REQUEST FOR PROPOSALS
For Consultant Services

Transportation and Environment Department Data and Technology Business Plan

Requested by
The Mid-America Regional Council

January 24, 2020
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REQUEST FOR PROPOSALS

A. INTRODUCTION
The Mid-America Regional Council (MARC) seeks consulting services to complete the Transportation Data and Technology Strategic Plan funded in part by the Coordinated Planning Grant (CPG).

MARC is the Metropolitan Planning Organization (MPO) for the Greater Kansas City area, spanning two states with 119 members cities and counties. MARC’s robust economy, healthy environment and social capacity support the creativity, diversity and resilience of its people, places and communities. It is with the following regional vision that MARC has been undertaking its most recent update to the long-range transportation plan:

> Formed at the confluence of rivers, trails and trains on the border of two states, Greater Kansas City is a place of interconnection, where people of all backgrounds are welcome and where commerce and ideas flow as freely as the rivers and streams that run through and define it. Our people thrive here, in safe, walkable and well-maintained neighborhoods. We have abundant opportunities for education, and work in fulfilling jobs at businesses that can compete with any in the world. We enjoy, protect and preserve our region’s natural beauty. We care for our neighbors and our communities. We lead by example. Our region has the strength to not only bounce back from adversity, but bounce forward, confidently, into the future.

While this will be a short-range strategic plan focused on the MARC Transportation and Environment data and technology needs, it will be within the greater context of the planning work currently underway within the region. Deliverables will include inventories, tools and a framework for ongoing assessments and implementation. This will focus on the Metropolitan Planning Organization (MPO) needs, specifically the Transportation and Environment Department within MARC, but will include inventories and recommendations that can be applied and built upon for future agency-wide strategic planning.

PURPOSE AND OUTCOMES
The data and technology landscape are ever-changing, and with the increasing availability of data combined with the continued movement towards data-supported planning, MARC is seeking to strengthen its internal technical capacities.

Overall, the purpose of this plan is to assess and document the current technical capacity of the Transportation and Environment Department while also providing recommendations and tools for improving that capacity so that the Department can better respond to the needs of the region. Specific anticipated outcomes include, but are not limited to:

- Prioritized list of major upcoming work products for the next 3 years with outlined process flows and defined technical needs.
- Complete agency-wide data, license and systems inventories.
- Increased awareness of tools and software available to enhance the Transportation and Environment Department’s current work efforts.
- Clear understanding of Department needs and potential use cases.
- Codified process for consistent data collection, management and distribution.
• Established process for continual and ongoing needs assessments for planning product updates, including identified staff core competencies and needed training.
• Provide a model data business plan that can be used to increase technical capacity agency-wide

This comprehensive document will bring together the various elements of the plan that have been completed or begun across the agency, while also adding assessment frameworks for further implementation. Ultimately, it is anticipated that this plan, with its continued implementation, will provide the foundation for long term cost savings through strategic and targeted software and data purchasing, as well as potential revenue generation through data collection and analysis services offered to other MPOs.

KEY STAKEHOLDERS
While the focus of this plan will be on Transportation and Environment Department needs, the entire MARC agency will need to be considered when doing agency-wide tasks, such as inventories. Key internal departments involved in the plan development and ongoing implementation will be:
• Research Services
• Public Affairs
• Transportation and Environment Department (T&E Dept.)
Stakeholders can also include external MARC partners such as the State DOTs, counties, cities and transit agencies as it relates to identifying future department needs.

B. SCOPE OF SERVICES
The selected 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. All deliverables are to be included within the body of the final plan or as appendices. Additionally, all tasks will be completed in a manner that is reproducible by other MARC departments.

This plan will specifically build upon and advance the previous work done as part of the MARC Pilot for the Data Business Plan Guidance for State and Local DOTs. The consultant will help identify relevant components of the Data Business Plan for inclusion in the Strategic Plan.

TASK 1: EXISTING CONDITIONS
This task will focus on documenting current conditions of the Transportation and Environment Department’s technical environment and will include components of an agency-wide nature. In addition to documenting the below inventories and information architecture, the consultant will facilitate conversation within the Transportation and Environment Department to methodically document the current processes and data management practices for core work products.

