Vision Zero Workshop

A. PURPOSE AND INTRODUCTION

The Mid-America Regional Council (MARC), the Metropolitan Planning Organization for the bi-state Kansas City metropolitan area is seeking proposals from qualified firms to facilitate a Vision Zero Workshop that will provide activities, practical exercises, and resources to assist regional representatives to create Vision Zero efforts.

B. BACKGROUND

MARC is hosting a virtual Vision Zero Summit series from October 29th – November 19th with the purpose of providing basic information about Vision Zero, why it is important and various areas of efforts currently happening in our region. Focus areas are broadly defined as engineering, bicycles and pedestrians, policy, and driver behavior.

The target audience for the summit is a coalition of policy makers (city and county elected officials), various directors and high level staff from cities and counties, including but not limited to Public Works, Planning, Parks and Recreation, and Economic Development departments, area public and private schools and universities, public health agencies, community stakeholders and non-profits, bicycle and pedestrian advocates, for-profit business, transportation leaders, and the general public.

After the summit, MARC is interested in hosting a workshop for the same audience to receive more tangible instructions on how to move forward in creating policy, resolutions, forming partnerships, accessing and maintaining data, and other aspects of making Vision Zero priorities possible.

C. PROJECT MANAGEMENT AND ADVISORY COMMITTEE

Project management will include MARC staff including, but not limited to, the Safety and Mobility Planner and Complete and Green Streets Planner.

D. SCOPE OF SERVICES:

1. Contractor would host an 8-hour, that may span over more than one day, virtual workshop that builds upon the scope of the Vision Zero Summit to encourage and facilitate cities, councilmembers and other elected officials, or other organizations to promote Vision Zero efforts in their communities. Attendees of the workshop should leave, at a minimum, with a moderate understanding of the Vision Zero items listed below:
   - Resolution writing
   - Policy writing
   - Data sources
   - Partner organizations
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2. Contractor would schedule, host, and facilitate the virtual workshop as well as provide resources and information to attendees. Contractor is encouraged to use breakout rooms and other interactive resources to encourage learning and participation.

3. Contractor would help promote the workshop with MARC assistance.

E. SCHEDULE

The workshop should be scheduled within 30 days of the conclusion of the Vision Zero Summit, which ends November 19, 2020. Decision on the date of the workshop should be made prior to the start of the Summit, which starts October 29, 2020.

F. PROPOSAL SUBMITTAL REQUIREMENTS

To be eligible for consideration, one electronic copy (PDF) of the proposal must be received by MARC no later than 5:00 PM CST on Thursday, September 17. Please submit proposals to transportation@marc.org, with the Subject Line “Vision Zero Summit Proposal”.

Proposals shall be no larger than 10 megabits and/or 5 pages written (including introduction page) 12-point Times Roman single spaced. (attachments and resumes are not considered a part of the 5-page count)

It is the responsibility of the person submitting a proposal by email to ensure that the proposal has been received by the appropriate MARC staff, and not blocked by a spam filter or rejected because of large attachments. To confirm receipt, you may contact Amanda Horner 816-701-8281 or Alex Rotenberry 816-701-8228.

The following items must be addressed in all proposals:

1. **SCOPE OF WORK**: MARC staff has developed a general outline of work tasks associated to the Scope of Work. The Contractor will be required to recommend and expand and/or revise upon the Scope of Work. Contractor recommendations will demonstrate and propose strategies that exemplify best practices in planning, designing, marketing and implementing a virtual event for the Vision Zero Workshop. Respondents must provide a detailed scope of work including specific activities, resources and approaches that will be used to develop the Vision Zero Workshop. Innovative approaches for completion of the Scope of Work are encouraged.

   A. The name and address of the contracting firm, together with the name, telephone and fax number and e-mail address of the primary contact person for purposes of this proposal
   B. A listing of all proposed subcontractors, if any
   C. Draft schedule including a minimum of two planning meetings with MARC staff, one “run through” meeting, and the workshop date.
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D. Example resources to be used during facilitation or provided to workshop attendees to act as a sample for what the workshop could include.

2. **Contract Price:** Proposals should indicate the cost of services to be provided. Including a schedule by tasks with man-hours, employee titles, equipment, and services.

