10 urban and rural economic drivers of the region. Analysis will include:
   i) Leading top 20 commodities and their economic impacts
   ii) Mix between:
(1) Urban and rural
(2) Industrial and agricultural
(3) Modes of transportation (rail, truck, barge, intermodal, data)

3. Define connections between state and metropolitan economies, practices, locations and industry clusters that best exemplify aspects of regional approaches. What are the shared outcomes of our regional economies? What can regions learn and share with one another that supports their economies and freight transportation and logistics?

**Deliverables**

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
<th>Parties Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Memo</td>
<td>Describes regional economic and industrial connections along with recommendations for replicable approaches to assess these types of connections in other regions</td>
<td>Consultant* MARC Staff Consortium CPCS</td>
</tr>
</tbody>
</table>

*Lead party responsible for development and implementation

**Task 3 — Harmonize Regional Regulatory Objectives and Strategies**

Prior to the Consultant commencing work on this task, CPCS will develop a generalized framework for identifying and assessing the potential value of emerging and new freight technologies. CPCS will conduct a wide scan of many types of ITS, ICT, and supply chain technologies. The scope will not be tied to geography, and instead focused on identifying how technologies are relevant to different types of transportation networks and assets. Where relevant, the need for “backbone infrastructure” such as telecom networks, cloud, database and storage will also be assessed to inform the value potential and future interoperability of freight technologies. This framework and assessment method will be used to evaluate and winnow the broad set of possibilities to a manageable set of priority technologies in coordination with MARC Staff.

The Consultant will use this assessment as a starting point for detailed analysis of the region’s assets and agencies to study the feasibility of harmonized integration.

The Consultant will develop a reasonable approach to assess new freight technologies and impacts on transportation agencies in coordination with MARC Staff. CPCS will review the technical memo in coordination with the Consortium to ensure alignment with the RFP and NEP objectives. Approach will be summarized in a technical memorandum that will be included as an appendix to the final report and will include methods and best practices to:

1. Identify emerging freight technologies that are most likely for near to intermediate term implementation in the region.
2. Identify emerging freight technologies that are most beneficial for near to intermediate term implementation in the region.
3. Assess how public agencies currently coordinate technology integration practices and policies with industry advances in freight and supply chain technology.
4. Identify and analyze opportunities to harmonize regional policies and practices related to freight technologies.
a) Develop first steps that provide public agencies methods to evaluate these technologies:
b) Policy implications about how transportation agencies do business.
c) Policy change to existing business practices.
d) Policy development implementation that support regionalism.
e) Infrastructure needs beyond roads and bridges — what is the infrastructure of tomorrow’s regional transportation system?

5. Conduct a SWOT analysis to assess current agency policies and practices in the region related to freight technology planning. The analysis should also identify best practices to support regional technology deployment.

**Deliverables**

<table>
<thead>
<tr>
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<th>Parties Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Memo</td>
<td>Document the framework, assessment approach, technology evaluation template, evaluation results, and recommended priority technologies; to be folded into the Consultant memo</td>
<td>CPCS* MARC Staff</td>
</tr>
</tbody>
</table>
| Technical Memo | Including:  
- SWOT Analysis  
- Policy Recommendations  
- Emerging Technology Inventory | Consultant* MARC Staff  
Consortium  
CPCS |

*Lead party responsible for development and implementation

**Task 4 — Regional Data Sharing and Management**

Provide recommendations for public and private data management and data sharing opportunities and arrangements to promote efficient interoperability of freight technology systems within the region.

Transportation agencies need to rapidly and comprehensively read, understand and correlate data – from across disparate sources, silos, and systems, both internal and external, and provide real-time analysis and insights based on interpretation of that data.

The Consultant will develop a guidebook for regional data sharing and management as well as data-sharing and data management agreement templates, recommended metadata, protocols and/or recommended information architecture in coordination with MARC Staff.

