

***REQUEST FOR QUALIFICATIONS***

***REGIONAL TRANSIT  
IMPLEMENTATION PLAN  
Phase I: Urban Corridors***

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**Requested by  
Mid-America Regional Council**

**April 15<sup>th</sup>, 2009**



# Regional Transit Implementation Plan- Phase I

## MID-AMERICA REGIONAL COUNCIL

### REQUEST FOR QUALIFICATIONS

#### **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 from 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) indentifies a combination of urban and commuter service needs.

MARC is seeking proposals from qualified firms to conduct and develop the **Regional Transit Implementation Plan- Phase I**.

Phase I is centered around the development of a regional (MO & KS) bus rapid transit proposal in the near-term to build on local work completed to-date and to compete for additional funding through American Recovery and Reinvestment Act (ARRA's). This proposal will support the implementation of one or more regionally significant "Urban" transit service corridors as outlined in Smart Moves.

Note: A request for qualifications and support for Phase II – Commuters Corridors will be issued separately on April 17<sup>th</sup>, 2009 and will focus on the development of a commuter/suburban services implementation strategy that outlines transit services for major regional commuter corridors.

#### **B. BACKGROUND**

MARC, in partnership with local officials and the region's transit providers, has been working towards an expanded and integrated regional transit system for a number of years.

Originally developed in 2002, the Smart Moves initiative articulated a vision for how transit should serve the Kansas City metropolitan area in the years and decades ahead. Since that time interest in expanded and enhanced transit service has continued to grow. As evidence of this, local planning as continued for the expansion of Bus Rapid Transit on the Metcalf/Shawnee Mission and State Avenue Corridors, and federal funding has been secured for the construction of Troost Avenue Bus Rapid Transit. In an effort to

## Regional Transit Implementation Plan- Phase I

continue to build on this work the coordination and integration of the Regional Transit Implementation Plan- Phase I with these ongoing or past efforts will also be emphasized.

### **C. STUDY AREA**

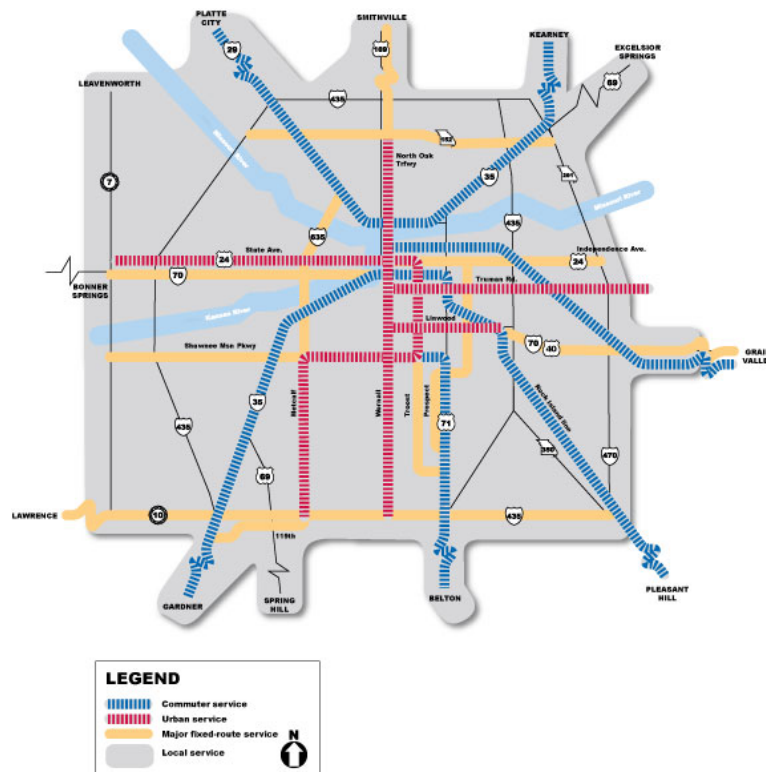
MARC will coordinate a region-wide effort which will include counties in both Kansas and Missouri. Specific consultant activity may be limited to specific states, counties, or jurisdictions based on the eligibility and availability of supporting funding.

