



REQUEST FOR PROPOSALS

**REGIONAL ALTERNATIVES
ANALYSIS**

Jackson County Commuter Corridors

**Requested by
Mid-America Regional Council**

February 8, 2011

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REQUEST FOR PROPOSALS

A. PURPOSE AND INTRODUCTION

Mid-America Regional Council (MARC) is an association of city and county governments and metropolitan planning organizations serving the nine-county Kansas City metropolitan area. MARC is organized as a public not-for-profit organization.

The MARC Board of Directors (the Board) consists of 33 members. Serving on the Board are the chief elected officials from the nine member counties (Wyandotte, Leavenworth, Miami and Johnson in Kansas; Jackson, Cass, Clay, Platte and Ray in Missouri) and six member cities (Overland Park, Kansas; Olathe, Kansas; Kansas City, Kansas; Kansas City, Missouri; Lee's Summit, Missouri and Independence, Missouri), and other representatives of the cities and counties in the region. The Board directs all policy decisions for MARC and meets monthly to discuss issues and act on programs.

Local officials and transit providers throughout the Kansas City metropolitan area have been working on the planning and implementation of an expanded regional transit system. The regional transit plan (Smart Moves) identifies a combination of urban and commuter service needs.

In order to further the implementation of Smart Moves, MARC, the City of Kansas City, Missouri, Jackson County, and the Kansas City Area Transportation Authority (KCATA) jointly submitted a proposal for Alternatives Analysis funds through the Federal Transit Administration to conduct two separate but coordinated AA processes for a Downtown Corridor in Kansas City and two adjoining Commuter Corridors in Jackson County. The FTA awarded MARC, the primary sponsor of the proposal, \$1.8 million. A portion of this grant will fund this study.

MARC, in coordination with and on behalf of Kansas City, Missouri, Jackson County, Missouri, and the KCATA is seeking proposals from qualified firms to conduct an Alternatives Analysis for two commuter corridors in Jackson County, Missouri. MARC has budgeted \$1,535,625 for this analysis.

B. BACKGROUND

The Mid-America Regional Council (MARC), Kansas City Area Transportation Authority (KCATA), City of Kansas City, Missouri and Jackson County, Missouri are going to study three transit corridors as part of the regional transit system; the Rock Island Corridor (regional rail focus), the I-70 Corridor (regional rail focus) and the Downtown Corridor (streetcar focus). The Commuter Corridor AA will analyze alternatives in Jackson County and portions of Lafayette and Cass Counties that integrate with the Kansas City, Missouri Downtown Circulator providing essential transportation services and alternatives while also providing opportunities for transit-related economic development near major active centers and town centers.

For the purposes of this Alternatives Analysis, the two commuter corridors to be studied run through multiple jurisdictions. The I-70 Commuter Corridor runs from the heart of Kansas City, Mo and extends east paralleling the Kansas City Southern railroad through Independence, Blue Springs, Grain Valley, and Oak Grove in Jackson County and east to Odessa in neighboring Lafayette County. The Rock Island Corridor begins in the heart of Kansas City, Missouri, sharing a common corridor segment with the I-70 corridor approximately to the eastern edge of Kansas City, Mo, and then follows the old Rock Island rail corridor through Raytown, Kansas City, Lee's Summit, and Greenwood in Jackson County and further south to

Pleasant Hill in Cass County. Both corridors run proximal to two heavily-traveled roadways, Interstate I-70 and Highway 350 (Blue Parkway), and through cities experiencing a growing residential population. Several activity centers, including Downtown Kansas City, MO, Truman Sports Complex, and multiple town centers fall within in these corridors. Downtown Kansas City, Mo is the expected terminus of the various alternatives that will be considered in this Alternative Analysis, therefore this AA is to be closely coordinated and integrated with the Downtown Kansas City, Missouri Corridor Alternatives Analysis. In addition, this AA is to be closely coordinated with the Missouri Department of Transportation's (MoDOT) Second Tier Environmental Impact Statement (EIS) for the I-70 corridor (I-470 to the Kansas/Missouri state line, including the downtown loop).