3. **Qualifications:** Proposals should indicate general and specific qualification of the proposer in planning and disciplines appropriate to this project. A brief narrative (two pages maximum) regarding the firm’s capabilities to carry out this project, including special assets, areas of expertise, analytical tools, and data sources, etc. to which the firm may have access. Proposals shall also include:
   
   A. A listing and written samples of similar projects undertaken within the last five (5) year by the proposing firm and/or its subcontractors, showing contract amounts, description of work performed, client contact persons, phone numbers, and e-mail addresses;
   B. Brief resumes of key staff who will be assigned to this project;
   C. Description of the workload of individuals assigned to this project during the project period. Any reassignment of designated key staff will not occur without mutual consultation and consent by MARC.
   D. References

4. **Disadvantaged Business Enterprise (DBE) Requirements and Participation:** MARC’s DBE policy requires that qualified DBE’s be afforded an equitable opportunity to participate in contracts. Proposers are encouraged to involve DBEs in subcontracts or joint ventures. The DBE goal is 20 percent.

DBE proposers should submit, with their proposals, Intent to Perform As A Disadvantage Business Enterprise (DBE), Attachment D, for each proposed DBE contractor, subcontractor, or joint venture. Certification of DBEs will be made in accordance with MARC’s Disadvantage Business Enterprise Program.

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 a certification that the proposer is not on the U.S. Comptroller General’s Consolidated Lists of Persons or Firms Currently Debarred for Violations of Various Contracts Incorporating Labor Standards Provisions.

**G. Selection Procedure**

Once proposals are received, MARC will submit questions to any proposing firms from whom they require further explanation. The final selection of a Contractor shall occur on or about close of business **September 28th** (contingent upon approval by MARC’s Director of Transportation and Environment). MARC reserves the right to negotiate a
contract, including a scope of work, and contract price, with any proposers or other qualified party.

This Request for Proposal does not commit MARC to award a contract, to pay any cost incurred in preparation of a response to this Request, or to procure or contract for services or supplies. MARC reserves the right to accept or reject any and all responses received as a result of this Request or cancel this Request in part or in its entirety if it is in the best interests of MARC to do so. Proposers shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of MARC for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request for Proposal.

MARC reserves the right to suggest to any or all proposers to the Request for Proposals that such proposers form into teams of consulting firms or organizations deemed to be advantages to MARC in performing the Scope of Work. MARC will suggest such formation when such relationships appear to offer combinations of expertise or abilities not otherwise available. Proposers have the right to refuse to enter into any suggested relationships.

All Proposals submitted hereunder become the exclusive property of MARC.

H. PROPOSAL EVALUATION CRITERIA

The proposals submitted by each Contractor, Firm, or Contractor Team, will be evaluated according to the following factors, in order of priority:

A) Specialized experience and technical competence of the contractor and assigned staff relative to the scope of work and task requirements outlined in this RFP.
   1) Experience of the project manager
   2) Experience of the prime contractor(s) and subcontractor(s)
   3) Amount of dedicated time of key staff allocated to the project
   4) Experience of other assigned individuals

B) Understanding the nature of the project
   1) Ability to promote and convey new approaches
   2) Understanding the proposed scope of work
   3) Understanding State, County and local data
   4) General understanding of the regional significance of the project
   5) General organization and clarity of the proposal
   6) Plans to make event interactive and beneficial to attendees
   7) Examples of resources that will be used and/or distributed

C) References reflecting previous work experience of the project team and satisfactory accomplishment of contractor responsibilities.
   1) Quality of final product
   2) Ability to meet work schedules
   3) Responsiveness to client input
D) Project schedule of persons – hour commitment
   1) Total hours committed for the project manager
   2) Total person – hour commitment
   3) Project schedule and timeliness of products

E) DBE participation
   1) Level of DBE participation

I. CONTRACT AWARD

MARC will notify the selected candidate by telephone, e-mail and in writing. Following verbal notification, MARC will negotiate a standard professional service agreement with the selected candidate. The selected candidate’s proposal will be incorporated by reference in the contract. Additionally, MARC will notify candidates who are not selected.

J. PROTEST PROCEDURES

In the course of this solicitation for proposals and the selection process, a proposer (bidder of offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer’s opinion, actions were taken by MARC staff and/or the selection committee which could unfairly affect the outcome of the selection procedure. All protest should be in writing and directed to Mr. Ronald B. Achelpohl P.E, Director of Transportation and Environment, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105. Protest should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest.

Upon receipt of the protest, MARC’s Director of Transportation and Environment will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.

