

REQUEST FOR PROPOSALS

Kansas City Regional EV Readiness Plan

Requested by



September 12, 2023 (Posted)

REQUEST FOR PROPOSAL
Kansas City Regional EV Readiness Plan

The Mid-America Regional Council (MARC) invites interested parties to submit proposals for professional consulting services for the evaluation of a Kansas City Regional Electrical Vehicle (EV) Readiness Plan that will prepare the community for electric vehicle market growth and support their use as a mode of clean transportation (see Scope of Services). The plan supports vehicle electrification strategies outline in [Connected KC 2050](#), the [Clean Air Action Plan](#), and the [Kansas City Regional Climate Action Plan](#).

MARC Point of Contact

All inquiries relating to this RFP should be directed to the individual shown below. For telephone inquiries, call (816) 701-8348. E-mail inquiries may be directed to rumberger@marc.org.

Ryan Umberger
Transportation Planner II
Mid-America Regional Council
600 Broadway Suite 200
Kansas City, MO 64105

Background

The Mid-America Regional Council (MARC) serves as the association of city and county governments and the Metropolitan Planning Organization (MPO) for the bistate Kansas City region. The MARC region consists of the following counties: Jackson, Clay, Platte, Ray and Cass in Missouri; Johnson, Wyandotte, Leavenworth and Miami in Kansas. MARC's Board of Directors includes 33 locally elected leaders representing these nine counties and 119 cities in the bistate Kansas City region.

MARC is soliciting interested consultant teams to submit proposals for a planning project that will develop an Electric Vehicle (EV) Readiness Plan for the Kansas City metropolitan region. The goal of the project is to support Plug-In Electric Vehicle Readiness in the Kansas City area by developing a plan that provides a vision for EV readiness, identifies key partnerships and actionable strategies needed to achieve the vision, and prepares for and stimulates community adoption of electric vehicles.

The Kansas City Regional EV Readiness Plan will be developed through coordinated engagement with EV partners and stakeholders. Partners and stakeholders may include local government staff, state governments, utility providers, and other non-governmental organizations with vested interest in expanding EV infrastructure. Proposals should demonstrate a knowledge of policy and drivers at state and federal levels, analyze priorities for EV infrastructure – particularly to increase equitable access to EVs, and coordinate with utilities to identify feasible siting opportunities. The readiness plan will inform future implementation requests made through the US Department of Transportation Charging & Fueling Infrastructure, National Electric Vehicle Infrastructure (NEVI) and EPA Climate Pollution Reduction programs.

Scope of Services

In 2015 MARC established a baseline Greenhouse Gas (GHG) Inventory for the Kansas City Region. The inventory includes GHG emissions estimates associated with stationary energy generation, solid waste, and surface transportation, representing the best estimate of regional CO₂e emissions for the 10-county planning area. Though it is outside the scope of this project, an update to the Greenhouse Gas Inventory is planned to coincide with the development of an EV Readiness Plan. The net change in emissions resulting from EV readiness strategies will be used as an input into future GHG projections. The development of a regional EV Readiness Plan is intended to complement strategies aimed at decreasing GHG emissions emanating from the transportation sector.

Kansas City Regional EV Readiness Plan Development

1.0 Stakeholder & Community Engagement

1.1 Steering Committee Engagement

Consult with steering committee (coordinated by MARC) throughout the planning process to ensure planning and engagement deliverables meet the needs of future city and regional planning and funding activities.

1.2 Public & Stakeholder Engagement

Identify interest, needs, and current implementation practices and barriers related to EV adoption and EV infrastructure through broad public and stakeholder engagement in urban, suburban, and rural areas of the MARC region. Public engagement must include underserved and disadvantaged communities. Underserved and disadvantaged communities are defined as occupants of public and affordable housing, occupants of multi-unit dwellings, persons with disabilities, zero-car households, low-income and minority communities most impacted by pollution and poor air quality, and other communities identified as “DACs” (disadvantaged communities) in the joint Justice40 Interim Guidance and [Electric Vehicle Charging Justice40 Map](#).

