



REQUEST FOR PROPOSALS

**REGIONAL ALTERNATIVES
ANALYSIS**

Downtown Corridor

**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 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 AAs 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 Kansas City Area Transportation Authority is seeking proposals from qualified firms to conduct an Alternatives Analysis for the Downtown Corridors in Kansas City, Missouri. MARC has budgeted \$658,125 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 Downtown Corridor AA will analyze alternatives in Kansas City, Missouri that provide circulation transit service and opportunities for economic development.

For the purposes of this Alternatives Analysis, the downtown corridor is in Kansas City, Missouri and extends from the Rivermarket on the north, through the Central Business District and the Crossroads areas to Crown Center on the south. This is the center of the bi-state region and includes the region's largest concentrations of employment, regionally significant activity centers and a growing residential population.

Downtown is the current regional hub for transit services and the expected terminus for future regional rail being studied in a separate Alternatives Analysis that is to be coordinated with this effort. There is

significant transit service downtown, including two BRT lines terminating downtown, but existing services primarily focus on bringing persons from outlying parts of the city and region in and out of downtown. There is a significant and growing need for transit service focused on conveniently moving people within downtown and connecting the downtown activity centers, employment centers, residential areas and transit hubs. This need will heighten with any future introduction of regional or commuter rail.

The need for improved downtown transit services has been identified in several previous studies and has been identified in the regional Smart Moves transit plan as an important component of a regional transit system. It is also considered an important pre-requisite for distributing passengers from any future commuter rail service that might emerge from ongoing studies.

The KCATA and City of Kansas City, Missouri have previously examined the feasibility of a downtown streetcar that could connect the Rivermarket, CBD and Crown Center areas. The first streetcar feasibility review was in 2004 and this was updated and refined in 2009. The North South Corridor Alternatives Analysis conducted in 2008 also analyzed fixed guideway transit in downtown and identified several different alignment options for fixed guideway in the area between the Rivermarket, the Central Business District and Crown Center.

MARC, KCATA, the City of Kansas City and Jackson County intend to build on these previous efforts and complete an Alternative s Analysis in the corridor between the Rivermarket, CBD, Crossroads and Crown Center and select a locally preferred alternative (LPA) for this corridor. 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. Modern street car and a variety of alternatives will be considered to meet the current and future needs including serving as part of the distribution system for future commuter rail.

C. STUDY AREA

The downtown corridor study area extends from Rivermarket, through downtown Kansas City, Missouri, the Crossroads district to Crown Center and is bounded on the west by the state line and on the east by Troost Ave. The study area may be further defined by the Partnership Team upon additional input from study stakeholders and the selected consultant team.

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 Commuter Corridors AA. Oversight of the Kansas City, Mo Downtown Corridor AA will consist of:

Project Partnership Team:

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

Project Technical Leads:

Kansa City, Missouri and KCATA

Study Advisory Committee:

Kansas City, Missouri - Downtown Parking and Transportation Commission

E. SCOPE OF SERVICES:

I. Alternatives Analysis

The AA will focus on developing an LPA for circulator type fixed guideway service within this downtown corridor. The purpose of the AA will be to determine the preferred alternative including a specific downtown alignment for the option best meeting current and future transportation needs while also helping to shape, support and focus future economic development and revitalization of downtown.

Today, there is local bus service and bus rapid transit (BRT) service in the downtown. The MARC long range transportation plan and Smart Moves have identified the need for a high level transit distribution system downtown and have identified this as “downtown streetcar”. The need for a downtown distribution system and a downtown streetcar has also been identified in the City of Kansas City, Missouri’s Greater Downtown Area Plan and MARC’s suburban corridors plan as part of the system to distribute passengers arriving in downtown from future suburban commuter and rapid rail services.

The AA will follow the FTA New Starts planning process and identify a specific transportation option that will be the locally preferred alternative (LPA) 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 alternative. It is expected that the cost of the LPA will be such that the project would fit the criteria of the FTA’s Small Starts program. 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 study will include a specific analysis of financial options for both capital development and long term operation of the downtown transit alternative. The intent is that the implementation and operation of the LPA 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 downtown corridor specific stakeholder team will be formed to help guide this study. This will be led by the Downtown Transportation and Parking Commission.