Existing transit service in downtown primarily focuses on bringing persons from outlying parts of Kansas City and the region to and from downtown. These commuter services continue to be needed, especially in Jackson County. Previous studies have indicated that the I-70 commuter corridor would greatly benefit from additional service, potentially through additional travel options such as expanded express bus or rail. The Rock Island corridor is currently served by a commuter express bus on Blue Parkway and cities along this corridor have interest in increasing service to meet growing demand and looking at potential options in the Rock Island Rail alignment. This rail alignment also connects to Missouri's statewide Katy Trail in Pleasant Hill, formerly the Missouri-Kansas-Texas Railroad, therefore any use of the Rock Island rail alignment would likely include a trail extension into Kansas City, making it a multiuse corridor.

[The Smart Moves Regional Transit Vision \(2008\)](#) identifies both the I-70 and Rock Island corridors as high priority commuter corridors in the region. Given the priority of these corridors and the direct interest of Jackson County to pursue implementation, MARC initiated the Smart Moves Implementation Plan, the most recent effort leading up to this Alternatives Analysis. The Implementation Plan further analyzed components of the Smart Moves concept, including both urban and [commuter corridors](#). The I-70 and Rock Island Corridor, of 6 commuter corridors in total, were deemed most feasible for moving forward in the near-term with an emphasis placed on commuter rail.

In addition to Smart Moves, the Mid-America Regional Council (MARC) undertook the [Kansas City Regional Commuter Rail Study \(2002\)](#) to determine the feasibility of major commuter corridors in the region. Following its completion, MARC began the [I-70 Corridor Transit Alternatives Analysis \(2006\)](#) to further flesh out the I-70 corridor and assess alternatives related traditional commuter rail technology and traditional express bus service.

MARC, KCATA, the City of Kansas City, Mo and Jackson County intend to build on previous efforts and complete an Alternatives Analysis for both the I-70 and Rock Island Corridors. The intent will be to use the AA results to secure funding for implementation and potentially apply for federal funds--New Starts, Small Starts, or other federal sources.

C. STUDY AREA

Specific consultant activity will be limited to the I-70 and Rock Island/M-350 corridors within Jackson County and portions of Lafayette and Cass Counties in Missouri. A more specific study corridor will be further defined by the Project Partnership Team with input from the study advisory committee.

D. PROJECT MANAGEMENT AND ADVISORY COMMITTEE

MARC will work with our partners to jointly monitor and guide the planning effort throughout its duration and facilitate integration and coordination with the Downtown Corridor AA. Oversight of the Jackson County Commuter Corridors AA will consist of:

Project Partnership Team:

Jackson County, Kansas City, Missouri, MARC, and the Kansas City Area Transportation Authority (KCATA)

Project Technical Lead:

Jackson County, Missouri and MARC

Study Advisory Committee:

To be formed and convened by the Partnership Team

E. SCOPE OF SERVICES:

I. Alternatives Analysis

The two commuter corridors generally extend from downtown Kansas City, Missouri and east along I-70 into western Lafayette and south along the Rock Island/Highway 350 corridor to northern Cass County. These corridors will need to take into account large commuter sheds near potential stations, activity centers, and major rail and highway rights-of-way. The study will focus on developing a locally preferred alternative (LPA) for each commuter-based service within these broad corridors, and will assess and detail the integration and relationship with the downtown circulator evaluation, including the location of the commuter transit services' western terminus in addition to connections with other significant regional transit services. The study must identify and compare the costs and benefits, environmental and social impacts and financial feasibility of all alternatives identified for assessment.

The purpose of the study will be to determine the preferred alternative including specific alignments for the option best meeting current and future transportation needs while also helping to shape, support and focus future economic development and revitalization of activity centers for each corridor.

The AA will follow the FTA New Starts planning process and identify a specific transportation option that will be the locally preferred alternatives (LPAs) to include in the region's long range transportation plan. This study is to fulfill FTA planning requirements for an Alternatives Analysis in the event that a New Starts fixed guideway project is identified as the preferred transit project. This study is funded using Federal Transit Administration (FTA) Section 5339 grant funds and is to be conducted in cooperation with FTA and in keeping with FTA requirements.

