

Request for Proposals

Riparian Restoration Manual

**Requested by
Mid-America Regional Council**

**Posted May 11, 2026
Proposals Due May 29, 2026**



Request for Proposals - Riparian Restoration Manual

A. INTRODUCTION

The Mid-America Regional Council (MARC), the Metropolitan Planning Organization for the bi-state Kansas City metropolitan area is seeking proposals from qualified consulting firms/teams to develop a Riparian Restoration Manual for the MARC region. This manual aims to serve as a guide for any agency considering or undertaking riparian restoration work, including both public and private organizations.

Project costs should not to exceed \$55,000 and the project should be completed by October 30th. This RFP is intended to result in a contract for the creation of the Manual.

B. BACKGROUND

Riparian restoration is a key strategy for improving the quality of Kansas City regional waters and mitigating flood damages. Improving infiltration and streamway protection of private and public property in smaller tributaries protects communities and infrastructure from large-scale damages during major rain events, minimizing the need for expensive infrastructure retrofits. More broadly, these projects provide the opportunity for boosting outdoor recreation and alternative travel methods through connected greenway trail amenities while creating connected habitat for local and migratory species.

The newly adopted [American Public Works Association Section 5600](#) stormwater design and engineering standards created stream setback development requirements and guidance to provide the policy framework for creating a regionally connected network of Kansas City streams. This manual is intended to provide practical guidance to local government Public Works and Parks departments and private contractors to plan, implement and manage riparian restoration projects using strategies aligned with the guiding principles of the new Section 5600 found on page IV of the standards, the [Green Infrastructure Framework and Playbook](#) and [MetroGreen](#).

C. PURPOSE

The primary purpose of this request is to secure an expert, interdisciplinary consultant team to development a riparian restoration manual for the Kansas City metropolitan area, and its diverse water resources. With this manual, MARC aims to provide regional partners with a comprehensive reference document for assisting in identification, planning, construction, and maintenance of riparian restoration projects.

Request for Proposals - Riparian Restoration Manual

D. SCOPE OF SERVICES

The selected consultant will, at a minimum complete the following tasks:

Task 1: Project Management and Coordination

Task 2: Stakeholder engagement

Task 3: Manual development including:

- Literature review, ensuring the inclusion of local invasive management control and native species establishment strategies from regional and Midwest/Plains state and federal agencies (KDHE, KDWP, MDNR, MDC, NRCS, etc), Johnson County Parks & Recreation Department's Natural Resources Plan, and APWA 5600 Preservation & Maintenance Guidance for Natural Areas
- Making The Case for "Why we need healthy riparian areas." This section should focus on definitions, benefits of riparian areas, and the need for ongoing stewardship
- Best practices & project management processes by project type and scale
- Project prioritization methodology
- Regional and national project/policy case studies for freshwater streams
- Appendices/separate page resources

Task 4: Final report and presentation

E. PROPOSAL EVALUATION

Proposals will be assessed on the quality of the proposed approach (40%), qualifications of the firm and experience of those involved with the project (25%), related project examples (25%) and cost (10%).

Qualifications and Experience should include:

- Familiarity with and understanding of riparian restoration best practices, relevant regulations within the Kansas City region, and water resources in the region.
- Strong interdisciplinary teams, with demonstrated knowledge of related fields associated with climate resilience, watershed and land use planning, green infrastructure design and maintenance.
- Experience in preparing similar manuals and documents.
- Ability to complete the project by October 30th.

Request for Proposals - Riparian Restoration Manual

F. CONSULTANT SELECTION SCHEDULE

Issue request for Proposals/Qualifications.....	May 11, 2026
RFP Questions Due to MARC Point of Contact.....	May 18, 2026 by 5pm CDT
Q& A Posted.....	May 22, 2026
All submissions due.....	May 29, 2026 by 5 pm CDT
Consultant interviews.....	Week of June 8, 2026
Consultant selected.....	June 12, 2026
Contract execution with MARC.....	early July 2026

G. TASK SCHEDULE AND DELIVERABLES

Subsequent to executing the contract, all deliverables will be due from the Contractor by October 30, 2026.

H. PROJECT BUDGET

Not to exceed \$55,000.

I. PROPOSAL FORMAT

Proposal deadline is 5 p.m. CDT on May 29, 2026. Proposals may be submitted via email to Natalie Unruh, Water Quality Planner, at NUnruh@marc.org. Proposal font should be no smaller than 11 pt and may not exceed 5 pages. Previous plans developed and resumes may be attached, MBE/WBE documentation if applicable (Attachment A), fee sheets must be included as an appendix (Attachment B) and do not count against the page count. Confirmation of receipt of proposal is the responsibility of the submitting entity. Late proposals will not be considered. 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 of qualifications about the proposer's area(s) of expertise, length of time in business, number of employees and offices. 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 methods, meetings, deliverables, and other project related information for the tasks.