Engagement of municipal stakeholders should identify planning, barriers, and current practices related to codes, ordinances, and parking requirements. If possible, public and stakeholder engagement efforts shall be coordinated with ongoing engagement occurring as part of the Connected KC 2050 MTP Update as well as other parallel MARC planning efforts. Proposers should follow guidance in MARC’s Public Participation Plan and are encouraged to include creative public engagement tactics in their strategy.

Note: MARC is planning to conduct a statistically valid survey as part of the ConnectedKC 2050 Update. Two questions in the survey will focus on the intention to purchase electric vehicles and barriers to EV adoption.

2.0 Assessment of Existing Conditions

2.1 Existing Plans & Programs

Review existing local and regional EV planning and assess which plans (or elements of) need to be folded into or considered in the readiness plan. Identify local utility plans, including current and future programs and initiatives. Highlight regional EV-ready goals and targets.

2.2 Current EV Infrastructure Network & EV Market Saturation

Assess existing conditions including EV registrations and charging infrastructure (totals, locations, charge levels, % of useful life, usage data, hardware and software systems inventory).

2.3 Identification of Barriers

Identify current barriers to expanding deployment of electric vehicle charging infrastructure in various charging environments (residential, workplace, etc.) in urban, suburban, and rural areas in the Kansas City region. Identify barriers that are experienced by public and private sector, homeowners, renters, residents of detached and attached multi-family residential units, etc.

2.4 Utility / Grid Analysis

Work with the electric utilities to identify capacity limitations and needs in regard to the electric utility grid’s ability to support electric charging based on

regional EV infrastructure needs projections. Evergy, BPU, Independence Power and Light, Ameren and several small cooperatives provide electric service to the 9-county region. Note: Evergy had conducted an analysis to identify areas where existing capacity constraints may limit EVSE expansion.

3.0 Identification of Needs

3.1 Propensity to Purchase Analysis

Using socioeconomic data and other factors, spatially analyze the 9-county MARC region to assess ranges of propensity to purchase electric vehicles. Such analysis would help uncover disparities that might be addressed by programmatic or policy interventions, especially related to equity and Justice 40.

3.2 Needs & Projection

Collect population, employment, and land use projections from MARC to project future demand for EVs and infrastructure needs.

4.0 Site Suitability Assessment

4.1 Scoring System

Develop a scoring rubric for parcels that includes factors that the steering committee considers priority factors for site suitability. These could include accessibility, high-capacity locations, convenience, transit, pollution and health burden, employment, etc.

4.2 Suitability Mapping

Pull together appropriate datasets to implement scoring of parcels and spatial mapping of scoring for site suitability, using ARCGIS. The assessment should be conducted without consideration of existing station locations. Note: The site suitability mapping will be integrated in the 6.1 EV Readiness Atlas that MARC develops; consultants should provide a Site Suitability ARCGIS map package.

5.0 Strategy

5.1 Prioritization of New Charging Station Locations (short, mid, long-term)

Using the Site Suitability Assessment, identify priority charging station locations, necessary charging levels and capital, operating and maintenance costs for near-, mid-, and long-term phasing of charging network expansion.

5.2 Solutions for EV/EVSE in Underserved Communities

Provide strategies for installation of EVSE in underserved communities that address the barriers identified.

5.3 High-level EV car-share feasibility, Strategy, and Pilot Area Recommendations

Provide guidance on piloting an EV car-share program including feasibility, target users, high-level feasibility, pilot area recommendations, potential partnerships, estimated capital and operating costs, possible funding scenarios and next steps. Note: MARC has included an EV carshare program serving low-income communities in the regional transportation plan, ConnectedKC 2050.

5.4 Emerging Technologies

Provide a high-level overview of emerging technologies related to EVSE and potential implications for planning.

5.5 Land-Use Considerations

Provide insight into land-use related issues that will need to be considered/addressed by local governments with the transition to electric vehicles.

