

2023 RFP Round One Questions & Answers



Please Note: On all submittals, please include contact information in the cover letter that provides name, phone number and email for your team's primary contact.

[All RFPs] **Q:** Do any of the cities or MARC have specific guidelines or requirements relating to public engagement?

A: No there are not any specific guidelines or requirements relating to public engagement. MARC does anticipate that the public engagement component for any PSP project facilitates an iterative planning process to involve the local community and stakeholders in project decision making.

[All RFPs] **Q:** Who will hold the final contract for the project?

A: MARC will hold final contracts for all projects.

[All RFPs] **Q:** If a DBE is certified in Missouri can they act as a DBE for a Kansas project?

A: To qualify as a DBE for either Missouri or Kansas Planning Sustainable Places projects **it is suggested that you hold a certification with the State of the project's sponsor.** We will accept RFPs that include an out of state DBE certificate on a case by case basis. We encourage you to begin the DBE certification process in the appropriate state in order to expedite DBE determination. **Note:** *not having a DBE status does not restrict a firm or its team from consideration.*

[All RFPs] **Q:** Will any portion of a project's funding be used for MARC administrative expenses?

A: MARC receives **no** administration fee from the project's budget.

[All RFPs] **Q:** For sections 1 and 2, does the 6-page limit include both front and back of each page for a total of 12 pages?

A: Sections 1 and 2 would be a total of 6 pages, either 6 single sided or 3 double sided.

[All RFPs] **Q:** Are cost proposals submitted by proponents required to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for for-profit entities)?

A: Yes, contract fees should be based on audited rate – (approved audited rate for projects that receive federal funding – rates typically approved by State DOTs) PLEASE NOTE: Do not include any fee information with your RFP response. The information will be asked for if your firm is selected for negotiation.

[All RFPs] **Q:** Do rates need to be based on raw direct pay rate times overhead? **A:** See portion of fee sheet below.

[All RFPs] **Q:** Can profit be applied to rate inclusive of overhead? **A:** See portion of fee sheet below.

DETAILED DESCRIPTION	Estimated Hours	Rate/Hour	Total Estimated Cost
1. Direct Labor			\$0.00
			\$0.00
A. Total Direct Labor Cost	0		\$0.00
2. Burden (Overhead)			
Fringe Benefits (___%)			\$0.00
Overhead (___%)			\$0.00
B. Total of Burden			\$0.00
C. Total Direct Costs and Burden (A+B)			\$0.00

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D. Fixed Fee (____% applied to A+B)	\$0.00
E. Total Cost plus Fee (C+D)	\$0.00

[All RFPs] **Q:** The RFP lists minimum font size as 12 pt but the presentation states minimum font size as 10 pt. Which is it?

A: The minimum is 10 pt but I would suggest considering your reader when deciding on font size.

[All RFPs] **Q:** On the Qualifications section, your RFP states that this section does not count against page limit, however there is also a 3-page limit listed for narrative, in addition to 3 pages for resumes. Does this mean a 6-page total limit?

A: It would be a total of 6 pages if you did 3 pages for narrative and 3 pages for resumes. If you do not use all 3 pages for narrative, then the remaining pages cannot be used for more than 3 pages of resumes. Converse would be true for doing less than 3 pages of resumes, the remaining pages cannot be used for more than 3 pages of narrative.

[All RFPs] **Q:** Also, where do we include project cut sheets? (How many and where in the proposal can they be included, and is there a page limit here?)

A: Project cut sheets would be included in the Qualification section. Please provide information on similar projects only that were undertaken within the last 5 years. There is not a page limit on this but please be mindful that the review committee appreciates brevity.

[All RFPs] **Q:** Does the listing of similar projects (as noted in section 3.a of the Proposal Submittal Requirements) have a page count? Or are they included in the page count of another section?

A: There isn't a page limit for the listing of similar projects but please be mindful that the review committee appreciates brevity.

[All RFPs] **Q:** What type of traffic data is available for the different projects?

A: The data varies by community but typically data is gathered on vehicles. Pedestrian counts may or may not be included. Bicycle counts typically are not documented.

[All RFPs] **Q:** Will you be providing the preproposal meeting presentation and Q&A?

A: The preproposal meeting can be found on the RFP page: <https://www.marc.org/about-marc/funding-and-rfps> and it has been posted to DemandStar. The questions asked at the preproposal meeting have been incorporated into this document and are posted on the aforementioned RFP page and DemandStar.

[[All RFPs] **Q:** Regarding the one electronic copy of the response, should it be submitted digitally through your email or should it be sent to the indicated mailing address?

A: If mailing or delivering 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

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CST, on **Friday, December 2, 2022.**

[All RFPs] **Q:** If a DBE firm is in the lead, do they count towards the goal?

A: Yes, if a DBE is the lead, they still count towards the DBE goal. DBEs are not restricted to only a subconsultant role.

[All RFPs] **Q:** Is there a sample contract available?

A: A contract template has been posted to: <https://www.marc.org/about-marc/funding-and-rfps>.

[All RFPs] **Q:** Is it possible to put non-profits or advocacy organizations on our consulting team? They might be used for community engagement.

A: If a non-profit is included in the consulting team, they cannot be used to satisfy the DBE requirement. A DBE must be a for profit business per regulations. The fees associated with the non-profit would need to be audited rates.

