



**Request for Proposals for
Consultant Services**

**Kansas City's Forgotten Homes and Independence Plaza
Study**

Planning Sustainable Places Program

Requested by the Mid-America Regional Council

January 6, 2025

Table of Contents

Purpose and Introduction.....	3
Creating Sustainable Places Initiative.....	3
Project Background.....	4
Scope of Services.....	6
Study Schedule.....	8
Proposal Submittal Requirements.....	9
Selection Procedure.....	12
Proposal Selection Criteria.....	12
Pre-proposal Meeting and Question Submittal.....	12
Contract Award.....	13
Project Budget.....	13
Period of Performance.....	13
ATTACHMENT A Summary of Attachments.....	14
ATTACHMENT B Affirmative Action Checklist.....	15
ATTACHMENT C Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.....	16
ATTACHMENT D Certification Regarding Lobbying.....	17
ATTACHMENT E Bidders List.....	18
ATTACHMENT F – Intent to Perform As a Disadvantaged Business Enterprise (DBE).....	19

Request for Proposals

Purpose and Introduction

The Mid-America Regional Council (MARC) seeks consulting services to complete the Forgotten Homes and Independence Plaza plan for the City of Kansas City, 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 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 20 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 City of Kansas City, Mo.:

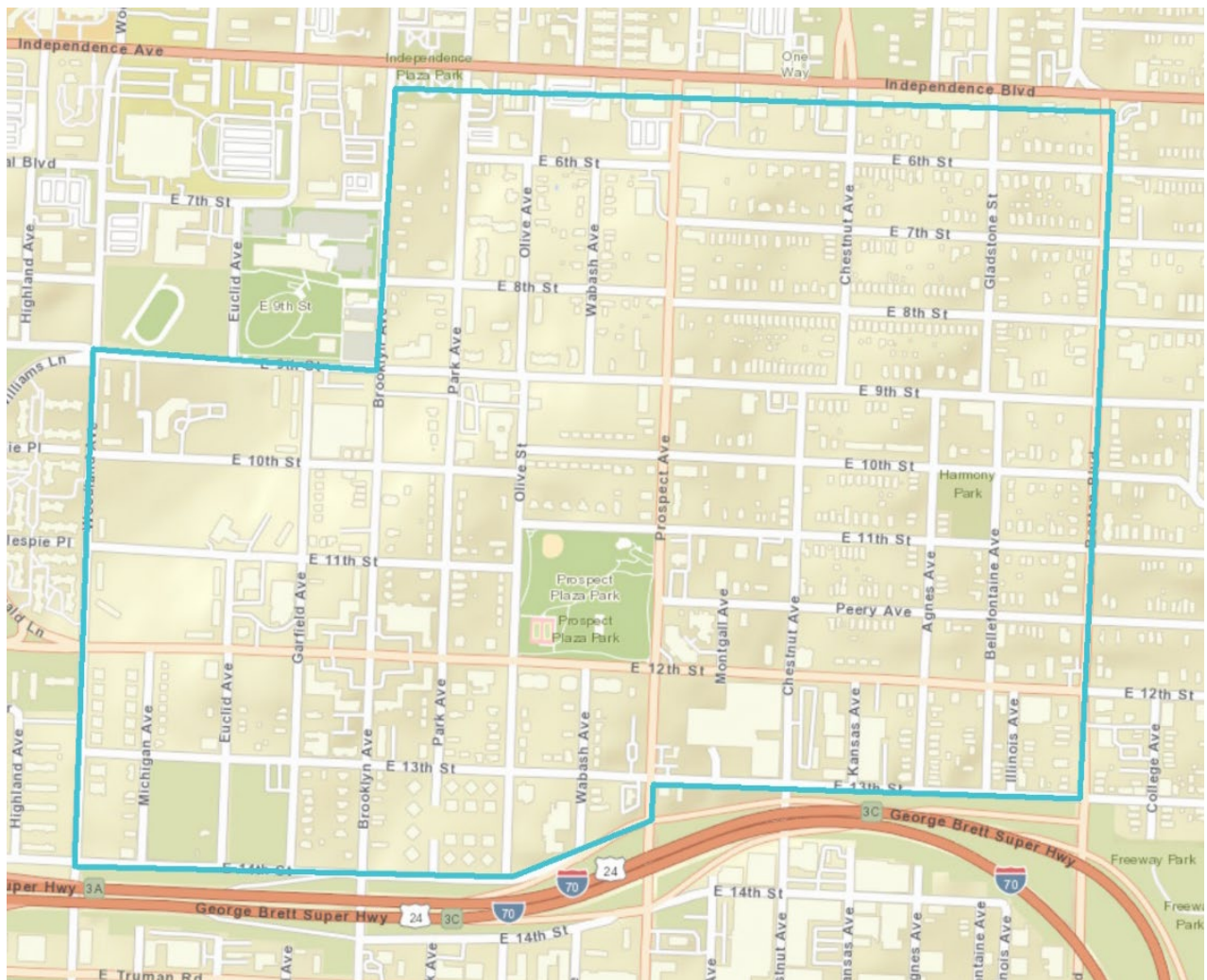
1. Improve multimodal connectivity and safety
2. Address housing stock conditions and new housing development
3. Placemaking, Open Space, and Climate Resilience