The audience of this guidebook will primarily be the regional freight stakeholders identified in the engagement plan that would potentially be sources of either public or private data; however, it will be designed to be accessible enough for public consumption. CPCS will review the guidebook and templates in coordination with the Consortium to ensure alignment with the RFP and NEP objectives. These documents will also be included as appendices to the final project report. This task will at a minimum include products that:
1) Identify opportunities for data sharing to support public/private collaboration that will leverage emerging freight technologies for improvements in safety, productivity, economic growth and environmental protection.
   a) Demonstrate economic value of multi-jurisdictional data sharing and data management between private and public sector stakeholders.
   b) Define methods for accountability that manage risk, maintain transparency and engage stakeholders while protecting the exchange of proprietary information, including steps to ensure cyber security.

2) Develop a reasonable approach to assess and integrate new freight data and technologies and their impacts on transportation agencies. The approach will include methods and best practices to:
   a) Coordinate among public agencies to integrate current data practices with advanced supply chain technology and data.
   b) Develop data sharing arrangements among regional transportation partners and the freight community.
   c) Identify circumstances when memoranda of understanding or other instruments are preferable to agreements that are more formal.
      i) Identify what data sharing agreement conditions are required, negotiable and non-negotiable among public agencies and between public agencies and private businesses.
   d) Develop methods for public agencies to evaluate and prioritize data sharing and data management activities:
      i) Planning steps to evaluate what data is truly needed or is it just good to have
         ii) Policy changes to existing business practices to utilize “big data”
         iii) Policy development implementation for regional data sharing
         iv) Define major and minor impediments to data sharing:
            1. Transportation agency to transportation agency
            2. Private entity to transportation agency

3) Identify and analyze current data sharing policies and practices that may impact regional data sharing and data management arrangements for emerging freight technologies. Develop recommendations for public agencies to assess:
   i) Costs and benefits of regional data sharing and data management
   j) Policy implications of regional data sharing and data management, and options to change existing business practices as needed
   k) Infrastructure needs (including IT infrastructure such as hardware, servers and programs) for efficient and secure data sharing and data management
Deliverables

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
<th>Parties Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidebook</td>
<td>Develop a regional data sharing and data management including data policy evaluation matrices.</td>
<td>Consultant*, MARC Staff, Consortium, CPCS</td>
</tr>
<tr>
<td>Templates</td>
<td>Data sharing and data management agreement templates</td>
<td>Consultant*, MARC Staff, Consortium, CPCS</td>
</tr>
</tbody>
</table>

*Lead party responsible for development and implementation

Task 5 – Final Report

The Consultant will develop the final report describing the development and use of the tools and plan in coordination with MARC Staff. CPCS will review the final report and presentation materials in coordination with the Consortium to ensure alignment with the RFP and NEP objectives. This final report will be 10-15 pages in length; double spaced not to exceed 12-point font and standard margins. Page length does not include appendixes, maps, graphs, charts, etc. It will provide, at a minimum, the following elements within the final report:

- Executive summary
- Introduction and Description of the Challenge; the scope of the project
- Description of the partners involved and their roles; management of the process
- Methodology and Process Used
- Challenges along with solutions to overcome challenges
- Results and Analysis; organizational impact or influence on a Megaregional scale, etc.
- Conclusions, Recommendations, and next steps

Deliverables:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
<th>Parties Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Report</td>
<td>10-15 pages with technical memos and deliverables from previous tasks as appendices</td>
<td>Consultant*, MARC Staff, Consortium, CPCS</td>
</tr>
<tr>
<td>Presentation Materials</td>
<td>PowerPoint with key project speaking points</td>
<td>Consultant*, MARC Staff, Consortium, CPCS</td>
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*Lead party responsible for development and implementation
### G. STUDY SCHEDULE

