

**Request for Qualifications**  
**Technical support for Kansas City Regional Climate Planning**  
**Submissions Due: 4:00pm CDT, Friday, October 6, 2023**

The Mid-America Regional Council (MARC) is requesting qualifications from consulting firms/teams to support the development of Priority and Comprehensive Climate Action Plans funded by the EPA's Climate Pollution Reduction Planning Grant (CPRG) program. The work will build from the existing [Kansas City Regional Climate Action Plan](#), adopted by the Mid-America Regional Council's Board of Directors in March 2021.

This request for qualifications is issued by MARC, Kansas City's regional and metropolitan planning organization. Approximately \$100,000 in funds are available to support this work.

## **Background**

The Mid-America Regional Council, in partnership with Climate Action KC and over 1,000 community stakeholders, conducted a [risk and vulnerability assessment](#) and adopted a regional climate action plan. This equity-focused plan includes over 70 strategies primarily focused on six sectors: energy generation, building energy efficiency, transportation, green infrastructure, waste management and food systems. Since regional adoption, nineteen local governments (representing 83% of the region's population) have expressed public support for the plan.

MARC and many local government and community partners have been working to secure federal funds through the Bipartisan Infrastructure Law, the Inflation Reduction Act, and other sources. Most recently, MARC was designated as the lead applicant for the EPA CPRG program. That initiative requires the development of a Priority Climate Action Plan by April 2024, and a Comprehensive Climate Action Plan by March 2025.

## **Purpose**

The primary purpose of this request is to secure an expert consultant team to support the development of priority and comprehensive climate action plans for the Kansas City region. EPA requires a variety of analyses to be included as part of these plans. MARC has the internal capacity and capability to address some, but not all, of the requirements. Consulting expertise is needed to provide supplemental support services that will ensure all requirements are met in a satisfactory and timely manner.

Specifically, MARC will require assistance with:

- Developing a Quality Assurance Project Plan (QAPP).
- Conducting quantitative analyses for prospective climate strategies for inclusion in the CPRG Implementation grants.
  - o Analysis might include:
    - Cost/benefit analysis,
    - Environmental justice benefits analysis,
    - Greenhouse gas emissions (GHG) reductions, and
    - Other factors as deemed necessary.

- Analyses may intersect with, or integrate, other work products such as freight resiliency and regional transportation resiliency studies.
- Analyses must be completed for incorporation into implementation grant applications as Notice of Funding Opportunities are released by EPA application due in April 2024.
- Providing technical assistance in the development of a framework to assess progress toward the achievement of plan goals.
  - Key performance metrics to assess progress on climate action plan implementation would ideally include data across a spectrum of parameters such as:
    - Emissions reductions,
    - Cost/benefit analysis,
    - Public health,
    - Equity benefits,
    - City/county leadership,
    - Public and Private investment,
    - Job creation.
  - Recommended performance metrics should be arranged into a framework that can be commonly applied to individual implementation projects as well as the assessment of overall Priority Climate Action Plan progress.
- Providing technical assistance to MARC staff to update its regional GHG emissions inventory for submission in March 2025. (The previous inventory used 2015 data.)
- Providing technical assistance to meet other grant requirements such as, but not limited to, a workforce development analysis, community benefits analysis (including primary air quality pollutants), or evaluation of sequestration potential.
- Providing technical assistance in reviewing and, if necessary, updating MARC's [Climate Risk and Vulnerability Analysis](#).

## Proposal Format

Proposal deadline is 4 p.m. CST on Friday, October 6, 2023. Proposals may be submitted via email to Tom Jacobs, Environmental Program Director, at [tjacobs@marc.org](mailto:tjacobs@marc.org). Proposals should not exceed 12 pages using 12pt Arial, Helvetica or Calibri font, single spaced with kerning and tracking set to 0, and should include examples of prior projects (in-document hyperlinks are allowed). The cover letter, table of contents, examples of previous plans and resumes may be attached and do not count toward the page total. Confirmation of receipt of proposals is the responsibility of the submitting entity. Late submittals will not be considered. *Any questions or clarifications regarding this request for qualifications (rfq) must be submitted in writing and directed to [dnorsby@marc.org](mailto:dnorsby@marc.org) on or before September 27, 2023. All questions and their responses will be posted back to the online rfq location by the end of day on September 28, 2023.*

The following items should be addressed in your response.

Description of the Firm or Individual offering Services. Describe the firm offering to provide services to MARC, including type of business, date business was established, type of services provided, and description of client base. If an individual, provide background on experience, education and skills necessary to perform the required services.

