



**Request for Proposals for
Consultant Services**

Blue Ridge TOD and Transit Center Study

Planning Sustainable Places Program

Requested by the Mid-America Regional Council

January 6, 2025

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Request for Proposals

Purpose and Introduction

The Mid-America Regional Council (MARC) seeks consulting services to complete the Blue Ridge TOD and Transit Center Study for the Kansas City Area Transportation Authority.

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 17 across the region chosen for funding through the Planning Sustainable Places Program.

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, 2021 and 2023 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. In 2023, the program received 24 applications and funded 18 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 2025 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:

- 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.

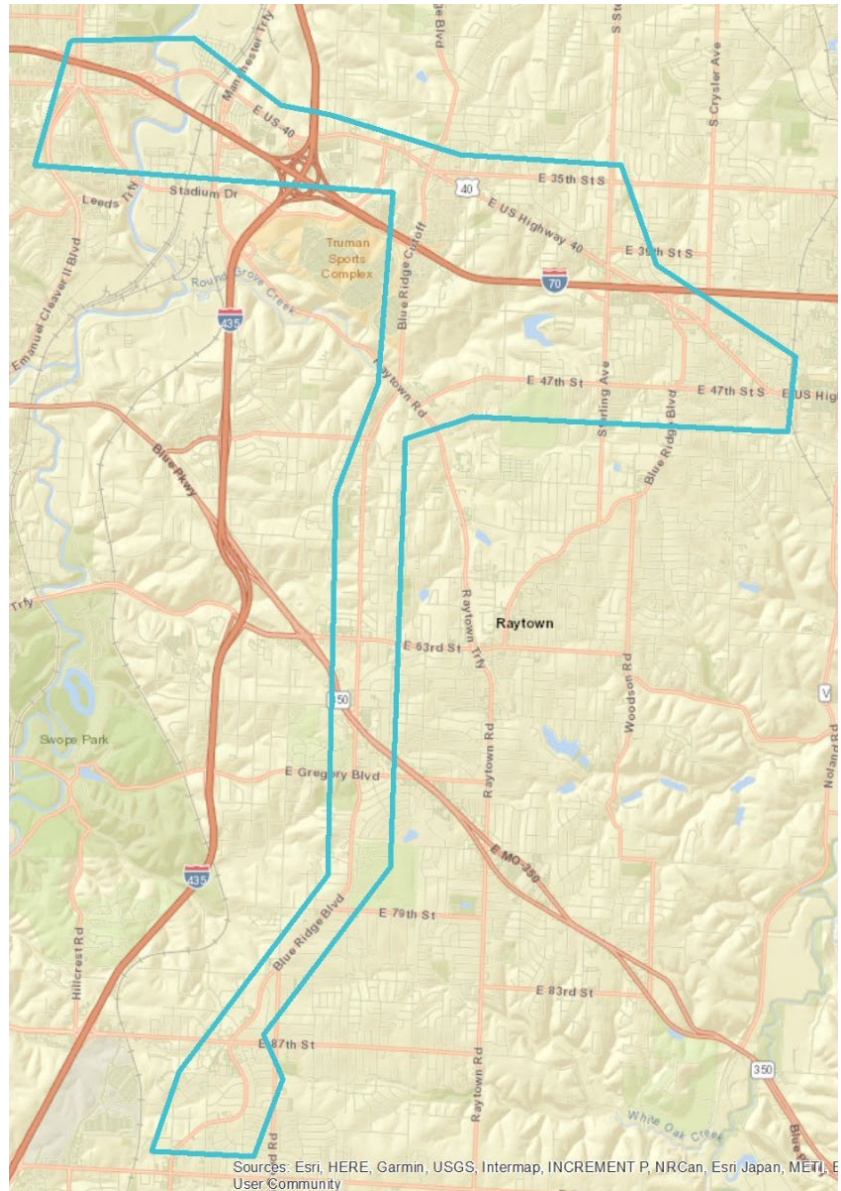
The focus of this request for proposals (RFP) is to create a Sustainable Places Plan that addresses the following key priorities for the Kansas City Area Transportation Authority:

- Identify potential TOD sites along the corridor.
- Analyze current land use and transportation infrastructure.
- Engage stakeholders and the community in the planning process.
- Identify 3 locations on the Blue Ridge Transit Corridor for a TOD with Transit Center, with one location being Blue Ridge Crossing.
- Develop a strategic plan for TOD implementation.
- Recommend policy changes and incentives to support TOD.

Project Background

The study area is defined as a half mile buffer along the KCATA #28 Blue Ridge Transit Route, and I-70 and 40 Highway intersection, in the area known as Blue Ridge Crossing, within Kansas City, Mo.