Much of this information will be provided by the MARC staff, meaning a key role of the consultant in this task will be facilitation. The following tasks will require a combination of workshops, meetings and interviews.
**Key Components**

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Parties Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems Inventory</td>
<td>Work has been done internally to begin an agency-wide systems inventory. The consultant will review and help finalize the list. This list will include applications such as ArcGIS, Emme Dynameq, MOVES, REMI, SQL, Synchro, Trello, UrbanSim.</td>
<td>Research Services* Consultant T&amp;E Dept.</td>
</tr>
<tr>
<td>Data Inventory</td>
<td>Work has been done internally to begin an agency-wide data inventory. The consultant will review and help finalize the list.</td>
<td>Research Services* Consultant T&amp;E Dept.</td>
</tr>
<tr>
<td>Publications Inventory</td>
<td>The consultant will coordinate with MARC staff to document a comprehensive inventory of publications including such items as plans, reports, websites and story maps.</td>
<td>Public Affairs* Consultant Research Services T&amp;E Dept.</td>
</tr>
<tr>
<td>Document Information Architecture</td>
<td>The consultant will document current file structure and naming protocols.</td>
<td>Consultant* T&amp;E Dept. Research Services Public Affairs</td>
</tr>
</tbody>
</table>

*Lead party responsible for development

**Task Begin Date:** April 2020  
**Task End Date:** May 2020

**TASK 2: NEEDS ASSESSMENT**

This task will provide a comprehensive needs assessment based on the major Transportation & Environment Department work efforts planned over the next 3 years. The upcoming large work efforts will be identified along with their associated data and technology needs; this will consider data purchases, software licenses, publishing formats and internal staff skills and time needed.

Much of this information will be provided by the MARC staff, meaning a key role of the consultant in this task will be facilitation. The following components will require a combination of workshops, meetings and interviews.

**Key Components**

<table>
<thead>
<tr>
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<th>Parties Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prioritized List of Major Work Efforts and their Associated Needs</td>
<td>The consultant will work with the Transportation and Environment Department to facilitate meetings/workshops identify and prioritize the future major work efforts within the next 3 years. Based on this the consultant will document the technical needs for each product and document user stories captured from</td>
<td>T&amp;E Dept.* Consultant Research Services Public Affairs External Stakeholders</td>
</tr>
</tbody>
</table>
internal and external stakeholders (to be determined by MARC staff).

**Assessment of Inventories**
The consultant will use the prioritized list of work efforts and needs identified to assess the current systems and data inventories ability to meet those needs, including the staff ability to use the tools, documenting any gaps.

**Assessment of Staff Core Competencies**
The consultant will coordinate with staff to determine departmental technical skills in comparison to the upcoming needs to identify the internal technical skills needed, and any gaps that may exist in technical capacity. The consultant, in coordination with MARC staff, will also determine a basic list of core competencies for technical work to be used for future training/hiring and help document the staff organizational structure in T&E and Research Services.

**Assessment of the Department’s Ability to Consume and Disseminate Information**
Define needs to collect data from a variety of sources to create regional datasets, and assess the current ability to distribute that information to stakeholders. MARC staff will lead coordination efforts with external stakeholders.

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**Recommendations for Filling Gaps in the Inventories**
Using the inventories provided in Task 1, offer recommendations for additional sources of regional datasets, software or programs that will be needed to support the prioritized future work efforts. Recommendations will also address areas of redundancy or inefficiencies and identify opportunities for cohesion across

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**Task Begin Date:** May 2020  
**Task End Date:** July 2020

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**TASK 3: RECOMMENDATIONS**
Once the existing conditions and needs have been thoroughly identified, the consultant will identify gaps and provide recommendations for filling them. This will require the consultant to provide expertise in data collection, management and distribution; it will be expected that regional and national best practices are used when designing the recommendations. Broad cost and staff time estimates are to be included with the recommendations where applicable.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Parties Involved</th>
</tr>
</thead>
</table>
| Recommendations for Filling Gaps in the Inventories | Using the inventories provided in Task 1, offer recommendations for additional sources of regional datasets, software or programs that will be needed to support the prioritized future work efforts. Recommendations will also address areas of redundancy or inefficiencies and identify opportunities for cohesion across | Consultant*  
T&E Dept.  
Public Affairs  
External Stakeholders |
<table>
<thead>
<tr>
<th><strong>Software and Hardware Recommendations</strong></th>
<th>MARC departments through either their datasets, programs, software or planning efforts.</th>
<th>Consultant* T&amp;E Dept. Research Services Public Affairs External Stakeholders</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Recommendations</strong></td>
<td>Recommended upgrades based on planned data/tech needs (range of options, good/better/best). Specifically, these recommendations should address additional forecasting, modeling and other application tools. As well, the assessment framework used for basing these recommendations will be documented for future use.</td>
<td>Consultant* T&amp;E Dept. Research Services Public Affairs External Stakeholders</td>
</tr>
<tr>
<td><strong>Recommendations for Improving Staff Core Competencies</strong></td>
<td>Recommended data sets, data management practices, key data partnerships and possible agreements will be provided.</td>
<td>Consultant* T&amp;E Dept. Research Services Public Affairs External Stakeholders</td>
</tr>
<tr>
<td><strong>Codify Information Architecture</strong></td>
<td>Recommendations for staff training to boost both core competencies and the specialized skills needed to make the highest and best use the software and data being recommended. This could include trainings around coding, data analytics, project management, and/or data management</td>
<td>Consultant* T&amp;E Dept. Research Services Public Affairs External Stakeholders</td>
</tr>
<tr>
<td><strong>Identify Areas Suitable for Automation</strong></td>
<td>Recommend structure for file format and naming protocols to be adopted Department-wide. The architecture will include a statement of the underlying principles for information organization that informed the recommendations and that might then be applied more broadly to other departments at MARC.</td>
<td>Consultant* T&amp;E Dept. Research Services Public Affairs External Stakeholders</td>
</tr>
<tr>
<td><strong>Recommendations for Increasing Department’s Ability to Consume and Disseminate Information</strong></td>
<td>Using current processes, identify opportunities for automation (crash data reporting, FC updating, project submittals) using national and regional best practices.</td>
<td>Consultant* Research Services T&amp;E Dept. External Stakeholders</td>
</tr>
<tr>
<td></td>
<td>Recommend process for creating and distributing regional transportation datasets from a variety of local disparate datasets using national and regional best practices. This will include recommendations for potential regional data sharing and analysis with other area MPOs</td>
<td>Consultant* T&amp;E Dept. Research Services Public Affairs External Stakeholders</td>
</tr>
</tbody>
</table>