[All RFPs] **Q:** Is it possible to put non-profits or advocacy organizations on our consulting team? They might be used for community engagement.

A: If a non-profit is included in the consulting team, they cannot be used to satisfy the DBE requirement. A DBE must be a for profit business per regulations. The fees associated with the non-profit would need to be audited rates.

[All RFPs] **Q:** Can a consultant submit for two of these projects if they have a substantial amount of experience in both areas?

A: If a consultant has significant experience, they can apply for every last one of them. There's nothing holding them back.

[All RFPs] **Q:** Will there be a different consultant selected for each project or can the same consultant be selected for both projects?

A: Yes, that has happened in the past. Each project has its own selection committee so a consulting team can be selected for more than one project.

[All RFPs] **Q:** Is there a limit on the file size when emailing a submittal?

A: Yes, the file size cannot be larger than 10 MB or provide an FTP site.

[All RFPs] **Q:** The RFP mentions including DBE goal info in the submittal. I did not see any forms or more specifics as to what this should consist of. Do we simply need to provide a description of how our team intends to achieve the goal or is there some other form that needs to be completed?

A: There is no form required for Missouri projects to state DBE. We just ask that you mention in your proposal. Frequently submittals will state the DBE percentage that they are proposing in the details about the DBE subconsultant, but we just ask that you state your proposal's percentage somewhere in the proposal. Please note that Kansas does have a DBE form that must be included in the submittal.

[All RFPs] **Q:** Sometimes on our electronic proposal files we insert "divider" pages (solid background with large Section Number/Name and sometimes photos) between the sections so they're more clearly defined while scrolling through. Are divider pages allowed in these proposals?

A: Solid divider pages are allowed and not counted towards the total page count as long as they aren't conveying content for a particular proposal item. So, a solid page with just a section name or number would be fine.

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[All RFPs] **Q:** Is it still possible to see the public comments for the winning PSP projects for this cycle?

A: The following link should take you to the comments page: <https://gis2.marc2.org/psp/publiccommentlisting.html>

[All RFPs] **Q:** Are the workload and reference requirements included in the page limit?

A: No, the workload and reference requirements are not included in the page limit.

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[All RFPs] **Q:** I have a question about the page limits for the qualifications. I see there are six pages for the approach and engagement and then what appears to a separate set of pages for qualifications, that includes qualifications, resumes and listing of relevant work in the last 5 years?

A: Right, that's not part of the six-page count.

[All RFPs] **Q:** But does that section itself has its own page limit?

A: Yes, there are the equivalent of three single pages max for narratives, three additional pages for resumes and then we only want to see relevant work within the last five years with a maximum of three pages for it. So, if you do the maximums there, it would be the equivalent of nine single pages in addition to the original six that cover your project approach and public engagement.

****NOTE FOR KANSAS PROJECTS: The primary consultant for any team proposing for a Kansas project, must have an active SAM.gov registration in order to be allowed to interview for the project.*****

[Grandview] **Q:** You mentioned improvements to the overpass, would that be referring to the MoDOT structure or the roadway underneath it?

A: It would be the ROW portion under the overpass.

[Grandview] **Q:** You talk about getting under I-49, have there been any studies on how to get under it? You talk about road diet, perhaps moving curbs to create wider sidewalks or on-street sharrows, have there been any studies about this?

A: The road diet portion would primarily exist west of the overpass and head towards Blue Ridge. Under the overpass when the slope comes down to the sidewalk, we hope to cut that back a bit to accommodate a path between the bridge supports and sidewalk. We'll just have to see if that is feasible or not. But we haven't had any studies at this point to do that type of work.

[Grandview] **Q:** Can you clarify the two intersections for the traffic calming?

A: It would be 125th and Harry Truman Drive and 115th and Harry Truman Drive. The City just completed converting the frontage roads south of the intersection of I-49 and Harry Truman Drive to two-way streets again, so those have been trimmed down and cleaned up, improvements to sidewalk infrastructure so we've seen better control. We're looking to improve those two intersections

[KCMO – Southwest Boulevard] **Q:** Have you thought about the selection committee or what stakeholders might be on that?

A: It will be MARC, myself, the City Engineer, Bobby Evans, our transportation planner, and then we would want someone from the community like Mattie Rhoades Center and Hispanic Economic Development Council, both who are very involved in this. This project is all about the neighborhood so the stakeholders will be really important so they will be involved.

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[KCMO – Southwest Boulevard] **Q:** Will the railroads be involved in the process?

A: No, we do not plan to engage with the railroads. I don't see there being any improvements to those railroad bridges.

[KCMO – Southwest Boulevard] **Q:** Regarding page 5 of the Southwest Boulevard Transportation Study RFP, Section D, last subsection entitled "Southwest Boulevard Traffic Study": Is production of a "Traffic Study" part of the project scope, or is this section meant to reference a more inclusive and multimodal "Southwest Boulevard Transportation Study" as a Final Plan for project delivery?

A: The City wants a comprehensive multimodal transportation study. The intent is that any conceptual plans put forward would be vetted by a vehicle traffic operations analysis. Essentially, we want to make sure that the proposed concepts will "work" from a traffic operations standpoint. The vetted concepts can then go straight into design engineering and, subsequently, implementation as quickly as possible.