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>RFP Released (30 day)</td>
<td>June 19, 2019</td>
</tr>
<tr>
<td>Questions Due</td>
<td>June 24, 2019</td>
</tr>
<tr>
<td>Pre-Proposal Workshop</td>
<td>June 26, 2019</td>
</tr>
<tr>
<td>Responses to Questions Posted</td>
<td>July 1, 2019</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>July 19, 2019</td>
</tr>
<tr>
<td>Review of RFP’s</td>
<td>August 2, 2019</td>
</tr>
<tr>
<td>Interviews</td>
<td>August 7, 2019</td>
</tr>
<tr>
<td>Negotiated Scope</td>
<td>August 26, 2019</td>
</tr>
<tr>
<td>Execute Contract</td>
<td>August 27, 2019</td>
</tr>
<tr>
<td>Notice to Proceed</td>
<td>Mid-September 2019</td>
</tr>
<tr>
<td>Task 1: Engage Key Regional Public and Private Stakeholders</td>
<td>October – November 2019</td>
</tr>
<tr>
<td>Task 2: Economic Connections Between Heartland Metropolitan Areas and States</td>
<td>December 2019 – February 2020</td>
</tr>
<tr>
<td>Task 3: Harmonize Regional Regulatory Objectives and Strategies</td>
<td>March – May 2020</td>
</tr>
<tr>
<td>Task 4: Regional Data Sharing and Management</td>
<td>June – July 2020</td>
</tr>
<tr>
<td>Task 5: Final Report</td>
<td>August – September 2020</td>
</tr>
</tbody>
</table>

### H. PROPOSAL SUBMITTAL REQUIREMENTS

To be eligible for consideration, **one electronic copy** of no more than 10 pages, 5-page limit for project approach and work plan, in response to the RFP must be received by the Mid-America Regional Council no later than 3:00 pm CST, on **July, 19, 2019**. Late submittals will not be considered and will be returned to submitter unopened. The font should not be smaller than 12 point single spaced. Covers, resumes, cover letter (single page max) and table of contents are not included in the 10 page limit.

The envelope should be addressed to:

Mid-America Regional Council  
Attn: Caitlin Zibers  
600 Broadway, Suite 200  
Kansas City, MO 64105  
Fax: 816-421-7758

Questions should be directed to Caitlin Zibers at czibers@marc.org or 816-472-7283. All questions must be e-mailed and received by noon CST on June 24, 2019. All questions and responses will be posted to a Question and Answer page on the MARC and DemandStar website by close of business on July 1, 2019. A link to those pages will be posted on the RFP page. [http://www.marc.org/Requests-for-Proposals](http://www.marc.org/Requests-for-Proposals).
The following items must be addressed in all proposals:

1. **PROPOSED PROJECT APPROACH:** Proposals should include a proposed approach to the Project that includes the proposer’s understanding of the Project’s objectives, tentative schedule for Project completion, a description of your approach to each listed task in Section F, description of all Project deliverables and tentative public engagement process. Please provide staff capacity for meeting the Project requirements. Identify the key team members who are likely to be assigned to this contract along with a description of their roles and responsibilities. State approximate date your business/firm is available to begin work on the Project. Provide a list of subcontractors to be included on your consultant team, along with a brief description of their qualifications and services they are likely to perform.

2. **QUALIFICATIONS:** Proposals should indicate general and specific qualifications of the proposer in disciplines appropriate to this project and specifically convey the role of the proposer in each case cited. An emphasis and priority in evaluation will be placed on firms with qualifications and experience that have resulted in successful implementation of comparable projects. A brief narrative may also be included regarding the firm’s capabilities to carry out this project, including special assets, areas of expertise, analytical tools, data sources, etc. to which the firm may have access.