*Lead party responsible for development*
**TASK 4: FINAL PLAN**

The Consultant will develop the plan describing the development and use of the tools and plan in coordination with MARC Staff. The plan will be no longer than 10-15 pages in length; single spaced not to exceed 12-point font and standard margins. Page length does not include appendixes, maps, graphs, charts, etc. A copy of the plan will be provided in both Word and PDF formats. It will provide, at a minimum, the following elements:

- Introduction and description of the scope of the project
- Description of the partners involved and their roles
- Methodology and process used for assessments
- Summary of core components within
  - Existing Conditions
  - Needs Assessment
  - Identifying and Filling Gaps
- Conclusions and next steps which will include an annual process for documenting ongoing needs and identifying data/tech solutions so the strategic plan can be continually updated in-house

**Task Begin Date:** August 2020  
**Task End Date:** October 2020

**TASK 5: ADMINISTRATIVE TASKS**

The consultant will provide regular project management updates, at a minimum these updates will be monthly with more available on an as-needed basis. The updates will include a written status report on the scope, tasks completed, upcoming tasks, identified risks/issues, budget and timeline; these updates will also include a regularly scheduled conference call with the MARC project manager to discuss the status report.

### Key Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Parties Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stakeholder Engagement Plan</td>
<td>The consultant will develop a plan that outlines the process and tools they will use to engage with the various stakeholders for Task 1-4. Any work with external stakeholders will be done by MARC staff in coordination with the consultant. The stakeholder plan is not to exceed 3 pages, not including charts or graphics.</td>
<td>Consultant* T&amp;E Dept. Public Affairs External Stakeholders</td>
</tr>
<tr>
<td>Written Status Reports</td>
<td>Status reports will be submitted to the MARC project manager on a monthly basis and include at a minimum updates on the scope, tasks completed, upcoming tasks, identified</td>
<td>Consultant* MARC PM</td>
</tr>
</tbody>
</table>
risks/issues, budget and timeline; these updates will also include a regularly scheduled conference call with the MARC project manager to discuss the status report.

Task Begin Date: April 2020  
Task End Date: October 2020

### PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant Selection Process</td>
<td>January 2020</td>
<td>March 2020</td>
</tr>
<tr>
<td>Task 1: Existing Conditions</td>
<td>April 2020</td>
<td>May 2020</td>
</tr>
<tr>
<td>Task 2: Needs Assessment</td>
<td>May 2020</td>
<td>July 2020</td>
</tr>
<tr>
<td>Task 3: Recommendations</td>
<td>May 2020</td>
<td>August 2020</td>
</tr>
<tr>
<td>Task 4: Final Plan</td>
<td>August 2020</td>
<td>October 2020</td>
</tr>
<tr>
<td>Task 5: Project Management</td>
<td>April 2020</td>
<td>October 2020</td>
</tr>
</tbody>
</table>

### C. PROPOSAL SUBMITTAL REQUIREMENTS

To be eligible for consideration, **one electronic copy in pdf format** no more than 10 pages in response to the RFP must be received by the Mid-America Regional Council no later than 3:00 p.m. CST on **February 24, 2020**. Late submittals will not be considered. 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.