5.6 Funding Strategy & EVSE Management

Identify local, state, and federal funding opportunities including grants, rebates, and direct incentives. Identify opportunities for public-private partnerships and guidance on maintenance and operation strategies for local governments.

6.0 Implementation Resources

6.1 Develop Map Resource (EV Readiness Atlas)

MARC will develop a new mapping resource to help public and private property owners interested in expanding EV infrastructure. Coordinate with MARC to include the propensity analyses and the Site Suitability Assessment data created by consultant. All other data layers will be provided/generated by MARC. The new mapping resource may include the following datasets:

- Site Suitability data
- Potential EV Demand at Multifamily Properties
- Propensity to purchase (regional)
- Employees (heatmap and employer point data)
- Disadvantaged communities
 - Pollution burdened communities
 - EJ communities
- Charging Stations (all levels)
- EV registrations
- Land Use
 - Major regional destinations
 - MARC activity centers and corridors
 - Parking facilities (public pay, public free, park and ride)
 - Multi-unit residential
- Mobility hubs (planned and existing) (KCSmartMoves.org)

6.2 Policy and Best Practice Recommendations

Develop standardized language for zoning, ordinances, and building codes that could be used by public entities, including but not limited to:

- Sample EV-ready ordinance for new construction of homes and commercial development.
- Uniform permitting standards, guidance on streamlined and expedited permitting processes for local government and inspection processes.

6.3 Draft RFP scope for a single-source procurement process

Develop a draft scope that could be used in a request for proposals for a single-source EVSE vendor/installer. The scope should be developed after discussion with the Steering Committee and a draft strategy is in place.

7.0 Kansas City Regional EV Readiness Plan

7.1 Preliminary Draft and Final Plan

The consultant will prepare a preliminary draft of the report for review and comment by the Steering Committee. This draft is to be provided as an electronic PDF. Comments received from the Steering Committee will be incorporated into the final report. Upon final review and consent by the Steering Committee, the consultant will develop a final report that is visually appealing, easy for policymakers and stakeholders to understand, and communicates EV strategies and recommendations. The report should be able to be used both digitally and in hard copy format. This may take the form of separate print and web formats. Specifically, the consultant should develop a final report that communicates a clear message both graphically and with accompanying text, is easy to read and understand; and explains key implications as they relate to infrastructure, services, policies, programs, partnerships, funding and recommendations. The consultant shall provide MARC with appropriate presentation materials for final review and approval of the Electric Vehicle Readiness Study by MARC's Total Transportation Policy Committee and the MARC Board of Directors.

Anticipated Budget & Timeline

The level of funding for a Regional EV Readiness Plan will be based on the proposed scope of work. Funding for EV Readiness Plan consulting will be provided by federal funds allocated to MARC. The final level of contractor funding and contract price will be negotiated between MARC and the contractor. The commitment to purchase will be executed contingent on these funds' availability. MARC reserves the right to cancel the purchase due to lack of available funds.

- Estimated Project Budget: Not to exceed \$200,000
- Period of Performance: Six (6) months

Proposal Submittal Requirements

Proposals in response to this request must be received by **5:00 p.m. CT on *October 13, 2023***. One electronic copy in PDF format (15 MB max) of the proposal should be sent via email to Ryan Umberger at rumberger@marc.org. To be eligible for consideration the application may not exceed 10 (ten) single sided pages to the following specifications: Calibri, 12pt font, single-spaced, résumés and references are not included in the 10-page maximum. It is the submitter's responsibility to ensure successful receipt of the submission.

The proposal should include the following sections:

Cover Sheet

A single page cover sheet shall list the name of the consultant team or individual with names, email addresses and phone numbers of individuals who may be contacted to

answer questions. Also, the cover sheet shall state who prepared the submittal and how that person(s) can be reached, including phone number and email address.

Introductory Statement and Qualifications

A statement briefly describing the proposer's solution as specified in Scope of Services and a statement of qualifications about the proposer's area(s) of expertise, length of time in business, number of employees and offices. Provide a brief narrative explaining your team's understanding of the project goals and scope. Highlight what you see as the unique opportunities, challenges, and priorities of this project and how your team will address them.

