



**REQUEST FOR PROPOSALS
For Consultant Services**

**Independence Transportation for All
Plan**

Planning Sustainable Places Program

**Requested by
The Mid-America Regional Council**

January 3, 2023

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REQUEST FOR PROPOSALS

A. PURPOSE AND INTRODUCTION

The Mid-America Regional Council (MARC) seeks consulting services to complete the Independence Transportation for All Plan for the City of Independence, Missouri.

The PSP Program provides local governments with financial support to advance detailed local planning and project development activities in support of *Creating Sustainable Places, Connected KC 2050's* Activity Centers and Corridors framework, and the Mid-America Regional Council's adopted policy statement on regional land use direction. This project is one of 15 across the region chosen for funding through the Planning Sustainable Places Program.

B. CREATING SUSTAINABLE PLACES INITIATIVE

In October 2010, a consortium of more than 60 regional partners, led by the Mid-America Regional Council, received a \$4.25 million planning grant from the U.S. Department of Housing and Urban Development to advance the implementation of the Regional Plan for Sustainable Development, [Creating Sustainable Places](#).

Creating Sustainable Places is not only a regional vision and plan to guide how we grow and develop, but a strategy for moving our communities from planning to action. This strategy includes the following steps:

- Organizing for Success – Building on the region's strong track record of collaboration to provide leadership, coordinate outreach and education activities, broaden public understanding of and involvement in sustainability issues, and strengthen stakeholder capacity to address them.
- Enhancing Decision Making – Developing new tools, policies and practices necessary to make sound investments and accelerate sustainable development.
- Demonstrating New Models – Applying these new tools to key corridors and activity centers through demonstration projects that can help transform the ways neighborhoods and communities grow and develop.

The 2013 Planning Sustainable Places Program (PSP) combined funds dedicated to the demonstration projects component of Creating Sustainable Places and the Livable Communities Surface Transportation/Bridge Program awards to provide local governments with financial support to advance detailed local planning and project development activities. The program received 37 applications and funded 18 projects.

The 2015, 2017, 2019 and 2021 Planning Sustainable Places Programs (PSP) were funded solely through the Livable Communities Surface Transportation Program and thus funding was only available to jurisdictions and other government entities within the eight county MARC metropolitan planning organization boundary. In 2015, the program received 27 applications and funded 13 projects. In 2017, the program received 36 applications and funded 25 projects. In 2019, the program received 24 applications and funded 12 projects. In 2021, the program received 30 applications and funded 14 projects.

The Creating Sustainable Places Initiative and the region's long-range plan, *Connected KC 2050 (CKC 2050)* outline a need to focus efforts on promoting concepts consistent with sustainable communities and place a focus on advancing site specific and project specific activities in support of these objectives. Projects awarded funding will be consistent with those goals.

The 2023 Planning Sustainable Places program will continue to serve as a single local government assistance program intended to specifically respond to these goals and facilitate the following objectives:

Program Objectives:

- Support the development and implementation of local activity center plans consistent with Creating Sustainable Places principles, identified regional activity centers, and the land use policy direction outlined in *Connected KC 2050*.
- Support localized public engagement and community consensus building.
- Support the identification and conceptualization of land use strategies, transportation projects, and related sustainable development initiatives that help to realize and advance the objectives identified in the Creating Sustainable Places initiative, *Connected KC 2050*, and the MARC Board’s adopted policy statement on regional land use direction.
- Support the conceptualization, development, and implementation of Creating Sustainable Places projects.

Additional information about the [Planning Sustainable Places](#) program and the [Creating Sustainable Places](#) initiative can be found on the MARC website, www.marc.org .

The focus of this request for proposals (RFP) is to create a Sustainable Places Plan that addresses the following key priorities for the City of Independence, Missouri:

- Capture connectivity gaps to existing corridor studies, established bus routes, and emerging multi-modal centers
- Identify facility needs in all districts of the city and incorporate connectivity with the Historic Trail Retracement Plan
- Locate gaps on school routes, activity centers, historical sites, park trail segments and population and employment centers
- Identify facilities in city limits maintained by outside jurisdictions

C. PROJECT BACKGROUND

The proposed project seeks to create a citywide multi-modal network. The project will determine viable, efficient transportation for residents, employees, and tourists through safe, convenient, and connected bicycle and pedestrian transportation networks that are integrated with the transit system. A key benefit of the project is that city recreational, residential, and employment areas will be joined with one another, and with other public uses such as schools. Other benefits include reduced greenhouse gas emissions, increased outdoor recreational opportunities, increased safety for all transportation users and improved public health. The primary users of the project will be local and regional pedestrians, cyclists, and transit users who are commuters, aging adults who are experiencing increased mobility limitations but wish to age in place, individuals with limited mobility options due to economic or physical constraints, particularly those with limited access to motorized vehicles.