Project Background

The City of Kansas City, Missouri (City), is seeking consulting services to complete a planning study focused on the Forgotten Homes and Independence Plaza neighborhoods. The area is roughly 0.68 square mile area located in northeast Kansas City, MO. The study

area is geographically isolated and underserved by existing transportation infrastructure. MO Hwy 24 and US Interstate 70 these are wide, multi-lane roads within the study area and are impacting the study area's population, ultimately limiting mobility, economic opportunity, and access to vital goods and services. The population is largely low-income, as 1 in 3 residents live in poverty. Labor force participation is at 37%, compared to 69% citywide. The community is also majority-minority, as more than 80% of residents are racial and/or ethnic minorities. The area is also home to a large foreign-born and limited English proficient population. Residents of this area are impacted by numerous socioeconomic challenges: poverty, crime, aging housing stock, housing-related health hazards (e.g., lead paint), housing opportunity, low access to computers and/or broadband, blight, vacant housing and land, inadequate economic and infrastructure investment, and a wide range of health and environmental inequities.

Study Map:



Scope of Services

The City of Kansas City is requesting consultant service help to develop a formal study of the project area. Exploring the nexus between the land use, transportation, and environment and their impact on community partners. Developing a community-driven vision that enhances a vibrant and sustainable future.

Existing Conditions and Plan Review

The selected consultant should document the following existing conditions for the study area:

- Transportation inventory including: transportation circulation patterns, existing transportation assets, access to transit, walkability, bikeability, and connectivity to key employment, education, and economic centers throughout the city and region. This should cover all modes of transportation.
- Existing land use inventory: document the existing land use patterns, housing stock, and vacant lots.
- Existing environmental conditions, particularly air quality issues, water quality issues, stormwater issues and existing open space access.

Additionally, the selected consultant will determine the best practices for addressing the above characteristics and provide criteria for determining the best solutions for the study area.

The existing plans that should be reviewed include:

- Kansas City's 2022 Climate Protection and Resiliency Plan
- KC Spirit Playbook
- Vision Zero KC
- Truman Plaza Area Plan
- Woodland Plaza: Planning Equitable Mobility

Deliverables: Existing conditions report and plans review summary

Public Engagement

Throughout the Plan development process, the City expects the selected consultant to facilitate and ensure widespread community engagement in a wide range of visioning activities. The Public Engagement Plan shall:

- Identify key deliverables that will ensure a robust, community-driven planning process that establishes a vision for the future of the study area neighborhoods. It is expected that all impacted people will have multiple opportunities to be heard and valued.