   Proposals shall also include:
   
   a. A listing and summary of similar projects undertaken within the last five (5) years, by proposing firm and/or its subcontractors, showing contract amounts, description of work performed, client contact persons, phone numbers, and e-mail addresses;
   b. Resumes of key professional staff who will be assigned to this Project (2 single-sided pages maximum);
   c. Description of the existing and anticipated workload of individuals assigned to this Project during the period of this study. Any reassignment of designated key staff shall not occur without mutual consultation and the consent of the Mid-America Regional Council.
   d. References. (3 – 4 including contact name and email address)

3. **DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL:** Studies funded in part by USDOT are required to follow 49 CFR part 26 Disadvantage Business Enterprise Program (DBE). The proposed study has a minimum DBE goal of 10%. Required attachment for consultant acting as DBE.

4. **AFFIRMATIVE ACTION CHECKLIST:** If applicable, proposers must complete and enclose with their proposal company’s Affirmative Action Plan (see Attachment B Affirmative Action Checklist). Required for all contractors, primary or sub, who have 50 or more employees.

5. **CERTIFICATION REGARDING DEBARMENT:** Each proposer is required to certify by signing the “Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion” (Attachment C). “Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion” is an affirmation that the proposer is not on the U.S. Comptroller General’s Consolidated Lists of Persons or Firms Currently Debarred.

6. **CERTIFICATION REGARDING LOBBYING**: See Attachment D. Required for primary only.

### I. SELECTION PROCEDURE

The review committee shall adhere, as closely as possible, to the following review schedule. The Consortium reserves the sole right to change this review schedule to meet the needs of the review committee.

<table>
<thead>
<tr>
<th>Milestone</th>
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</tr>
</thead>
<tbody>
<tr>
<td>RFP Released</td>
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<td>Negotiated Scope</td>
<td>August 26, 2019</td>
</tr>
<tr>
<td>MARC Board Authorization</td>
<td>August 27, 2019</td>
</tr>
<tr>
<td>Execute Contract</td>
<td>August 27, 2019</td>
</tr>
<tr>
<td>Notice to Proceed</td>
<td>Mid-September 2019 (anticipated)</td>
</tr>
</tbody>
</table>

A committee made up of representatives from the consortium will review the proposals. Interviews will take place with short-listed firms (anticipated short-list of 3 or more firms).

### J. PROPOSAL EVALUATION CRITERIA

The proposals submitted by each Contractor, Firm, or Contractor Team, will be evaluated by the selection committee according to the following criteria:

- Experience and availability of key personnel [15%];
- Experience on similar projects [30%];
- Project understanding [10%];
- Project approach and solutions to critical issues [35%];
- Ability to accomplish project within desired timeframe [10%].

### K. PRE-PROPOSAL MEETING AND QUESTION SUBMITTAL

MARC will host a pre-proposal meeting for all interested consultant teams to ask questions and gain clarity around any elements or requirements of this RFP.

**When:**     June 26, 2019, 10:00 am

**Where:** Mid America Regional Council, Board Room  
600 Broadway, Ste. 200  
Kansas City, Mo 64105

**GoToMeeting:**  
**URL:** [http://www.gotomeet.me/MARC25A](http://www.gotomeet.me/MARC25A)
Phone: 1 (571) 317-3112
Phone access code: 259-244-317

Audio pin (which links phone to GoToMeeting attendee list): Will be provided when you go to URL

- You must install the GoToMeeting software or use the GoToMeeting smartphone app in order to join the webinar. Please contact your IT support if you are unable to install the software.
- Once you are logged into GoToMeeting, please message the presenter your name, title, organization and email address for the meeting attendee list.

All questions/requests for clarifications must be submitted in writing to MARC by June 24, 2019 at noon CST.

Please submit questions in writing to Caitlin Zibers at czibers@marc.org.

MARC will post all questions, answers and clarifications to http://www.marc.org/Requests-for-Proposals.

J. CONTRACT AWARD
From the firms expressing interest, a committee will review the submittals and rank the firms. Short listed firms will be notified to schedule an interview.

The remaining firms will be notified by letter after the agreement is approved by the Board.

Awarding of the final contract is subject to the acceptance by the MARC Board and a signed funding agreement between MARC, MoDOT and FHWA.