D. SCOPE OF SERVICES

Project Overview

The Independence Transportation for All Plan seeks to create a citywide multi-modal network. The project will determine viable, efficient transportation for all users of the roadway. This network will integrate sidewalks, bikeways, mobility hubs and transit routes to make multi-modal transportation safe, convenient, and connected. This plan will connect destinations such as housing, employment centers, parks, schools, commercial centers, and other public uses to create a functional multi-modal network.

Stakeholder Coordination and Review

This project will partner the City of Independence with the Independence Chamber of Commerce, Independence Square Association, and the Independence Economic Development Council. The consultant will work with project staff to identify representatives from relevant organizations and departments to assist with the development of the Plan. Additionally, consultants should review the following plans and studies in preparation for the Transportation for All Plan:

- Comprehensive Plan
- Truman Connected Plan
- Englewood Station Arts District Circulation Plan
- Fairmount District Plan
- Independence Square Revitalization Plan
- Link Independence
- Noland Now Revitalization Plan
- Truman Road Green Gateway Plan
- US 24 Highway Corridor Study
- US 40 Highway Corridor Plan
- Connect KC 2050 Complete Streets Project

Deliverables: stakeholder engagement plan, existing plan review

Public Engagement

Robust public engagement is an essential element of the Plan. An equitable public engagement process is required to meet the needs of the City of Independence and the requirements of the Planning Sustainable Places program. Historically, Independence has a higher population density and higher minority population on the west side, while east side residential development is less dense. Likewise, environmental justice tracts exist throughout the City of Independence. Engagement should include all sectors of the city and traditionally underrepresented members of the community such as low-income and minority populations.

This project will utilize several methods to engage the public, including, but not limited to:

- Project website
- Fact sheets
- Community survey(s)
- Communication via City Facebook page
- Public meeting(s)
- Council one on ones

The consultant is also expected to present the plan to the Independence City Council at the conclusion of the project. Written meeting materials should be created in both English and Spanish.

Deliverables: public involvement plan, meeting schedule(s), community survey, material for online and in-person engagement, presentation of final plan to the Independence City Council

Infrastructure Planning

The Independence Transportation for All Plan will identify existing multi-modal facilities and opportunities for better connections between them. Additionally, the Plan will identify how to connect sidewalks and bikeways to transit routes to encourage usage for residents without cars. The study should include the following:

- Develop conceptual plans for new or upgraded existing sidewalks and bikeways to fill gaps in the existing network and connect to transit services
- Assess the need, recommend locations, and provide conceptual plans for future mobility hubs
- Use scenario planning to analyze the transportation, land use, and economic impacts of various alternatives and identify recommendations

Deliverables: scenario plans, analysis, mapping, and conceptual plans for future infrastructure improvements

Independence for All Transportation Plan

The final deliverable of this project will be a Multi-Modal Master Plan that will be adopted by the City of Independence that addresses all the key priorities. Clear implementation steps will help city staff to capitalize on opportunities as they present themselves and maintain momentum towards implementation of a robust multi-modal network that serves all members of the community.

Deliverables: final plan

E. STUDY SCHEDULE

Milestone	Date
RFP Released	January 3, 2023
Pre-Proposal Workshop	January 11, 2023, 10 am CST
Questions Due	January 18, 2023, noon CST
Q&A Posted	January 20, 2023, EOB
Proposals Due	January 27, 2023, 3 pm CST
Review of Proposals	January 30 – February 8, 2023
Interviews	Week of February 27, 2023
Negotiate Scope	March 6 – 10, 2023
MARC Board Authorization	March 27, 2023
Execute Contract	March 28, – April 7, 2023
Notice to Proceed	Within two weeks after receipt of signed contract
Kickoff/Establish Schedule	End of April
Identify Stakeholders	Early May
Workshops Public Outreach	May - June
Site Surveys/GIS gathering	June - August

Analysis	September
Final Plan/ Strategies	October - November

F. PROPOSAL SUBMITTAL REQUIREMENTS

To be eligible for consideration, **one electronic** copy of the response to the RFP must be received by the Mid-America Regional Council no later than 3:00 pm CDT, on **January 27, 2023**. Late submittals will not be considered and will be returned to submitter unopened. The font should not be smaller than 12 point. Covers, cover letter (single page max) and table of contents are not included in the 6-page limit. Further details regarding page counts follow:

Item	Page Requirements
1. Proposed Project Approach	Six single letter sized pages total for items 1 and 2. Two to three pages of the six must detail the public engagement process.
2. Proposed Public Engagement Strategies	
3. Qualifications	Item 3 not included in the page count for items 1 and 2. Three single sided pages or their equivalent max for narrative of qualifications. Three additional single pages total for resumes. Listing of relevant work within last 5 years not to exceed three pages.
4. Disadvantaged Business Enterprise (DBE) Goal	Not included in proposal page count.
5. Affirmative Action Checklist	Not included in proposal page count.
6. Certificate Regarding Debarment	Not included in proposal page count.