Project Approach

Describe your team's approach to the project's scope of work. Include information on data, methods, meetings, deliverables, and other project related information for the tasks. Include any project approaches or ideas not included in the Scope of Work that you would apply to this project to enhance the quality of your services. The consultant is encouraged to offer additional insights and may propose modifications to the scope of work.

Project Timeline and Staff Commitment

Provide a description of work tasks for developing a regional EV Plan for Kansas City, including data migration description and timeline. Include a detailed schedule for the plan's development aligned with MARC's desire to complete it in 6 months. For key personnel, please indicate percentage of time each will be able to dedicate to this project.

Cost Proposal

Provide an itemized cost proposal that corresponds to the consultant's approach to the project, work schedule, and scope of work. Costs should be itemized by task as described in the scope of work. Include the hourly rates for all project personnel and the costs for each firm. Provide estimates for labor, materials, travel, overhead, and other cost elements expected to be incurred. Some tasks can be itemized as "optional" and be bid independently to allow flexibility in fee. The proposal should clearly state what is received for the base fee.

Resumes and References

Please include key resumes for those who will be working on the project. Identify at least three references for similar projects completed by the personnel proposed for this project. Include the client, contact person, mailing address, email address, and telephone number for each reference. References from previous clients should involve projects completed within the last five years.

Selection Criteria

MARC will use the following criteria to evaluate the proposal:

Criteria	Weight
Project Understanding and approach	35%
Qualification and experience of firm	30%
Examples of past performance	20%
Completeness of proposal	15%

Project understanding and approach: The proposal demonstrates an understanding of the requested services and includes a proposed approach to the project, including key activities, study milestones, timelines, and deliverables. It should also refine and confirm deliverables, as outlined in the scope of work section of this proposal. Also, identify potential risks that may affect cost, schedule, or project success as well as proposed consultant activities to mitigate the identified risk.

Qualification and experience of firm: Qualifications, experience, and availability of the proposing firm. The application shows a commitment to producing an EV readiness plan.

Examples of past performance: The proposal demonstrates the consultant’s relevant experience and technical capabilities in EV planning necessary to successfully execute the work set forth in this RFP.

Completeness of proposal: The proposal shows an understanding of project objectives. Includes the consultant’s proposed methodology, desired results, and expected outcomes. Demonstrates innovative ideas and an efficient approach that accomplishes objectives set forth in this RFP.

MARC and project partners will review, and score submitted proposals and select those that best meet the selection criteria set forth in this RFP. The final selection of a Contractor shall occur by November 22, 2023, contingent upon subsequent approval by MARC’s Board of Directors. MARC reserves the right to negotiate a contract, including the scope of work, and contract price, with any proposers or other qualified party.

The following is a tentative schedule for the Contractor selection process:

Activities	Schedule
RFP Issued	September 12, 2023
RFP Questions Due (must be sent via email to MARC Point of Contact)	September 22, 2023 by 5pm CT
Q&A Posted	September 29, 2023
Proposals Due	October 13, 2023 by 5pm CT
Short List Announced	October 18, 2023
Interviews	Week of October 23, 2023
Consultant Selection pending MARC Board Approval	No later than: November 22, 2023 at 5 pm CT
Contract Execution/ Notice to proceed	December 2023

Disadvantage Business Enterprise (DBE) Participation

MARC’s DBE policy requires that qualified DBEs be afforded an equitable opportunity to participate in contracts. MARC has a DBE goal of 22%. Proposers are strongly encouraged to involve DBEs in subcontracting or joint ventures and help us reach that goal.

Debarment

Each proposer will be required to certify by signing the “Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion” Attachment B. Additionally the vendor must be registered in the U.S. Government System Sam.gov <https://sam.gov/content/home>. “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.

Award of Contract

This Request for Proposal does not commit MARC to award a contract or pay any costs incurred in association with this RFP preparation and/or response. MARC reserves the right to accept or reject any proposal received as a result of this request, or to cancel any or all sections of this RFP, if it is considered to be in the best interest of MARC. MARC reserves the right to negotiate with proposers related to project cost, or for technical or other revisions that may result from these negotiations.