An external storage device in .pdf format should be received at the following address:

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

Alternately, electronic submittals can be submitted as a .pdf document to czibers@marc.org; the submitter will be notified to confirm receipt.

All responses, including attachments, appendices, and work samples, submitted under this RFP become the exclusive property of MARC and will not be returned to the responding firm unless otherwise noted in this RFP or MARC determines that such action is warranted.

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 key component within the tasks in Section B, description of all project deliverables and tentative 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. PROPOSED ENGAGEMENT STRATEGIES: Proposals should include a proposed approach to stakeholder engagement including process, meetings, tools and techniques to be utilized for engaging the key stakeholders identified in this project.

3. 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; specifically, for those projects whose team members are expected to be assigned to this project. A brief narrative (three pages maximum) 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 by staff members identified for this project, 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, email address and phone number)

4. CORPORATE PROFILE: Each responding firm must provide the following information about its corporate structure, history, experience, and ability:
   • Firm name and business address, including telephone number.
   • DUNS Number. If the firm does not have a DUNS number, then the response must so indicate.

5. 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 0%. Required attachment for consultant acting as DBE.

6. 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.

7. 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 for Violations of Various Contracts Incorporating Labor Standards Provisions. Required of primary only.

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

**D. SELECTION PROCEDURE**

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

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Released</td>
<td>January 24, 2020</td>
</tr>
<tr>
<td>Pre-proposal Meeting</td>
<td>February 11, 2020</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>February 24, 2020</td>
</tr>
<tr>
<td>Review of RFP’s</td>
<td>February 24 – 26, 2020</td>
</tr>
<tr>
<td>Interviews</td>
<td>February 26 - 28, 2020</td>
</tr>
<tr>
<td>Negotiate Scope</td>
<td>March 2 – 20, 2020</td>
</tr>
<tr>
<td>MARC Board Authorization</td>
<td>March 24, 2020</td>
</tr>
<tr>
<td>Execute Contract</td>
<td>March 24, 2020</td>
</tr>
<tr>
<td>Notice to Proceed</td>
<td>After MARC Board authorization</td>
</tr>
</tbody>
</table>

A committee made up of internal key stakeholders will review the proposals. Interviews will take place with short-listed firms. Short-listed proposers should be available for interviews and/or presentations prior to the selection of a consultant. The final selection of a consultant shall occur on or about March 24, 2020 (contingent upon approval by MARC’s Board of Directors).

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 Services. 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.
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: Tuesday, February 11, 2020, 10:00 a.m.

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

GoToMeeting:
URL: 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

Please note: 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.

Questions should be directed to Caitlin Zibers at czibers@marc.org. All questions must be e-mailed and received by noon CST on February 11, 2020. All questions and responses will be posted to a Question and Answer page on the MARC and DemandStar website by close of business on February 14, 2020. A link to those pages will be posted on the RFP page, http://www.marc.org/Requests-for-Proposals.

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 [20%];
- Experience on similar projects [10%];
- Approach to engagement [20%];
- Project understanding, approach and solutions to key components [30%];
- Creativity in solutions proposed [20%];

ON SITE PRESENTATIONS & INTERVIEWS
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 email after the agreement is approved by the Board.

The project selection team may require on site presentations during the interviews of those firms identified on the proposer’s short list. Presentations will be held at MARC or a site designated by MARC.
CONTRACT AWARD
MARC will notify the selected candidate by e-mail. Following notification, MARC will negotiate a standard professional services agreement with the selected candidate. Awarding of the final contract is subject to the acceptance by the MARC Board.

PROTEST PROCEDURES
In the course of this request for qualifications and the selection process, a responding firm (bidder or offeror whose direct economic interest would be affected by the award of the contract) may file a protest when, in the firm’s opinion, actions were taken by the staff or the selection committee which could unfairly affect the outcome of the selection process. All protests should be in writing and directed to Mr. David Warm, Executive Director, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105. Protests should be made immediately upon occurrence of the incident in question but no later than three (3) days after the responding firm received notification of the outcome of the selection process. The protest should clearly state the grounds for such protest.

Upon receipt of the protest, the Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined that the action(s) unfairly changed the outcome of the selection process, negotiations with the selected responding firm will cease until the matter is resolved.

E. PROJECT BUDGET
The award of this contract will be based on a qualifications-based selection process that may include in-person interviews followed by the successful negotiation of costs and fees. The selected firm should be prepared to provide cost and fee information within two days of their notification of selection for negotiation.

F. PERIOD OF PERFORMANCE:
End date of October 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 than 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 insuring 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 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 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 (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 _______________

_____________   _____________________

Date ___________________ Name of DBE Firm

By: _______________________

Signature of DBE Firm’s Authorized Representative

(Please Print Names of Authorized Representative)