Request for Proposals - Riparian Restoration Manual

Include any project approaches or ideas not included in the Scope of Services 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.

Resumes and References

Describe the expertise and qualifications of key personnel who would be assigned to assist MARC. Please include resumes for those who will be working on the project. For key personnel, list the experience and percentage of time each will be able to dedicate to this project. Limit resumes to one page per person.

Relevant Experience

Highlight relevant previous work and public engagement tasks which exhibit the team's ability to conduct a green infrastructure design and implementation manual for Kansas City. Please limit summaries of prior work to 2-3 paragraphs each, with no more than three examples. Identify at least three references for each 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.

Fee Sheet

Using the template provided in Attachment A, please provide your proposed costs for these professional services.

J. AWARD OF CONTRACT

This request does not commit MARC to award a contract or pay any incurred costs in association with the preparation of a response to this Request for Proposals. MARC reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel any or all sections of the Request for Qualifications, if it is considered in the best interest of MARC. MARC reserves the right to negotiate with the preferred consultant(s) related to project cost, or for technical or other revisions as may result from these negotiations.

MARC may use a Consultant Selection Committee composed of local and state government representatives to review proposals and interview those Consultants selected by the committee as submitting proposals that best address the needs of this project. The MARC Board of Directors, following a recommendation by the selection committee, will make the final contract award decision.

MARC reserves the right to suggest to any or all proposers to the Request for Proposals that such proposers form teams of consulting firms or organizations deemed to be

Request for Proposals - Riparian Restoration Manual

advantageous to MARC in performing the Scope of Work. MARC will suggest such a formation when such relationships appear to offer combinations of expertise or abilities not otherwise available. Proposers have the right to refuse to enter into any suggested relationship.

All proposals submitted hereunder become the exclusive property of MARC.

K. PROPOSAL SUBMITTAL REQUIREMENTS

Open Records Act and Proprietary Information

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Bids, Qualifications, Proposals or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the bid request. If a proposer has information that it considers proprietary, a bidder shall identify documents or portions of documents it considers to contain descriptions of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in a Proposal. After either a contract is executed pursuant to the Request for Bids, RFQ or RFP, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as "Proprietary Information" as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law."

Artificial intelligence

Any product that has any kind of content produced by generative AI on behalf of MARC must be disclosed. This includes (but is not limited to) responses to RFPs, any kind of reports (including progress reports), videos, documents and artwork/images.

Digital accessibility

MARC will adhere to the forthcoming web content accessibility guidelines (WCAG) 2.2 at level AA. Any work produced for MARC must meet accessibility standards, this includes (but is not limited to) captions, adequate color contrast, transcriptions and other considerations.

Request for Proposals - Riparian Restoration Manual

List of Attachments

Attachment A: Intent to Perform as a Minority or Woman Business Enterprise (MBE/WBE) - *complete if applicable*

Attachment B: Fee Sheet Template

Attachment C: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - *Each proposer is required to certify by signing the "Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion" (Attachment D). "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.*

Attachment D: Certification Regarding Lobbying

Attachment E: Affirmative Action Checklist - *If applicable, proposers must complete and enclose with their proposal company's Affirmative Action Plan*

Request for Proposals - Riparian Restoration Manual

ATTACHMENT A

INTENT TO PERFORM AS A MINORITY OR WOMAN BUSINESS ENTERPRISE (MBE/WBE)

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 MBE/WBE status of the undersigned is confirmed by a MBE/WBE 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 in needed),

at the following price _____

_____ Date

_____ Name of MBE/WBE Firm

By: _____

Signature of MBE/WBE Firm's Authorized Representative

(Please Print Names of Authorized Representative)

Request for Proposals - Riparian Restoration Manual

ATTACHMENT B: Fee Sheet Template

Consultant:	Name of RFP:		
DETAILED DESCRIPTION	Estimated Hours	Rate/Hour	Total Estimated Cost
1. Direct Labor			\$0.00
			\$0.00
			\$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
D. Fixed Fee (___% applied to A+B)			\$0.00
E. Total Cost plus Fee (C+D)			\$0.00
3. Other Direct Cost (includes meeting expenses, printing, etc.)			
F. Total Other Cost			\$0.00
4. Special Equipment			\$0.00
G. Total Special Equipment			\$0.00
5. Travel (mileage will be reimbursed at \$0.67/mile)		0.67	\$0.00
H. Total Travel			\$0.00
I. Total Expenses (E+F+G+H)			\$0.00
6. Subcontractors			
J. Total Subcontractors			\$0.00
M. Total Estimated Cost (I+J)			\$0.00

Request for Proposals - Riparian Restoration Manual

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

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.

Request for Proposals - Riparian Restoration Manual

ATTACHMENT D: 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)

Request for Proposals - Riparian Restoration Manual

ATTACHMENT E: AFFIRMATIVE ACTION CHECKLIST

Federal regulations require that any firm 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)