

**Request for Proposals/Qualifications**  
**Update to and Integration of Regional Stormwater Engineering Standards**  
**and Planning Guidelines in Metro Kansas City**  
**Submissions Due: 4:00pm CST, Friday, March 17, 2023**

The Mid-America Regional Council (MARC) is requesting proposals from consulting firms/teams to update and integrate regional stormwater management standards and planning guidelines, based upon [APWA Section 5600](#) and the [MARC/APWA BMP Manual](#). These documents were adopted in 2005, and revised in 2010 and 2012, respectively.

This request for proposals/ qualifications is issued by MARC, Kansas City's regional and metropolitan planning organization, in partnership with nearly two dozen local cities and counties and the Kansas City Chapter of the American Public Works Association (APWA). Based on current commitments, nearly \$700,000 in funds have been allocated for consulting services to support this effort. There is a potential for the budget to increase, suggesting the opportunity for a phased project approach.

This document does not prescribe an approach to updating regional standards. Rather, it outlines the general vision and principles that would guide the multi-phase process, along with a set of minimum requirements. MARC requests that consultants articulate an approach that addresses the issues described herein.

## **Background**

Most local governments in the Kansas City metro area adopt APWA engineering standards, tailoring regional approaches to meet local needs and opportunities. After more than a year of work by the Sustainable Stormwater Task Force, the APWA-Kansas City Chapter Executive Committee voted in October 2021 to update regional standards based upon task force recommendations.

The task force and local community representatives agree that an update to regional standards is timely. Substantial evolutions in practice have occurred since the last major revision to area standards – with respect to technology, data, modeling practices and more. And, the context in which stormwater management takes place has shifted. Questions of resilience, sustainability and environmental justice are now centered, and help frame the need for new approaches.

This update process is intended to complement other regional and local efforts, including the [Regional Climate Action Plan](#), the [Regional Green Infrastructure Framework](#), [Planning Sustainable Places](#), the regional transportation plan, [Connected KC 2050](#), and new standards/approaches developed by the city of Kansas City, Missouri and the Unified Government of Wyandotte County and Kansas City, Kansas for their respective combined sewer systems.

The Sustainable Stormwater Task Force articulated the following vision and principles, defining the community's approach.

### **Vision**

Resilient stormwater management uses a sustainable watershed management approach that manages risk, enhances value for all, and stewards natural ecosystems.

### **Guiding Principles**

#### **Risk Management**

- Build systems that adapt to ever-changing climate impacts and function beyond our lifetimes.
- Enhance both the community and natural systems.
- Employ inclusive, interdisciplinary, and interagency planning processes to ensure that water infrastructure serves communities.
- Address downstream impacts from the intertwined elements of water quality, volume, and peak flow rates for the full range of rainfall events.

#### **Value**

- Promote that stormwater infrastructure is valuable and of equal importance to communities as other public infrastructure.
- Recognize rainfall is a resource to provide more equitable stormwater systems.
- Connect community and natural systems by blending overland flow, pipe, and green infrastructure systems.
- Design, build, maintain, and evaluate systems that protect and enhance long-term triple bottom line benefits.
- Protect and enhance public health benefits through connected open spaces.

#### **Stewardship**

- Promote activities that create a net-positive watershed-wide contribution.
- Restore the health of receiving waterbodies and the natural environment
- Educate our communities and decision makers about the human connection to water, including through storytelling.
- Incorporate restorative soil and vegetative management practices to maximize infiltration and habitat vitality.

## Purpose

The primary purpose of this request is to secure an expert, interdisciplinary consultant team to develop a next generation planning and engineering approach to manage stormwater in metro Kansas City. The exact scope of work will depend on available funding and will be developed in collaboration by MARC, the technical and steering committees, and the consulting team. *MARC anticipates that Phase One of the project will be a collaborative scoping process.* It is anticipated that the scope will, at a minimum:

- conduct a comprehensive review of existing standards and design criteria and specifications locally and nationwide.
- create a set of stormwater standards and specifications that are more adaptable to variable development/redevelopment land use conditions in rural, suburban, and urban areas
- combine water quantity and quality design standards
- address resiliency and sustainability by promoting more holistic system evaluations
- update rainfall standards and other appropriate hydrology methods
- evaluate the level of hydrology and hydraulic analysis
- provide more natural system design and maintenance criteria, and
- improve the evaluation of stormwater detention requirements for increased value.

Moreover, there is a desire for APWA 5600 to become an adaptive design standard that will be reviewed every 3-5 years and updated every 7-10 years. This update process would be accompanied by the creation of educational and outreach materials for APWA members promoting the need for better more sustainable stormwater designs. These materials would ideally contribute to the development of a training and regional certification process for designers, contractors, inspectors, and plan reviewers.

The update process will invariably require a high degree of community and stakeholder input. For example, coordination efforts with others on regional planning and design standards including developers, local communities, other engineering associations (e.g., WEF and ASCE), planners, landscape architects, ecologists, transportation interests, community-based organizations, contractors and regulatory agencies. MARC requests that consultants propose a stakeholder engagement process. During the final scoping process, MARC may assume responsibility for certain aspects of this work to optimize the project budget and to ensure that all project activities can be accomplished within the existing schedule and budget.

## Proposal Evaluation

Proposals will be evaluated on quality of proposed approach (40%), qualifications and experience of the firm and of individuals involved in the project (30%), and related project examples (30%).

Qualifications and experience should include:

- Familiarity with APWA 5600 and the MARC/APWA BMP manual, local planning regulations in the Kansas City region, and best practices in stormwater planning and design in peer communities.
- Strong interdisciplinary teams, with demonstrated knowledge of related fields associated with climate resilience, green infrastructure design and maintenance, land use planning, transportation, sustainable placemaking and environmental justice.
- Strong experience in stakeholder engagement.

- Ability to complete all project tasks within 18-24 months.

## Consultant Selection/Project Schedule

A selection panel will be comprised of MARC staff, local government and APWA representatives. The consultant selection process will be overseen by a committee representing partner communities 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.....	February 3,2023
All submissions due .....	4:00 pm, March 17, 2023
Consultant interviews.....	Week of April 3, 2023
Consultant selected & notified .....	April 26, 2023
Refine scope of work for contract .....	May 2023
Execute contract with MARC .....	May 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 by within 18 - 24 months of executing the contract.

## Proposal Format

Proposal deadline is 4 p.m. CST on Friday, March 17, 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, 12 font, single space, and should include examples of prior projects. Previous plans developed 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.

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 and stakeholder engagement approach proposed by the consultant.

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.

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.

Description and Qualifications of Firm's Personnel. Describe qualifications of personnel who would be assigned to assist MARC. Provide resumes of the individuals who would be assigned to the project, including information on their experience with work similar to that required by MARC.

Fee Schedule. Outline the anticipated planned hour allocation for staff time that your firm is expected to use for this engagement.

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.

**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.