The goal of this project is to determine three locations for a Transit Oriented Development which also serves as a transit center in Central Jackson County along the Blue Ridge Transit Corridor. We will require that one of these locations will be in the area of I-70 and 40 Highway, also known as Blue Ridge Crossing. KCATA previously had a transit center in this area, but for various reasons it was closed in recent years. Since that time the KCATA has seen those transit riders spread out to various stops in and around the project area. This has created access issues with transit stops, and created conflicts with various businesses within the project boundary. This project is our first step in addressing those issues in the area with see's above average transit use. However, the scope is far wider than simply siting the project. The proposed project would also conduct an existing conditions analysis, do broad stakeholder and community engagement, understand market conditions for a TOD within the project area, and provide TOD Plan Development.



Scope of Services

Project Initiation and Management

Task 1.1: Kick-off Meeting: Convene a project kick-off meeting with MARC, local government representatives, and key stakeholders.

Deliverable: Meeting agenda, minutes, and a project management plan.

Task 1.2: Project Management and Reporting: Ongoing project management, including regular progress reports to MARC.

Deliverable: Monthly progress reports and a final project report.

Existing Conditions Analysis

Task 2.1: Data Collection and Review: Collect and review relevant data, including land use, zoning, demographics, transit ridership, and infrastructure conditions. Included should be a review of existing KCATA development programs and policies approved by the KCATA Board.

Deliverable: Existing conditions report with maps and data visualizations.

Task 2.2: Corridor Assessment: Conduct a field assessment of the corridor to document physical conditions and identify potential TOD sites.

Deliverable: Corridor assessment report.

Stakeholder and Community Engagement

Task 3.1: Stakeholder Interviews and Focus Groups: Conduct interviews and focus groups with key stakeholders, including local businesses, community organizations, neighborhood associations, and residents. KCATA can identify stakeholders but would appreciate assistance from the selected consulting team as well. Social service organizations will be engaged to illuminate the issues and create strategies to effectively and safely address serious problems in the community like houselessness, mental health, and drug use. As a part of this task, a stakeholder committee will be created that includes members from the local municipalities as well as the groups listed above.

Deliverable: Summary report of stakeholder input.

Task 3.2: Public Workshops and Surveys: Organize public workshops and online surveys, not statistically projectionable, to gather community input on TOD preferences and priorities.

Deliverable: Public engagement summary report.

Transit Center Siting Analysis

Task 4.1: Siting Analysis: Conduct an analysis of sites along the Blue Ridge Transit Corridor and identify a minimum of 3 possible locations for a new Transit Center. One location must be located within Blue Ridge Crossing, within ½ mile of the intersection of I-70 and Highway 40.

Deliverable: Location Analysis Report with 3 site recommendations

TOD Opportunities and Challenges Analysis

Task 5.1: Market Analysis: Conduct a market analysis to identify economic trends, development potential, and market demand for TOD.

Deliverable: Market analysis report.

Task 5.2: SWOT Analysis: Perform a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis to identify key opportunities and challenges for TOD along the corridor.

Deliverable: SWOT analysis report.

Strategic TOD Plan Development

Task 6.1: Visioning and Goal Setting: Facilitate workshops with stakeholders to develop a shared vision and set goals for TOD along the corridor.

Deliverable: Vision and goals report.

Task 6.2: TOD Concepts and Scenarios: Develop TOD concepts and scenarios for key sites, including mixed-use development, pedestrian and bike infrastructure, public spaces, and affordable, workforce, and market rate housing. At a minimum, three locations on the Blue Ridge Transit Corridor should be identified for TOD with Transit Center, with one location being Blue Ridge Crossing. If more than three sites are in the final list, the sites should be provided in rank order.

Deliverable: TOD concept plans and visualizations.

Task 6.3: Implementation Strategies: Develop strategic recommendations for TOD implementation, including zoning changes, policy recommendations, funding strategies, and the use of KCATA's incentive programs. High level designs and considerations should be included in this task. These considerations should include green infrastructure to assist with stormwater management, groundwater management, and air quality improvements.

Deliverable: TOD implementation strategy report.

Final Reporting and Presentation

Task 8.1: Draft Report: Compile findings, analysis, and recommendations into a draft report for review by MARC and stakeholders.

Deliverable: Draft TOD study report.

Task 8.2: Final Report and Presentation: Revise the draft report based on feedback and prepare the final report. Findings and recommendations should be presented to KCATA Planning and Operations Committee at a minimum. Other opportunities for presentations to MARC groups/committees and local municipalities might also be required.

Deliverable: Final TOD study report and presentation materials.

Study Schedule

Milestone	Date
RFP Released	January 6, 2025
Pre-Bid Workshop	January 15, 2025, 10 am CST
Questions Due	January 22, 2025, 12pm CST
Q&A Posted	January 24, 2025 EOB
Proposals Due	January 31, 2025 3pm CST
Review of Proposals	February 3-12, 2025
Interviews	March 4, 2025
Negotiate Scope	March 10-14, 2025
MARC Board Authorization	March 25, 2025
Execute Contract	March 26 – April 12, 2025
Notice to Proceed	Within two weeks after receipt of signed contract
Project Kick Off	April 2025

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 **January 31, 2025**. 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 15-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. Attachments: Affirmative Action Checklist; Debarment; Lobbying; Bidder’s List; and Disadvantaged Business Enterprise (DBE) Goal.	Not included in proposal page count.