A decision to contract with any proposer will be made by the MARC Board of Directors, following a staff recommendation.

Subject to selection and successful negotiation, MARC desires to have a contract signed by December 2023.

List of Attachments

Attachment A: Complete the CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

Attachment B: Complete the CERTIFICATION REGARDING LOBBYING

Attachment C: Special Attachment No. 1 from KDOT indicates nondiscrimination clauses pertaining to the vendor on this contract.

Attachment D: KDOT'S TRAVEL POLICY

Attachment A

**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 B

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1 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.
- 2 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.
- 3 The undersign 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)

Attachment C

Special Attachment No. 1

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**KANSAS DEPARTMENT OF
TRANSPORTATION**

**Special Attachment
To Contracts or Agreements Entered Into
By the Secretary of Transportation of the State of
Kansas**

NOTE: Whenever this Special Attachment conflicts with provisions of the Document to which it is attached, this Special Attachment shall govern.

THE CIVIL RIGHTS ACT OF 1964, and any amendments thereto, REHABILITATION ACT OF 1973, and any amendments thereto, AMERICANS WITH DISABILITIES ACT OF 1990, and any amendments thereto, AGE DISCRIMINATION ACT OF 1975, and any amendments thereto, EXECUTIVE ORDER 12898, FEDERAL ACTIONS TO ADDRESS ENVIRONMENTAL JUSTICE IN MINORITY POPULATIONS AND LOW INCOME POPULATIONS 1994, and any amendments thereto, 49 C.F.R. Part 26.1 (DBE Program), and any amendments thereto

NOTIFICATION

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964 (78 Stat. 252), §504 of the Rehabilitation Act of 1973 (87 Stat. 355) and the Americans with Disabilities Act of 1990 (42 USC 12101), the Age Discrimination Act of 1975 (42 USC 6101), the Regulations of the U.S. Department of Transportation (49 C.F.R., Part 21, 23, and 27), issued pursuant to such ACT, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations (1994), and the DBE Program (49 C.F.R., Part 26.1), hereby notifies all contracting parties that, the contracting parties will affirmatively ensure that this contract will be implemented without discrimination on the grounds of race, religion, color, gender, age, disability, national origin, or minority populations and low income populations as more specifically set out in the following “Nondiscrimination Clauses”.

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CLARIFICATION

Where the term “consultant” appears in the following “Nondiscrimination Clauses”, the term “consultant” is understood to include all parties to contracts or agreements with the Secretary of Transportation of the State of Kansas.

Nondiscrimination Clauses

During the performance of this contract, the consultant, or the consultant’s assignees and successors in interest (hereinafter referred to as the “Consultant”), agrees as follows:

- 1) **Compliance with Regulations:** The consultant will comply with the Regulations of the U.S. Department of Transportation relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (Title 49, Code of Federal Regulations, Parts 21, 23 and 27, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- 2) **Nondiscrimination:** The consultant, with regard to the work performed by the consultant after award and prior to the completion of the contract work, will not discriminate on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The consultant will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontractors, including Procurements of Material and Equipment:** In all solicitations, either competitive bidding or negotiation made by the consultant for work to be performed under a subcontract including procurements of materials and equipment, each potential subcontractor or supplier shall be notified by the consultant of the consultant’s obligation under this contract and the Regulations relative to nondiscrimination on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations.
- 4) **Information and Reports:** The consultant will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and the Secretary of the Transportation of the State of Kansas will be permitted access to the consultant’s books, records, accounts, other sources of information, and facilities as may be determined by the Secretary of Transportation of the State of Kansas to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a consultant is in the exclusive

possession of another who fails or refuses to furnish this information, the consultant shall so certify to the Secretary of Transportation of the State of Kansas and shall set forth what efforts it has made to obtain the information.