The consultant must evaluate all reasonable alternatives in a given corridor. The evaluation of the costs, benefits, and impacts should focus on trade-offs between alternatives and provide the information in an easy-to-understand format so that local decision-makers may comprehend the differences between alternatives.

AA process will involve significant public participation to ensure that the options chosen are consistent with the local community's input. The study should employ sound technical analysis using the regional travel demand model or other appropriate means of technical assessment and employ the most recent and state-of-the-art tools for alternative assessment.

Throughout the process the consultant shall share any data analysis steps and document any assumptions made in travel demand modeling or any other data analysis. Travel Demand Model input and output data shall be made available to MARC and the Partnership Team, and consult with the FTA as necessary.

The study will include a specific analysis of financial options for both capital development and long term operation of the commuter transit alternatives. The intent is that the implementation and operation of the LPAs will be funded independently from the current transit system. A variety of new funding mechanisms are to be explored in the study.

In addition to the Partnership Team of MARC, KCATA, KCMO, and Jackson County, a specific commuter corridor stakeholder team will be formed to help guide this study. This will be led by MARC and Jackson County.

II. Consultant Scope

The services of a qualified planning consultant or consultant team are required to conduct the Alternatives Analysis. A firm with experience in planning, travel forecasting, an understanding of the costs and benefits of different types of commuter services, fixed guide-way engineering, understanding of transit development and opportunities, an understanding of the Alternatives Analysis and New Starts, and implementing commuter transit systems and commuter and freight rail is a must.

The consultant will propose a specific detailed work scope and a deliverables list which is to address at a minimum the following areas, as well as any other activities necessary to fulfill the project intent and meet FTA requirements:

a. Review the Corridor and Identify Transportation Issues and Opportunities

Working with MARC, KCATA, KCMO, and Jackson County and others as appropriate, the Consultant team will inventory and review existing conditions, transit services, plans, and projections. The Consultant work will build from recent transportation studies including the regional Smart Moves plan and recent updates, MARC's urban and suburban corridors plans, the Kansas City Regional Commuter Rail Study, the I-70 Commuter Corridor AA and other local transportation analyses as well as available demographic, land use, socioeconomic, economic and travel market data in keeping with FTA New Starts requirements.

Importantly consideration is to also be given to adopted comprehensive plans, land use strategies, and development plans including MARC's Transportation Outlook 2040, the MARC Board's policy on growth and development, the City's Greater Downtown Area Plan, the City's FOCUS plan, the Rock Island Corridor Coalition research related to bike trail utilization, and other special plans for each city and county, as appropriate. The objective is to identify the corridors' travel and transportation issues needs and problems in addition to opportunities for leveraging improved transportation service to further this wider set of community and regional goals.

b. Develop Project Goals, Objectives and Purpose and Need

Using data and resources collected on the corridors and identified transportation issues and opportunities, the consultant will develop a Purpose and Need Statement and related goals and objectives for the proposed corridors' transportation projects. These goals and objectives will be used to help evaluate and prioritize alternatives.

c. Identify Alternatives to Address Corridor Transportation Needs

The study will identify a range of concepts and strategies for improving conditions in both corridors. It must make maximum use of previous studies and data. The concepts proposed in the existing Smart Moves plan and Commuter Corridors Implementation studies will be a starting point, but other appropriate options must be considered. This work will be coordinated closely with the concurrent study of the downtown circulator corridor that is examining fixed guideway circulator service options (including stations and stops) which is expected to serve as part of the distribution system for any future commuter system.

d. Screening of Project Alternatives

Screening of promising alternatives will be undertaken to determine those that are most feasible and best support the corridors goals. Consultant will work with the commuter alternatives stakeholder team to develop the evaluation methodology to be used to analyze and compare baseline and promising alternatives in keeping with FTA's New Starts planning process. The evaluation methodology will then be applied to develop the list of promising alternatives for detailed analysis and study.

e. Detailed Alternative Assessment

For each promising alternative consultant will develop detailed project definitions and descriptions including alignments, station locations, operating plans, capital and operating cost estimates, estimates of ridership and transportation benefits, estimates of economic development and related benefits, and other needed factors for the various strategies.