K. PROJECT BUDGET
Project’s budget is $294,000. The selected firm should be prepared to provide cost and fee information within two days of their notification of selection for negotiation; a required template will be provided by MARC.

L. PERIOD OF PERFORMANCE
End date of September 30, 2020
Both the project budget and the period of performance are subject to change based on the availability of funds or other unforeseen events or activities.
ATTACHMENT A: SUMMARY OF ATTACHMENTS

1. Complete the AFFIRMATIVE ACTION CHECKLIST Attachment B.

2. Complete the CERTIFICATION REGARDING LOBBYING Attachment C.

3. Complete the CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION Attachment D.

4. Complete the INTENT TO PERFORM AS A DISADVANTAGE BUSINESS ENTERPRISE (DBE). If Contractor elects to perform as a DBE, Attachment E.
ATTACHMENT B: AFFIRMATIVE ACTION CHECKLIST

Federal regulations require that any firm of 50 or more employees soliciting an assisted federally funded contract must have an affirmative action program. If applicable, please provide a brief response to the following items that would typically be covered in any such program. You may provide a copy of your program and reference appropriate pages.

1. Date plan was adopted

2. Name of Affirmative Action Officer

3. Statement of commitment to affirmative action by the chief executive officer

4. Designation of an affirmative action officer, of assignment of specific responsibilities and to whom the officer reports.

5. Outreach recruitment

6. Job analysis and restructuring to meet affirmative action goals

7. Validation and revision of examinations, educational requirements, and any other screening requirements.

8. Upgrading and training programs

9. Internal complaint procedure

10. Initiating and insure supervisory compliance with affirmative action program

11. Survey and analysis of entire staff by department and job classification and progress report system

12. Recruitment and promotion plans (including goals and time tables)
ATTACHMENT C: CERTIFICATION REGARDING DEBARMMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

This Certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants’ responsibilities. The Regulations are published as Part II of the June 1985, Federal Register (pages 33, 036-33, 043)

Read instructions for Certification below prior to completing this certification.

1. The prospective proposer certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.

2. Where the prospective proposer is unable to certify to any of the statements in this certification, such prospective proposer shall attach an explanation to this proposal.

Date ____________________________  Signed – Authorized Representative

____________________________________
Title of Authorized Representative

Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:

1. By signing and submitting this agreement, the proposer is providing the certification as set below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
ATTACHMENT D: CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersign, to any person influencing or attempting to influence an officer or employee of a federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

. If any funds other than Federal appropriated funds have been paid or will be paid to any person for attempting to influence an officer or employee of any federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal or Federally assisted contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

. The undersigned shall require that the language of this certification be included in the award documents of all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 32, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

____________________________________________________
(Name of Entity)

____________________________________________________
(Name and Title of Authorized Official)

____________________________________________________
(Signature of above Official)              (Date)
ATTACHMENT E: INTENT TO PERFORM AS A DISADVANTAGE BUSINESS ENTERPRISE

Project Title and Description:

The undersigned intends to perform work in connection with the above project as (check one):

_____ Prime Contractor    _____ Subcontractor

_____ Joint Venture    _____ Other (please specify) ____

__________________________________________________________________________

If applicable name of prime contractor or joint venture partner:

The DBE status of the undersigned is confirmed by a DBE Certification from one or all of the following (please provide copy of current Certification Certificate):

_____ MRCC (Missouri Regional Certification Committee)

_____ KDOT

_____ MoDOT

_____ City of Kansas City Missouri

_____ Kansas City Area Transportation Agency (KCATA)

_____ Other (please specify) _________________________________________________

(MARC may require additional certification documentation)

The undersigned is prepared to perform the following described work in connection with the above project (attach additional sheet in needed),

__________________________________________________________________________

__________________________________________________________________________

at the following price _______________


________________     Name of DBE Firm

Date

By: _____________________

Signature of DBE Firm’s Authorized Representative

__________________________________________________

(Please Print Names of Authorized Representative)