



REQUEST FOR QUALIFICATIONS On-Call Planning Consultant

**Requested by
The Mid-America Regional Council**

Question and Answer

Updated August 14, 2025

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- Q: Does MARC anticipate selecting multiple consultants for this on-call contract? If so, how many firms do you anticipate selecting?

A: MARC anticipates selecting one consultant (consultant team) for this on-call contract. However, MARC reserves the right to select multiple consultants (teams) if warranted.

- Q: Is the not-to-exceed amount of \$50,000 per calendar year the total amount that would be shared between any selected consultants? Or would each selected consultant team be eligible for up to \$50,000 of work per year?

A: \$50,000 per calendar year is the total budget available for services in support of any and all consultants selected as a result of this RFQ.

- Q: Font and Formatting: The RFP specifies that the proposal must be "single-sided, 12-point Times New Roman Font." Could you confirm whether this size requirement applies to the entire document, including titles and subheadings or is this 12 point requirement limited to the body of the proposal only?

A: This requirement only applies to the main narrative text of the document. It does not apply to titles, subheadings, cover pages, table of contents, graphic descriptions, etc.

- Q: Employee Resumes and Qualifications: The document mentions that employee resumes do not count toward the 10-page limit. In the section outlining required submittals, there is a bullet point that asks for "specific qualifications of employees intended to be assigned to the project." Are these qualifications intended to be included on the resumes, or should they be provided in addition to the resumes as another write up. I want to ensure we are meeting all page count expectations.

A: In addition to the resumes, this section should highlight employee qualifications that meet the goals and needs identified in this RFQ.

- Of the potential tasks listed in the Scope of Work — such as public engagement, data collection, modeling, transit planning, and grant writing — which does MARC anticipate will represent the largest share of work over the contract term?

A: It is possible that work may cover many or all of the potential tasks identified in the RFQ document. However, we anticipate that a larger share of work may be in the following areas:

- Support in data collection & transportation studies
- Conduct traffic studies, speed studies, on-site traffic count
- Provide grant-writing support, including cost benefit analysis for grant applications

- What specific projects are aligned for the on-call work, if any?

A: We anticipate a couple of early possible tasks for selected firm/team. As examples, these could include:

- MARC is currently advancing an update of the region's Coordinated Public Transit and Human Services Transportation Plan. Assistance may be needed for data analysis, documentation and write up, and engagement activities prior to plan adoption by December of 2026.
- Additionally, as the 2026 Unified Planning Work Program is developed, we anticipate needing support towards scoping of major activities contemplated for 2026. As an example, MARC is contemplating adding an After Action Assessment of transportation activities to support world cup visitors to Kansas City in the summer of 2026. This scope of work is under development, and we could benefit from some support in identifying needed tasks, focus areas, data sources, etc.

- Will more than one firm be selected for this on-call opportunity?

A: MARC anticipates selecting one consultant (consultant team) for this on-call contract. However, MARC reserves the right to select multiple consultants (teams) if warranted.

- Can you clarify how Task Orders will be assigned under the On-Call agreement — for example, will they be competitively bid among selected firms, or assigned directly based on fit and availability and what is the typical turnaround time from request to Notice to Proceed?

A: We anticipate completion of the selection process for on-call planning support firm (teams) by mid-October of 2025. Once completion of this selection process for on-call planning support firms, we anticipate assigning tasks directly to selected consultant/teams. For individual task orders, we anticipate issuance of individual notices to proceed will depend on magnitude and complexity of individual tasks, but no longer than 4-6 weeks.

- Are covers and tabs considered in the 10-page limit?

A: Covers, tabs, title pages, table of contents, etc. are not included in the 10-page limit.

- Does MARC intend to select multiple consultants for this contract?

A: MARC anticipates selecting one consultant (consultant team) for this on-call contract. However, MARC reserves the right to select multiple consultants (teams) if warranted.

- Does MARC have any preference as to the formatting of document (page count, section sequence, etc.)?

A: The RFQ indicates the response should not exceed 10 pages, not including required attachments and resumes. This also does not include cover pages, table of contents, etc. This response should be single-sided, 12-point Times New Roman font. MARC does not have a preference on sequence of materials to be included in the written response.