- Consultant shall invite an advisory committee including but not limited to the following organizations:
 - Independence Plaza Neighborhood Council
 - Forgotten Homes Neighborhood Association
 - Housing Authority of Kansas City
 - Kansas City Public Schools
 - Kansas City Area Transportation Authority (KCATA)
 - Kansas City Housing and Community Development Department
 - Northeast Chamber of Commerce
 - Independence Ave CID
 - Twelfth Street Heritage
 - Kansas City Parks & Recreation
 - Kansas Public Works
 - Other nonprofit organizations that serve the Independence Plaza and Forgotten Homes Neighborhoods
- Expected engagement tools include but are not limited to:
 - One self-select survey or questionnaire to gather input on residents' needs, priorities and vision for the study area. Survey or questionnaire responses shall be collected through multiple means including but not limited to:
 - Online
 - In person
 - Three focus group meetings and five interviews with key stakeholders, including community leaders, business owners, and representatives of local organizations.
 - Two community meetings and workshops to be coordinated with ongoing public engagement for the Truman Plaza Area Plan update.
 - One planning charette
 - Regular updates and a draft plan will be shared for community feedback
 - Public outreach campaigns utilizing social media for each public engagement meeting or event, two local newspaper ads, community newsletters, and flyers distributed at community centers, schools and places of worship. Coordinate with the Truman Plaza Area Plan update team.
- It is expected that the outreach will include effective engagement of limited English proficient persons and diverse cultural representation in planning activities and include various feedback loops to continue engagement. It is also expected that translators and culturally competent facilitators will be involved.

Deliverables: Public engagement plan, meeting materials, outreach materials, surveys and questionnaires, and charette materials. All public engagement activities should be documented and a summary provided.

Recommendations

After the initial public engagement efforts, existing conditions, previous studies review, and identification of best practices and appropriate evaluation criteria for the study area, recommendations should:

- Identify opportunities to integrate with the regional trail network: develop a local network of shared mobility paths that improve access to employment, education, leisure, health, and commercial opportunities.
- Develop strategies to update housing stock, in-fill vacant lots, expand commercial and industrial uses, and promote affordability. Maintaining a particular interest in energy efficient, carbon neutral development and retrofit projects.
- Assemble strategies that improve air and water quality, address stormwater management particularly in areas with significant impervious surface, and how to improve open space access.
- Develop strategies to improve resiliency to climate impacts, particularly urban heat island and other severe weather patterns, consistent with Kansas City's 2022 Climate Protection and Resiliency Plan.
- Other strategies for creating a sustainable, vibrant community that provides upward mobility and opportunity for residents, elevates the area as a destination.
- Methods to leverage existing neighborhood assets to facilitate an actionable plan that articulates the above items.

Deliverables: Summary of recommendations and the preferred solutions.

Final Report

The final plan will include a list of strategies and recommendations for the City of Kansas City. The report should identify potential funding mechanisms and recommend prioritized list strategies for implementation, including a budget. The final plan will be presented to the public, City Plan Commission, and City Council. The final plan will be presented as both a separate PDF report and an abbreviated summary to be included as a sub-area chapter in the updated Truman Plaza Area Plan. All language in the final report shall conform with the area plan standards and be concise in nature.

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	February 25, 26, or 27, 2025
Negotiate Scope	March 3-7, 2025
MARC Board Authorization	March 25, 2025
Execute Contract	March 26 – April 11, 2025
Notice to Proceed	Within two weeks after receipt of signed contract
Kickoff	Week of April 21, 2025
Engagement Plan	May 8, 2025
Existing Conditions Report	June 5, 2025
80% Draft Report	August 7, 2025
Draft Final Report	August 29, 2025
Final Report	September 12, 2025
Period of Performance	December 31, 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. 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.

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 CITY OF KANSAS CITY, MISSOURI REGARDING THIS REQUEST FOR PROPOSAL, 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 24, 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 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 Kansas City, 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 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
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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 City of Kansas City, Missouri. Interviews will take place with short-listed firms at the Mid-America Regional Council offices at 600 Broadway, Suite 200, Kansas City, MO 64105.

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 15%;
- Experience on similar projects 15%;
- Approach to community engagement 20%;
- Project understanding 20%;
- Ability to accomplish the project within the desired timeframe 10%.

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 City of Kansas City, Mo., 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 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 \$187,500.

Period of Performance – November 1, 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 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

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 the 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)	
					African American		1 - 3 yrs		Less than \$1
					Asian-Pacific Americans		4 - 6 yrs		\$1 - 3
					Hispanic American		7 - 10 yrs		\$3 - 6
					Native American		10+ years		\$6 - 10
					Subcontinent Asian-Pacific Americans				Over \$10
					Women				
					Other				
					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)	
					African American		1 - 3 yrs		Less than \$1
					Asian-Pacific Americans		4 - 6 yrs		\$1 - 3
					Hispanic American		7 - 10 yrs		\$3 - 6
					Native American		10+ years		\$6 - 10
					Subcontinent Asian-Pacific Americans				Over \$10
					Women				
					Other				
					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