The detailed Capital and Operating Cost estimates developed for each alternative will be in keeping with the FTA standard cost categories. A financial assessment will be made of the alternatives and potential financing mechanisms identified (see below Financial Assessment task). The results will be included in an alternatives report document.

Assessment of the economic development potential of each promising alternative will be an important part of the evaluation process. As part of this effort, the consultant will assist in identifying supportive actions and policies used successfully in other communities to leverage investments in other commuter rail projects to maximize related economic development. The consultant will then recommend appropriate actions and policies related to the commuter corridors and develop an estimation of the economic benefits if fully implemented.

Impacts on existing automobile traffic, parking and downtown access will be identified. In addition, an assessment should be completed of existing transit services and recommendations regarding reconfiguration of service or additions of service, particularly for rider distribution, in conjunction with each promising alternative and the results included with the final definition of alternatives.

f. Ridership Forecasts

Ridership forecasting will be done by the Consultant using the regional travel demand model or alternative methodologies that might be appropriate for commuter corridor projects of this nature. Ridership forecasts will assess the projected ridership based on the travel demand model or other assessment techniques, in conjunction with reasonable assumptions concerning land use, economic development, and population and job growth. MARC, through prior study efforts, has completed recent work to modify the existing regional travel model to forecast ridership. The consultant should consider supplementing formal ridership assessment with additional alternative assessment methods and approaches to further strengthen the technical analysis and serve as an additional point of information.

The consultant will be responsible for creating a reasonable course of action for producing a final product that is capable of fulfilling FTA's requirements, and for producing forecasts that will be acceptable to FTA for a New or Small Starts project evaluation. The consultant is expected to interact with FTA, MARC and JACKSON COUNTY, and the FTA as needed in this process.

g. Operational Plans

Develop operation plans for the alternatives that advance from the screening process. The operational plans shall include:

1. Service Standards
2. Station Locations
3. Travel times
4. Headway (by time period)
5. Fare structure
6. Hours of service
7. Type of vehicles required
8. Peak load capacity
9. Vehicle miles travelled
10. Vehicle hours traveled

h. Technical Methods

Consultant will propose the technical methods required to develop the information needed to characterize the alternatives in support of an LPA selection. It is expected that a plan will be developed for conducting the required before and after studies and data will be prepared with this in mind.

i. NEPA Compliance and Environmental Analysis

It is expected that an environmental analysis and screening will be conducted to identify any significant potential impacts of each alternative, and that the environmental analysis and screening will initiate and prepare documentation in keeping with NEPA requirements, 4(f), 106, and other environmental requirements. Given the nature of the corridors and the likely alternatives which consist of services and facilities within existing urban street right-of-way and within existing rail corridors the consultant will establish the necessary environmental classification relative to each segment of independent utility, advance Documented Categorical Exclusions (DCE) determinations and other environmental clearances where deemed necessary, appropriate, and feasible. Develop a detailed environmental scope of work related to follow-up study if required.

j. Financial Assessment

Consultant will conduct an analysis of financing options to support the preferred strategies in each corridor. Financing for both development and construction (Capital) and ongoing operations and maintenance must be analyzed. Private funding options and public-private partnership options will be explored along with federal grant funding opportunities. New local funding sources are to be examined - the locally preferred alternatives are to be financed from sources other than the existing dedicated transit sales taxes and without sacrificing existing transit services.

k. Identification and Refinement of Preferred Alternatives

The goal of the evaluation process is to select a locally preferred alternative (LPA) for each commuter corridor. The consultant will develop and apply the evaluation methodology consistent with FTA guidance and New Starts criteria with provision for significant community involvement and participation leading to an LPA decision.

l. FTA Documentation

Consultant will develop documentation necessary to submit the LPA(s) to the FTA for project evaluation and rating, based on specific FTA documentation requirements.

m. Public Participation and Education Efforts

The consultant will prepare a detailed public participation strategy according to MARC's Public Participation Plan and under the direction of the technical management and commuter corridor stakeholder teams to involve the community and interested stakeholders in the AA planning study process. Consultant team will track issues raised by the public and incorporate questions, concerns, issues and responses into ongoing communications when and where appropriate.

