

2023 RFP Round Six 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:** 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:** 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:** 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:** 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.

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[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:** 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.

[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.

[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 be a separate set of pages for qualifications, that includes qualifications, resumes and listing of relevant work in the last 5 years?

A: Right, the qualifications are not a part of the approach and engagement six-page count.

[All RFPs] **Q:** But does that section itself have 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.****

[All RFPs] **Q:** One more question. This project does require DBEs that are registered in Kansas?

A: That is correct. For Kansas projects the DBEs must be registered in Kansas.

[All RFPs] **Q:** Those percentages there (percentages shown in Section H. Proposal Evaluation Criteria) is that for the RFQ to get shortlisted or is that at the interview to get selected?

A: It is utilized at both steps. If there is a shortlisting process, these weightings are used in that process also.

[All RFPs] **Q:** We're interested in finding a firm to partner with to submit to your Basehor Downtown Corridor RFP. Would it be possible to get a plan holder list or a list of firms that submitted questions, along with contact information?

A: All of the firms that attended the Pre-Bid Workshop are documented in the Pre-Bid workshop Sign In sheet, which can be found at: <https://www.marc.org/about-marc/funding-and-rfps> .

[Basehor] **Q:** It appears in the RFP that the recommended budget of \$30,000 may be increased if needed. Is this a true assumption?

A: At this time there isn’t any type of anticipated increase in the project budget. The federal funds have been fully awarded so there will not be any additional federal funds for the project. In theory Basehor could put additional funding into the project but that has not been mentioned or discussed.

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[Basehor] **Q:** What level of public engagement is MARC and the City anticipating knowing the budget is smaller than a typical PSP?

A: The City recognizes that with a smaller project scope, the city will bear the majority of the responsibility as it relates to public engagement. While putting together the application materials, the City discussed having one in-person open house and publishing an opportunity for people to give feedback electronically in the form of a survey. The City is prepared, and well-positioned, to facilitate both activities. The City would ask the third-party professional to simply be available should any issues arise during those activities.