Please email your submission 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 31, 2025.**

****PLEASE NOTE**:** All Proposers to this RFP shall submit a bidder’s list of **all subconsultants** (accepted or not accepted) requesting to participate in this project. Proposals without a Bidder’s List will be considered “**non-responsive**”. Proposer’s, please submit the “Bidder’s List” form Attachment E. If you use your own Bidder’s List Form at a minimum the form must include: Firm’s names, address, DBE or non-DBE, NAICS code pertaining to scope of work, race or gender of majority owner, firm’s age, and annual receipts.

Questions should be directed to Beth Dawson at bdawson@marc.org and 816-701-8325. **DO NOT CONTACT KANSAS CITY AREA TRANSPORTATION AUTHORITY REGARDING THIS REQUEST FOR QUALIFICATIONS, YOU WILL BE DIRECTED TO BETH DAWSON.**

All questions must be received by noon CST on January 22, 2025. All questions will be posted to a Question and Answer page on the MARC website and DemandStar by close of business on January 22, 2025. 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 Scope of Services, 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 Kansas City Area Transportation Authority.
 - 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 20%. Please complete Attachment F – Intent to Perform as a Disadvantaged Business Enterprise (DBE) form.
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.
8. **BIDDERS LIST:** See Attachment E. Required documentation for all subconsultants (accepted or not accepted).

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 6, 2025
Pre-Bid Workshop	January 15, 2025, 10 am CST
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MARC Board Authorization	March 25, 2025
Execute Contract	March 26 – April 9, 2025
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 Kansas City Area Transportation Authority. Interviews will take place with short-listed firms.

Proposal Selection Criteria

The proposals submitted by each Contractor, Firm, or Contractor Team, will be evaluated by the selection committee according to the following criteria:

- Project approach and solutions to critical issues [20%];
- Experience and availability of key personnel [10%];
- Experience on similar projects [20%];
- Approach to community engagement [10%];

- Project understanding [20%];
- Ability to accomplish project within desired timeframe [20%].

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 15, 2025, at 10 am

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 **January 22, 2025** 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> and DemandStar.

Contract Award

From the firms expressing interest, a committee will review the submittals and rank the firms. Shortlisted 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 Kansas City Area Transportation Authority and MARC.

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 Kansas City Area Transportation Authority cannot come to an agreement with the first-choice firm on costs and fees, then the Kansas City Area Transportation Authority 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 \$179,500.

Period of Performance – December 31, 2025

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.
4. Complete the BIDDERS LIST Attachment E.
5. Complete the INTENT TO PERFORM AS A DISADVANTAGED BUSINESS ENTERPRISE (DBE) Attachment F.

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 ensuring 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

Signature – 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 of Authorized Official

Signature of Above Official

Date

ATTACHMENT E – Bidder’s List

Firm name	Address	DBE or Non-DBE	NAICS for Scope	Race or Gender of majority owner		Age of firm	Annual Gross Receipts (in millions)	
				<input type="checkbox"/>	African American	<input type="checkbox"/> 1 - 3 yrs	<input type="checkbox"/> Less than \$1	
				<input type="checkbox"/>	Asian-Pacific Americans	<input type="checkbox"/> 4 - 6 yrs	<input type="checkbox"/> \$1 - 3	
				<input type="checkbox"/>	Hispanic American	<input type="checkbox"/> 7 - 10 yrs	<input type="checkbox"/> \$3 - 6	
				<input type="checkbox"/>	Native American	<input type="checkbox"/> 10+ years	<input type="checkbox"/> \$6 - 10	
				<input type="checkbox"/>	Subcontinent Asian-Pacific Americans		<input type="checkbox"/> Over \$10	
				<input type="checkbox"/>	Women			
				<input type="checkbox"/>	Other			
				<input type="checkbox"/>	Non - minority			

Firm name	Address	DBE or Non-DBE	NAICS for Scope	Race or Gender of majority owner		Age of firm	Annual Gross Receipts (in millions)	
				<input type="checkbox"/>	African American	<input type="checkbox"/> 1 - 3 yrs	<input type="checkbox"/> Less than \$1	
				<input type="checkbox"/>	Asian-Pacific Americans	<input type="checkbox"/> 4 - 6 yrs	<input type="checkbox"/> \$1 - 3	
				<input type="checkbox"/>	Hispanic American	<input type="checkbox"/> 7 - 10 yrs	<input type="checkbox"/> \$3 - 6	
				<input type="checkbox"/>	Native American	<input type="checkbox"/> 10+ years	<input type="checkbox"/> \$6 - 10	
				<input type="checkbox"/>	Subcontinent Asian-Pacific Americans		<input type="checkbox"/> Over \$10	
				<input type="checkbox"/>	Women			
				<input type="checkbox"/>	Other			
				<input type="checkbox"/>	Non - minority			

ATTACHMENT F – Intent to Perform as a Disadvantaged 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 if needed),

at the following price

\$

Name of DBE Firm

Signature of DBE Firm’s Authorized Representative

Date