K. OPEN RECORDS ACT AND PROPRIETARY INFORMATION

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Bids, Qualifications, Proposals or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the bid request. If a
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proposer has information that it considers proprietary, a bidder shall identify documents or portions of documents it considers to contain descriptions of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in a Proposal. After either a contract is executed pursuant to the Request for Bids, RFQ or RFP, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as “Proprietary Information” as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law.”

L. PROCUREMENT SCHEDULE

The following is a tentative schedule for the Contractor selection process:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>RFP issued</td>
<td>Sept. 3rd, 1:00 PM CST</td>
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<tr>
<td>Questions from Proposing Firm Due -- all questions must be in writing</td>
<td>Sept. 10th, 5:00 PM CST</td>
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<tr>
<td>Written responses from MARC</td>
<td>Sept. 14th, 5:00 PM CST</td>
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<tr>
<td>Proposals Due</td>
<td>Sept. 17th, 5:00 PM CST</td>
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<tr>
<td>Questions from MARC Due</td>
<td>Sept. 22nd, 3:00 PM CST</td>
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<tr>
<td>Responses from Proposing Firm Due</td>
<td>Sept. 24th, 3:00 PM CST</td>
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<tr>
<td>Selection</td>
<td>Sept. 28th, 3:00 PM CST</td>
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<tr>
<td>Contract Execution/ Notice to proceed</td>
<td>TBD after contract negotiation</td>
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<tr>
<td>Project Completion</td>
<td>TBD after contract negotiation</td>
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M. PROJECT BUDGET

Project Budget: $12,000
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ATTACHMENT A

1. Contractor is required to submit a cost breakdown, Cost breakdown shall show detailed/specify line items in the following categories:
   - Direct Labor
   - Labor Overhead as:
     a. Fringe Benefits
     b. Overhead
   - Direct Material (if applicable)
   - Material Overhead (if applicable)
   - Other Direct Cost
   - General and Administrative (G & A)
   - Subcontracts
   - Profit/Net Fee

A copy of MARC’s **Cost/Price Summary Sheet** has been attached for your convenience Attachment B.

2. Complete the **CERTIFICATION REGARDING DEBARTMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION** Attachment C.

3. Complete the **INTENT TO PERFORM AS A DISADVANTAGE BUSINESS ENTERPRISE (DBE)**. If Contractor elects to perform as a DBE Attachment D.
**Vision Zero Workshop**

**ATTACHMENT B**
Cost/Price Summary Sheet

This form will be submitted with proposals in response to "Request for Proposals" (RFP) for the procurement of planning, engineering and related services using USDOT funding.

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<tr>
<th>Contractor Name</th>
<th>Name of RFP</th>
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<tr>
<th>DETAILED DESCRIPTION</th>
<th>Estimated Hours</th>
<th>Rate/Hour</th>
<th>Total Estimated Cost ($$)</th>
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<tbody>
<tr>
<td>1. Direct Labor (Specify)</td>
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<tr>
<td><a href="#">A. Total Direct Labor Cost</a></td>
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<td>2 Labor Overhead</td>
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<td>Fringe Benefits (what % of Direct Labor)</td>
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<td>Overhead (what % of Direct Labor)</td>
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<td><a href="#">B. Total of Labor Overhead</a></td>
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<td>3 Direct Material (I.e. engineering estimates, purchase based on history, cost associated with material) (specify)</td>
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<td><a href="#">C. Total Direct Material Cost</a></td>
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<td>4. Material Overhead Cost (specify what rates are included in material overhead any rates not covered in labor overhead, G&amp;A, or Other Direct Cost)</td>
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### Cost/Price Summary Sheet (cont)

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<th>D. Total Material Overhead Cost</th>
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<td>5. Other Direct Cost (i.e. computer support, freight, travel, per diem, telephone, Contractors)</td>
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<th>E. Total Other Direct Cost</th>
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<td>6. General and Administration (G&amp;A) (specify)</td>
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<tr>
<th>F. Total G&amp;A</th>
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<tr>
<td>7 Subcontractors (denote DBE(s) and percentage of Contract work and price)</td>
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<tr>
<th>G. Profit/Net Fee</th>
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<td>(A + B + C + E + F)/Contract Price</td>
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ATTACHMENT C

Certification Regarding Debarment, 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 form 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

INTENT TO PERFORM AS A DISADVANTAGE BUSINESS ENTERPRISE (DBE)

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 _______________

__________________________
Vision Zero Workshop

Date Name of DBE Firm

By:____________________
Signature of DBE Firm’s Authorized
Representative

______________________________
(Please Print Names of Authorized Representative)