If mailing a flash drive or CD/DVD, the envelope should be addressed to:

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

If emailing your submission, please email to Beth Dawson at bdawson@marc.org. If you email the file it is your responsibility to ensure that the proposal has been received and not blocked by a spam filter or rejected due to file size. To confirm receipt of the file, contact Beth Dawson at bdawson@marc.org or 816.701.8325 prior to 3:00 pm CST, on **Friday, January 27, 2023**.

Questions should be directed to Beth Dawson at bdawson@marc.org and 816-701-8325. DO NOT CONTACT THE CITY OF INDEPENDENCE, MISSOURI REGARDING THIS REQUEST FOR QUALIFICATIONS, YOU WILL BE DIRECTED TO BETH DAWSON.

All questions must be received by noon CST on January 18, 2023. All questions will be posted to a Question and Answer page on the MARC website by close of business on January 20, 2023. A link to that page will be posted on the RFP page, <https://www.marc.org/about-marc/funding-and-rfps>.

The following items must be addressed in all proposals:

1. **PROPOSED PROJECT APPROACH:** Responses should include a proposed approach

to the project that includes the proposer's understanding of the project's objectives and local context, tentative schedule for project completion, a description of your approach to each of the tasks listed in Section D, description of all project deliverables and tentative public engagement process. Please provide your staff capacity for meeting the project requirements. Identify the key team members who are likely to be assigned to this contract if your proposal is selected 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 the consultant team, along with a brief description of their qualifications and services they are likely to perform.

2. **PROPOSED PUBLIC ENGAGEMENT STRATEGIES:** Responses should include a proposed approach to public outreach and engagement including process, meetings, tools and techniques to be utilized for engaging the community and key stakeholders 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. 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, client contact persons, phone numbers, and e-mail addresses (3 single pages maximum);
 - b. Resumes of key professional staff who will be assigned to this project (3 single 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 and the City of Independence, Missouri.
 - d. References. (3 – 4 including contact name, phone number and email address)
4. **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 22%. Please state what percentage of the project will be completed by DBE.
 5. **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. If you have 49 or less employees, then please note this requirement doesn't apply to your firm.
 6. **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. Required of primary only.

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

G. SELECTION PROCEDURE

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

Milestone	Date
RFP Released	January 3, 2023
Pre-Bid Workshop	January 11, 2023, 10 am CST
Questions Due	January 18, 2023, noon CST
Q&A Posted	January 20, 2023, EOB
Proposals Due	January 27, 2023, 3 pm CST
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Interviews	Week of February 27, 2023
Negotiate Scope	March 6 – 10, 2023
MARC Board Authorization	March 27, 2023
Execute Contract	March 28, – April 7, 2023
Notice to Proceed	Within two weeks after receipt of signed contract

Review will be conducted by a committee made up of representatives from Mid-America Regional Council and representatives selected by the City of Independence, Missouri. Interviews will take place with short-listed firms.

H. 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 [25%];
- Approach to community engagement [20%];
- Project approach and solutions to critical issues [20%];
- Experience on similar projects [15%];
- Project understanding [10%];
- Ability to accomplish project within desired timeframe [10%].

I. PRE-PROPOSAL MEETING AND QUESTION SUBMITTAL

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

When: Wednesday, January 11, 2023, at 10 am

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

<https://marc.growthzoneapp.com/ap/Events/Register/vP3AM6Qr?mode=Attendee>

All questions/requests for clarifications must be submitted in writing to MARC by **January 18 at noon CST.**

Please submit questions in writing to **Beth Dawson** at bdawson@marc.org.

MARC will post all questions, answers and clarifications to <https://www.marc.org/about-marc/funding-and-rfps>.

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 of the grant by the MARC Board and a signed funding agreement between the City of Independence, Missouri and MARC.

K. 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. If the City cannot come to an agreement with the first choice firm on costs and fees, then the City may choose to terminate those negotiations and begin negotiations with the second firm on the scoring list or terminate all negotiations and issue another RFP for these services at a later date. The budget maximum is \$101,750.00.

L. PERIOD OF PERFORMANCE: End date of November 14th, 2023.

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.

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 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)