As a regional planning agency, MARC desires to involve all regional stakeholders. Engaging all regional stakeholders will involve extensive effort and effective communication skills. MARC seeks a consultant (or sub-consultant) that has a proven track record of engaging communities in the discussion of high-capacity transit. The consultant must have the skills to communicate effectively with project stakeholders and local officials during the AA process.

III. Study Management and Oversight

An executive team from MARC, KCATA, KCMO and Jackson County will provide overall coordinating guidance on this AA as well as on the separate downtown circulator corridor AA. A technical team led by MARC and Jackson County will oversee this commuter corridor AA study and work with the consultant team on daily basis. This team will include staff from KCATA, the City of Kansas City, MO, Jackson County and MARC. A stakeholder group led by the MARC and Jackson County is to also be formed to assist in guiding the project and is expected to include appropriate representatives from affected jurisdictions transit and economic development leaders, etc. Consultant will assist in the formation and management of the teams and attend meetings.

In addition to the meetings specifically described in this section, the Consultant will attend or conduct progress meetings, with the project team to properly coordinate the development of the study and will meet periodically with the FTA to discuss the study as requested. The Consultant will prepare presentations for and provide regular updates to various MARC and KCATA transportation committees and to other local jurisdictions and groups, as appropriate.

a. Reports and Deliverables

Consultant will propose a list of deliverables and a schedule with key milestones and dates for submission of deliverables to the technical management team. Draft versions of most documents will be required and all documents will need to be structured for electronic submission. Consultant will assist in any reports to the FTA including, if deemed necessary, information for FTA's annual New Starts Report.

F. STUDY SCHEDULE

The Partnership Team desires to advance and complete the study in timely and expedited manner, while allowing sufficient time to complete the technical analysis in a manner and detail necessary and complying with FTA process requirements and required federal reviews. In crafting a proposal consultants (or teams) should reflect an estimated schedule based on these considerations.

G. PROPOSAL SUBMITTAL REQUIREMENTS

To be eligible for consideration *one electronic* and **10** copies (maximum of 20 pages) of the response to the RFP must be received by MARC no later than **5 PM CST, Monday, March 7th, 2011**. Late submittals will not be considered and will be returned to submitter unopened. The envelope package should be marked "**Regional Alternatives Analysis: Commuter Corridors.**"

Mid – America Regional Council
600 Broadway, Suite 200
Kansas City, MO 64105 – 1554
Attn. **Tom Gerend, Asst. Director of Transportation**

Questions should be directed to Tom Gerend at tgerend@marc.org or 816/701-8303

The following items must be addressed in all proposals:

1. **SCOPE OF WORK:** Proposals should include a recommended Scope of Work consistent with elements outlined in Section II and an emphasis on a preferred and/or recommended approach. Proposers' recommendations will demonstrate and propose strategies that exemplify best practices in planning, designing, modeling, and implementing commuter corridor services. Respondents must provide a conceptual scope of work including specific methodologies and/or approaches that will be used to develop and formalize a locally preferred alternative. Innovative approaches for completion of the Scope of Work are encouraged.
 - a. Overview and rationale of project approach.
 - b. The name and address of the contracting firm, together with the name, telephone and fax number, and e-mail address of the primary contact person for purposes of this proposal
 - c. A listing of all proposed subcontractors, if any.
 - d. A conceptual project schedule.
 - e. See Attachments A and B.

2. **QUALIFICATIONS:** Proposals should indicate general and specific qualification of the proposer in planning, engineering, project implementation, environmental review, disciplines appropriate to this project, and specifically convey the role of the proposer in each case cited. An emphasis and priority in evaluation will be placed on firms with qualifications and experience that have resulted in successful implementation (engineering, construction, and operations) of comparable systems. A brief narrative (three pages maximum) may also be included regarding the firm's capabilities to carry out this AA, including special assets, areas of expertise, analytical tools, and data sources, etc. to which the firm may have access.