- 5) Employment: The consultant will not discriminate against any employee or applicant for employment because of race, religion, color, gender, age, disability, or natural origin.
- 6) Sanctions for Noncompliance: In the event of the consultant's noncompliance with the nondiscrimination provisions of this contract, the Secretary of Transportation of the State of Kansas shall impose such contract sanctions as the Secretary of Transportation of the State of Kansas may determine to be appropriate, including, but not limited to,
 - (a) withholding of payments to the consultant under the contract until the contractor complies, and/or
 - (b) cancellation, termination or suspension of the contract, in whole or in part.
- 7) Disadvantaged Business Obligation
 - (a) Disadvantaged Business as defined in the Regulations shall have a level playing field to compete for contracts financed in whole or in part with federal funds under this contract.
 - (b) All necessary and reasonable steps shall be taken in accordance with the Regulations to ensure that Disadvantaged Businesses have equal opportunity to compete for and perform contracts. No person(s) shall be discriminated against on the basis of race, color, gender, or national origin in the award and performance of federally-assisted contracts.
 - (c) The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of Federally-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.
- 8) Executive Order 12898
 - (a) To the extent permitted by existing law, and whenever practical and appropriate, all necessary and reasonable steps shall be taken in accordance with Executive Order 12898 to collect, maintain, and analyze information on the race, color, national origin and income level of persons affected by programs, policies and activities of the Secretary of Transportation of the State of Kansas and use such information in complying with this Order.

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- 9) Incorporation of Provisions: The consultant will include the provisions of

paragraphs (1) through (8) in every subcontract, including procurements of materials and equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The consultant will take such action with respect to any subcontract or procurement as the Secretary of Transportation of the State of Kansas may direct as a means of enforcing such provisions including sanctions for noncompliance: PROVIDED, however, that, in the event a consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the consultant may request the State to enter into such litigation to protect the interests of the State.

Attachment D

KDOT POLICY FOR CONSULTANT CONTRACT REIMBURSEMENT FOR HOTEL AND PER DIEM

Attention Contract Partners:

The following policy for hotels and per diem rates will be effective January 1, 2023, for contracts with consultants and sub-consultants statewide.

	Daily Meals (max.)	Per Meal Allowance		Lodging before tax	Max Lodging Addl 50%*
Standard rate for all Kansas locations except Wichita & KC/OP	\$59.00	Breakfast \$8.85 Lunch \$20.65 Dinner \$29.50		\$98.00	\$147.00
Wichita (includes Sedgwick County)	\$64.00	Breakfast \$9.60 Lunch \$22.40 Dinner \$32.00		\$103.00	\$154.50
KC/Overland Park (includes Johnson, Wyandotte, & Leavenworth counties)	\$64.00	Breakfast \$9.60 Lunch \$22.40 Dinner \$32.00		\$123.00	\$184.50

*Prior approval required

No out-of-state hotel bills will be reimbursed without advanced written approval (for prime and/or subconsultant). An amount above these daily rates or un-approved out-of-state stays will not be reimbursed.

Per diem will be allowed only with overnight travel. Per diem reimbursement/invoicing must be submitted with hotel receipt. If the hotel provides breakfast, breakfast per diem reimbursement will not be allowed except for extenuating circumstances. Extenuating circumstance justification must be provided in writing at time of invoice. Submit company's policy prior to starting work. A summary must be provided with billings recapping costs per day per individual. Please notify your sub-consultants of these rates.

Mileage will be limited to the State of Kansas approved rate of \$0.585/mile unless the company has audited vehicle usage rates for their company vehicles. Receipts are required for: Airport parking (limited to \$14/day); Tolls, Rental vehicles (economy class only), and Equipment Rentals. Equipment, vehicles, reproduction/printing, CADD, GPS, etc., charged as direct expense must have an audited rate to be used. Direct equipment expenses without an audited rate and "snacks" for meetings will not be allowed.

Reimbursement rates may change as State and/or Federal policies change.

Thank you.



Scott King, P.E., Interim Director
Division of Engineering and Design
Kansas Department of Transportation

01/11/2023

Date

C: Pam Anderson, Chief, Bureau of Fiscal Services