II. Consultant Scope

The services of a qualified planning consultant or consultant team are required to conduct the AA. A firm with experience with downtown circulation and transit distribution systems is desired and an understanding of the costs and benefits of different downtown transit systems including streetcar systems 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 North / South Corridor AA, KCATA Streetcar Feasibility Studies 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. Consideration is to also be given to recent development plans including the City's Greater Downtown Area Plan, the City's FOCUS plan, and other plans, as appropriate.

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, and other special plans for each city and county, as appropriate. The objective is to identify the corridor's 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 corridor and identified transportation issues, the consultant will develop a Purpose and Need Statement and related goals and objectives for proposed corridor 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 corridor conditions. It must make maximum use of previous studies and data. The concepts proposed in the existing Smart Moves plan and prior Downtown and corridor transit studies will be a starting point, but other appropriate options must be considered. This work will be coordinated with the other ongoing regional alternatives analysis on potential regional rail corridors and the downtown stations and stops that may derive from that study.

The consultant will work closely with the concurrent study of commuter corridors that is examining commuter rail options for Kansas City and a new downtown transit hub for regional rail, potentially at Union Station. The alternative that results from this downtown circulator AA is expected to be a part of the distribution system for any future commuter rail system and will need to take those future needs into consideration as part of the coordination of these two AA studies.

d. Screening of Project Alternatives

Screening of selected alternatives will be undertaken to determine those that are most feasible and best support the corridor goals. Consultant will work with the downtown 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, preliminary 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. Significant consideration will be given to cost effective solutions and alternatives that may meet the FTA's Small Starts criteria or could be funded without FTA funding.

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 downtown streetcar and/or circulator projects to maximize related economic development and recommend appropriate actions relative to the Downtown Corridor.

Impacts on existing automobile traffic, parking and downtown access will be identified. In addition, an assessment will be completed of existing transit services and recommendations made as to how these might best be configured in conjunction with each promising downtown circulator alternative and the results included with the final definition of alternatives.

Ridership forecasting will be done by the Consultant using the regional travel demand model or any alternative methodologies that might be appropriate for a downtown circulator/distribution project of this nature.

f. 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.

g. NEPA Compliance and Environmental Analysis

It is expected that an environmental analysis will be conducted to identify any significant potential impacts of each alternative, and that the environmental analysis will initiate and prepare documentation in keeping with NEPA requirements, 4(f), 106, and other environmental requirements. Given the nature of the corridor and the likely alternatives which generally consist of services and facilities within existing urban street right-of-way, documentation prepared is expected to be consistent with a classification of Documented Categorical Exclusion (DCE).

h. Financial Assessment

Consultant will conduct an analysis of financing options to support the preferred strategy. 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 alternative is to be financed from sources other than the existing dedicated transit sales taxes and without sacrificing existing transit services.

i. Identification and Refinement of Preferred Alternative

The goal of the evaluation process is to select a locally preferred alternative (LPA). 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.

j. FTA Documentation

Consultant will assist with development of documents which may be submitted to the FTA for project evaluation and rating including information on the proposed projects land use, supportive development policies, financial options, etc. Once an LPA is identified, operations and maintenance costs will be estimated in detail.

k. Public Participation and Education Efforts

The consultant will prepare a detailed public involvement and input plan under the direction of the Partnership Team and with guidance from the downtown stakeholder team, 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.

III. Study Management and Oversight

A partnership team from MARC, KCATA, KCMO and Jackson County will provide oversight on this AA as well as on the separate regional rail corridor AA. A technical team led by KCATA and the City of Kansas City, Mo will provide direct guidance on the downtown circulator AA study and work with the consultant team on daily basis. This team will include staff from KCATA, the City of Kansas City, MO and MARC. A stakeholder group led by the Downtown Transportation and Infrastructure Commission is to be formed to assist in guiding the project and is expected to include other key downtown interest groups including the Downtown Council. 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.

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 a timely 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 estimate 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, February 28th, 2011**. Late submittals will not be considered and will be returned to submitter unopened. The envelope package should be marked “**Regional Alternatives Analysis: Downtown Corridor.**”

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 with 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 streetcar 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 qualifications 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 also 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 its DBE goal through this project.

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 9:00 a.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 4th, 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 MARC's 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, in order of priority:

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 section 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	
Downtown Corridor 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, February 28 th , 2011 – <i>no later than 5pm CST</i>
Short List Announced	Friday, March 4th, 2011
Interviews	March 10th and 11th, 2011
Selection	Week of March 14th
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: **(\$658,125)**
- . Period of Performance – **(10 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)