Proposals shall include:

- a. A listing and summary of similar projects undertaken within the last five (5) year, by proposing firm and/or its subcontractors, showing contract amounts, description of work performed, client contact persons, phone numbers, and e-mail addresses;
 - b. Resumes of key professional staff who will be assigned to this project;
 - c. Description of the existing and anticipated workload of individuals assigned to this project during the period of this study. Any reassignment of designated key staff shall not occur without mutual consultation and the consent of MARC.
 - d. References

3. **DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS AND PARTICIPATION:** MARC encourages all qualified businesses to submit letters of interest as prime contractors, subcontractors or joint ventures. Women and/or minority owned business are encouraged to submit proposals. DBE (Disadvantage Business Enterprise) firms must be certified by the Kansas and/or Missouri Departments of Transportation in order to be counted as participation toward any established DBE Goal.

DBE PROPOSERS SHOULD SUBMIT, WITH THEIR PROPOSALS, INTENT TO PERFORM As A Disadvantage Business Enterprise (DBE), Attachment F, for each proposed DBE contractor,

subcontractor, or joint venture. Certification of DBEs will be made in accordance with MARC's Disadvantage Business Enterprise Program.

MARC's has an approved FTA DBE goal of 15.6%. Proposers are encouraged to assist MARC in meeting this goal.

4. **AFFIRMATIVE ACTION CHECKLIST:** If applicable, proposers must complete and enclose with their proposal company's Affirmative Action Plan (see Attachment C Affirmative Action Checklist).
5. **CERTIFICATION REGARDING DEBARMENT:** 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.
6. **CERTIFICATION REGARDING LOBBYING:** See Attachment E.

H. PRE-PROPOSAL MEETING AND QUESTION SUBMITTAL

MARC will host a pre-proposal meeting for all interested consultants teams to ask questions and gain clarity around any elements or requirements of this RFP. Due to the aggressive timeline, this pre-proposal meeting will cover both the Downtown Corridor and Commuter Corridors Alternatives Analysis RFPs.

When: Tuesday, February 22, 2011 at 9:00a.m.

Where: Mid America Regional Council
600 Broadway, Ste. 200
Kansas City, Mo 64105
Broadway Room, 1st Floor

All questions/requests for clarifications must be submitted to MARC by **February 17, 2011 at 12:00pm**

Please submit questions in writing to **Karen Clawson** at kclawson@marc.org.

MARC will post all question, answers and clarifications to <http://www.marc.org/rfp.htm>.

I. SELECTION PROCEDURE

If necessary, a short list, of not more than five (5) and no less than two (2), proposers and/or proposer teams will be selected on or about March 11th, 2011 by MARC, after MARC and the study's selection committee analyzes all proposal information. Short-list proposers should be available for interviews and/or presentations prior to the selection of a Contractor. The final selection of a Contractor is contingent upon approval by the MARC Board of Directors. MARC reserves the right to negotiate a contract, including a scope of work, and contract price, with any proposers or other qualified party.

This Request for Proposal does not commit MARC to award a contract, to pay any cost incurred in preparation of a response to this Request, or to procure or contract for services or supplies. MARC reserves the right to accept or reject any and all responses received as a result of this Request, or cancel this Request in part or in its entirety if it is in the best interests of MARC to do so. Proposers shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of MARC for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request for Proposal.

MARC reserves the right to amend, consolidate, expand, cancel, delete, or request additional consulting services for one or more of the project's Scope of Work activities if MARC deemed that such activity is advantageous to MARC and the successful completion of the project. MARC reserves the right to suggest to any or all proposers to the Request for Proposal that such proposers form into teams of consulting firms or organizations deemed to be advantageous to MARC in performing the Scope of Work. MARC will suggest such 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 relationships.

All Proposals submitted hereunder become the exclusive property of MARC.