Description of Project Approach. Describe the technical assistance approach proposed by the consultant. e.g., What is your experience with IDIQ contracting, and what practices are in place to help clients maximize the value for services received?

Description of Similar Projects. Describe previous projects with similar needs. MARC is interested in examples of how the contractor worked with clients to produce relevant plans and products.

Description and Qualifications of Firm's Personnel. Describe expertise and qualifications of personnel who would be assigned to assist MARC, including information on their experience with work similar to that required by MARC. Separately, provide resumes of the individuals who would be assigned to the project. Resumes do not count toward the page total.

Client References for Similar Projects. Provide three references of clients where services were similar to those requested by MARC. This is not counted toward page total.

Availability. Indicate the firm or individual's availability to work on this project.

Nondiscrimination (49 CFR Part 21). Firms submitting will not discriminate on the ground of race, color or national origin in the selection and retention of subcontractors or employees. Submitters will comply with Title VI of the Civil Rights Act of 1964, as amended. More specifically, submitting firms will comply with the regulations of the Department of Transportation relative to nondiscrimination in federally assisted programs of the Department of Transportation, as contained in 49 CFR 21 through Appendix H and 23 CFR 710.405. In all solicitations either by competitive bidding or negotiation made by the submitting firm for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by the submitting firm's obligations under this contract and the regulations relative to non-discrimination on the ground of color, race or national origin.

Women and/or minority owned business are encouraged to submit proposals. MARC encourages all qualified businesses to submit letters of interest as prime contractors, subcontractors or joint ventures.

While MARC does not have a Woman\Minority and\or veteran Business goal for this project, proposers are strongly encouraged to use woman\minority\veteran firms where appropriate.

Affirmative Action Checklist. If appropriate, respondents should complete and enclose with their proposals the Affirmative Action Checklist Attachment B.

## **Proposal Evaluation**

Proposals will be evaluated on qualifications and experience of the firm and of individuals involved in the project (40%), availability (20%) and related project examples (40%).

Qualifications and experience should include:

- Familiarity with the EPA CPRG program.
- Ability to quantitatively evaluate merits of alternative climate strategies for inclusion in the 2024 CPRG Implementation Grants, including such factors as costs and benefits, environmental justice benefits, greenhouse gas emissions reductions, ancillary air quality benefits, and other factors as required.
- Understanding of climate mitigation and adaptation performance indicators.
- Strong understanding of greenhouse gas emissions inventory practices and procedures.

- Ability to consider strategies holistically to identify complementary strategies that will efficiently maximize collective strategy implementation and overall approach to GHG reduction.
- Ability to provide effective technical assistance to MARC staff to meet EPA requirements.
- Ability to complete project tasks on time and within budget.
- Examples of past performance.

## Consultant Selection/Project Schedule

A selection panel will be comprised of MARC staff, local government, and MARC committee representatives. The consultant selection process will be overseen by a committee representing partner communities and stakeholders and will be subject to MARC procurement processes. The following is an outline of the proposed project schedule. The schedule may be modified while refining the contract scope of work after the consultant selection process has been completed.

Issue Request for Proposals/Qualifications .....	September 14,2023
<i>Questions and Clarifications regarding RFQ due</i> .....	<i>September 27, 2023</i>
<i>Responses to Questions and Clarifications posted</i> .....	<i>September 28, 2023</i>
All submissions due .....	4:00 pm, October 6, 2023
Consultant interviews .....	Week of October 9, 2023
Consultant selected & notified .....	October 24, 2023
Refine scope of work for contract .....	November 2023
Execute contract with MARC .....	November 2023

## Task Schedule and Deliverables

The detailed schedule for task completion and deliverable products will be determined as the scope of work is refined for inclusion in the contract. All tasks must be completed within 36 months of executing the contract.

**ATTACHMENT A**

**INTENT TO PERFORM AS A DISADVANTAGE BUSINESS ENTERPRISE (DBE)**

Project Title and Description:

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The undersigned intends to perform work in connection with the above project as (check one):

\_\_\_\_\_ Prime Contractor

\_\_\_\_\_ Subcontractor

\_\_\_\_\_ Joint Venture

\_\_\_\_\_ Other (please specify)

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If applicable name of prime contractor or joint venture partner:

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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 in needed),

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at the following price \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Name of DBE Firm

By: \_\_\_\_\_

Signature of DBE Firm's Authorized Representative

\_\_\_\_\_

Print Name and title

## **ATTACHMENT B**

### **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)

**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.