



**REQUEST FOR PROPOSALS
For Consultant Services**

ADA Transition Plan

Planning Sustainable Places Program

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

January 30, 2023

Table of Contents

A. Purpose and Introduction.....	3
B. Creating Sustainable Places Initiative.....	3
C. Project Background	4
D. Scope of Services.....	4
E. Study Schedule	5
F. Proposal Submittal Requirements	6
G. Selection Procedure	8
H. Proposal Evaluation Criteria	9
I. Pre-proposal Meeting and Question Submittal.....	9
J. Contract Award	9
K. Project Budget	9
L. Period of Performance	10
Attachment A Summary of Attachments	11
Attachment B Affirmative Action Checklist.....	12
Attachment C Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.....	13
Attachment D Certification Regarding Lobbying	14

REQUEST FOR PROPOSALS

A. PURPOSE AND INTRODUCTION

The Mid-America Regional Council (MARC) seeks consulting services to complete the ADA Transition Plan for the City of Parkville, 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 Parkville, Missouri:

- Establish a formal process for receiving, documenting and addressing ADA complaints received from the public.
- Establish a process for City staff to inventory and identify ADA gaps in our system (ex: guidelines, policies & procedures, utilizing a standardized form)
- Conduct engagement (e.g., public meeting, surveys) to better understand mobility needs of the community.
- Conduct the following pilot project, so City staff can replicate it for other neighborhoods over time.
 - Conduct an inventory of pedestrian infrastructure in downtown Parkville.
 - Create a list of recommended ADA improvements in downtown Parkville based on a prioritization matrix, including costs for implementation.

C. PROJECT BACKGROUND

This project involves the creation of a citywide ADA transition plan to ensure that all individuals with disabilities have reasonable access to public accommodations via the citywide transportation system. The plan shall include a formal process for receiving, documenting and addressing ADA complaints in order for the City of Parkville to address and improve our built infrastructure on public land, in public facilities and within public right-of-way. The plan shall also include a process for the City to inventory and identify ADA gaps in our system, as well as opportunities to improve connections for individuals with disabilities. The first neighborhood our staff plans to inventory as a pilot part of this PSP project is downtown Parkville.

D. SCOPE OF SERVICES

Project Overview

The Parkville ADA Transition Plan will assist the City of Parkville in improving access to public accommodations via the city transportation system for residents with disabilities. The plan should also include a formal process for receiving, documenting, and addressing ADA complaints. A pilot neighborhood ADA inventory should be included in this plan as a model for the City of Parkville to inventory and identify ADA gaps in the future.

Public Engagement

A robust and equitable public engagement process is required to meet the needs of Parkville and the requirements of the Planning Sustainable Places program. Members of the public and members of the mobility impaired community are vital stakeholders in this project. Engagement should include at least one public meeting with stakeholders to understand perceptions, vision, and desires for mobility throughout Parkville. Additionally, consultants and staff will create a survey to assess current use of built infrastructure and gain understanding of community priorities to determine the mobility needs of residents. This survey should be available electronically and as a hard copy.

Throughout the public engagement process, staff will utilize resident feedback to develop criteria for future Capital Improvement Program projects to assist in prioritization.

Deliverables: public engagement plan, survey, meeting materials

ADA Inventory

A small neighborhood in Parkville has been identified as a pilot for an initial ADA inventory. It is bounded by 3rd Street to the north, east Street to the East, Mill Street to the south, and Main Street to the west. This inventory should catalog existing infrastructure, identify gaps in connectivity, and identify ADA improvements for the area. This process will utilize scenario planning, environmental data, and indicators to prioritize improvements.

The consultant and staff will prioritize areas and neighborhoods outside of the pilot inventory area to study in the future. This will allow staff to prioritize future capital investments to implement better connections for residents.

Deliverables: ADA inventory, scenario plans

Parkville ADA Transition Plan

The final Parkville ADA Transition Plan will outline the process for processing ADA complaints in the future. Additionally, it will contain a pilot inventory of a portion of Downtown Parkville to demonstrate the process for cataloging infrastructure and identifying future needs for ADA improvements. Finally, it will prioritize future areas and neighborhoods to be inventoried. Using data from the public engagement process, Parkville staff will create criteria for the selection of future capital projects.

Deliverables: final ADA transition plan

E. STUDY SCHEDULE

Milestone	Date
RFP Released	January 30, 2023
Pre-Proposal Workshop	February 7, 2023, 1 pm CST
Questions Due	February 15, 2023, noon CST
Q&A Posted	February 17, 2023, EOB
Proposals Due to MARC	February 24, 2023, 3 pm CST
Review of Proposals	February 27 – March 17, 2023
Interviews	Week of April 3, 2023
Negotiate Scope	April 10 – 14, 2023
MARC Board Authorization	April 25, 2023
Execute Contract	April 26, – May 5, 2023
Notice to Proceed	Within two weeks after receipt of signed contract
Project Kick-Off Meeting with MARC and City Staff	June 2023
Data Collection for Downtown Parkville pilot	June-August 2023
Final Review Meeting with MARC and City Staff	Two weeks before Board of Aldermen Work Session
Final Presentation to the Board of Aldermen (via a Work Session scheduled 6:00-7:00 p.m. either the 1 st or 3 rd Tuesday of the month at Parkville City Hall, 8880 Clark Ave, Parkville, MO 64152)	By the end of 2023

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 CST, on **February 24, 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. Nine pages maximum for qualifications narrative, resumes and relevant work.
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, or Taylor Cunningham at tcunningham@marc.org or 816.701.8228, prior to 3:00 pm CST, on **Friday, February 24, 2023**.

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

All questions must be received by noon CST on February 15, 2023. All questions will be posted to a Question and Answer page on the MARC website by close of business on February 17, 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 Parkville, 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 30, 2023
Pre-Bid Workshop	February 7, 2023, 1 pm CST
Questions Due	February 15, 2023, noon CST
Q&A Posted	February 17, 2023, EOB
Proposals Due to MARC	February 24, 2023, 3 pm CST
Review of Proposals	February 27 – March 17, 2023
Interviews	Week of April 3, 2023
Negotiate Scope	April 10 – 14, 2023
MARC Board Authorization	April 25, 2023
Execute Contract	April 26, 2023 – May 5, 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 Parkville, 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 [10%];
- Experience on similar projects [10%];
- Approach to community engagement [15%];
- Project understanding [30%];
- Project approach and solutions to critical issues [30%];
- Ability to accomplish project within desired timeframe [5%].

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, February 7, 2023, at 1 pm
Where: Mid America Regional Council, Board Room
600 Broadway, Ste. 200
Kansas City, Mo. 64105

[Register for Pre-bid Workshop](#)

All questions/requests for clarifications must be submitted in writing to MARC by **February 15 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 Parkville, 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 \$25,000.

L. PERIOD OF PERFORMANCE: End date of December 31, 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 DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION Attachment C.
3. Complete the CERTIFICATION REGARDING LOBBYING 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)