J. PROPOSAL EVALUATION CRITERIA

The proposals submitted by each Contractor, Firm, or Contractor Team, will be evaluated according to the following factors:

KANSAS CITY REGIONAL ALTERNATIVES ANALYSIS			
PROPOSAL EVALUATION WORKSHEET			
		Total	Score
Technical Competence	Specialized experience and technical competence of	35	
Overall Competence of Proposing Team	✓ Experience of the prime contractor and subcontractor(s) related to planning, design, and implementation of comparable transit projects.		
Management Competence	✓ Experience of the Project Manager		
Other	✓ Experience of other assigned individuals		
Understanding and Approach	Understanding of the nature of the project and clarity of proposed approach .	30	
AA Understanding	✓ Understanding key concepts, techniques evaluation procedures, and best practices related to transit corridor planning, implementation, and the AA process.		
KC Regional/Local Understanding	✓ Understanding of regional transit related operations, structure, past planning efforts in Kansas City and a general understanding of the regional significance of the project.		
Clarity of Proposal	✓ General organization and clarity of the proposal		
Project Management	Schedule of staff persons and hours commitment	20	
PM % of Effort	✓ % of Effort for the project management staff		
DBE % of Effort	✓ % of Effort for DBE Services		
Project Schedule and timeliness of products	✓ Project schedule and timeliness of products		
References/Work experience	Reference reflecting previous work experience of the project team and satisfactory accomplishment of contractor responsibilities.	15	
Quality of final products	✓ Quality of final product		
Meet schedules and deadlines	✓ Ability to meet work schedules		
Responsiveness to Client	✓ Responsiveness to client input and needs		
Score		100	

K. ON-SITE PRESENTATIONS

The project selection team may require oral presentation of those firms identified on the proposer's short list. Presentations will be held at MARC or a site designated by MARC.

L. CONTRACT AWARD

MARC will notify the selected candidate by telephone, e-mail and in writing. Following verbal notification, MARC will negotiate a standard professional service agreement with the selected candidate. The selected candidate's proposal will be incorporated by reference in the contract. Additionally, MARC will notify, in writing, the candidates who are not selected.

M. PROTEST PROCEDURES

In the course of this solicitation for proposals and the selection process, a proposer (bidder or offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, actions were taken by MARC staff and/or the selection committee which could unfairly affect the outcome of the selection procedure. All protest should be in writing and directed to Mr. Mell Henderson, Director of Transportation, Mid – America Regional Council, 600 Broadway, Suite 200 Kansas City, MO 64105. Protest should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest.

Upon receipt of the protest, MARC's Director of Transportation will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.

N. PROCUREMENT SCHEDULE

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

KANSAS CITY REGIONAL ALTERNATIVES ANALYSIS	
PROCUREMENT SCHEDULE	
Commuter Corridors Alternatives Analysis	
Activities	Schedule
RFP issued	February 10, 2011 (Demand Star) & February 14 th , 2011 (Passenger Transport)
Pre-proposal Conference	February 22nd, 9-10:30 @ MARC
Proposals Due	Monday, March 7 th , 2011 – <i>no later than 5pm CST</i>
Short List Announced	March 11 th , 2011
Interviews	March 18th, 2011
Selection	Week of March 21st
Contract Execution/ Notice to proceed	TBD after contract negotiation - Tentative MARC Board Authorization March 22nd
Project Completion	TBD after contract negotiation

O. PROJECT BUDGET

The level of funding for this project is based on existing funds available for this study.

- . Total amount: **(\$1,535,625)**
- . Period of Performance – **(18 months or less)**

Both the project budget and the period of performance are subject to change based on the availability of funds or other unforeseen events or activities.

ATTACHMENT A

1. Complete the AFFIRMATIVE ACTION CHECKLIST Attachment B.
2. Complete the CERTIFICATION REGARDING LOBBYING Attachment C.
3. Complete the CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION Attachment D.
4. Complete the INTENT TO PERFORM AS A DISADVANTAGE BUSINESS ENTERPRISE (DBE). If Contractor elects to perform as a DBE Attachment E.

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.

ATTACHMENT D

CERTIFICATION REGARDING LOBBYING

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

. 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.

. 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.

. 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 E

INTENT TO PERFORM AS A DISADVANTAGE BUSINESS ENTERPRISE (DBE)

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 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),

at the following price _____

Date Name of DBE Firm

By: _____
Signature of DBE Firm's Authorized Representative

(Please Print Names of Authorized Representative)