### **D. PROJECT MANAGEMENT AND ADVISORY COMMITTEE**

MARC will work with our partners, elected leadership, and local governments to jointly monitor and guide the planning effort throughout its duration. Oversight of the regional transit implementation plan- Phase 1 will be provided by the Smart Moves Working Group consisting of representatives from MARC, the Kansas City Area Transportation Authority, Unified Government Transit, and Johnson County Transit.

### **E. SCOPE OF SERVICES:**

MARC is seeking proposals from qualified firms to conduct and develop the Regional Transit Implementation Plan- Phase I. This plan will support the development of a regional (MO & KS) bus rapid transit proposal in the near-term to build on local studies completed to-date and to compete for funding through American Recovery and Reinvestment Act (ARRA). This proposal will support the implementation of one or more selected regionally significant “Urban” transit corridors as outlined in Smart Moves. See map below and [www.kcsmartmoves.org](http://www.kcsmartmoves.org) for more information.



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A detailed scope of services will be negotiated upon selection of a qualified firm.

### **F. STUDY SCHEDULE**

The anticipated application submission deadline under ARRA is August 1<sup>st</sup>, 2009. Necessary scheduling and plan development will be based on the submission requirements and deadlines in ARRA related to individual programs.

### **G. PROPOSAL SUBMITTAL REQUIREMENTS**

To be eligible for consideration *one electronic* and **10** copies of the response to the RFQ must be received by MARC no later than **1 PM** Central Time, **May 8<sup>th</sup>, 2009**. Late submittals will not be considered and will be returned to submitter unopened. The envelope package should be marked “**Regional Transit Implementation Plan- Phase I.**”

Mid – America Regional Council  
600 Broadway, Suite 300  
Kansas City, MO 64105 – 1554  
Attn. (**Thomas Gerend**)

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The following items must be addressed in all proposals:

1. **SCOPE OF WORK:** MARC staff has developed a general outline of work tasks to be reflected in the Scope of Work. Proposals should recommend and expand and/or revise upon this outline for the Scope of Work and emphasize a preferred and/or recommended approach. Proposers' recommendations will demonstrate and propose strategies that exemplify best practices in planning, designing, modeling, marketing and implementing a regional transit plan. Respondents must provide a conceptual scope of work including specific methodologies and/or approaches that will be used to develop the Regional Transit Implementation Plan. 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 and disciplines appropriate to this project. A brief narrative (four pages maximum) regarding the firm's capabilities to carry out this project, 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 written samples 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 will not occur without mutual consultation and consent by MARC.
  - D. Firm's and subcontractors', if any, annual current Statement of Qualification.
  - E. References
  
3. **DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS AND PARTICIPATION:** MARC's DBE policy requires that qualified DBE's be afforded an equitable opportunity to participate in contracts. Proposers are encouraged to involve DBEs in subcontracts or joint ventures. *MARC's 2008/9 DBE goal is 9 percent.*

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.

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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. SELECTION PROCEDURE**

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 **May 15<sup>th</sup>, 2009** 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 shall occur on or about **May 26<sup>nd</sup>, 2009** (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 Qualifications 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 Qualifications.

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 Proposals 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.

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### **I. 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:**

- A) Specialized experience and technical competence of the contractor and assigned staff relative to the scope of work and task requirements outlined in this RFP.
  - 1) Experience of the project manager
  - 2) Experience of the prime contractor(s) and subcontractor(s)
  - 3) Amount of dedicated time of key staff allocated to the project
  - 4) Experience of other assigned individuals
  
- B) Understanding the nature of the project
  - 1) Ability to promote and convey new approaches and outlooks for the *Regional Transit Implementation Plan*
  - 2) Understanding of the proposed scope of work
  - 3) Understanding of key concepts, techniques, evaluation procedures, and best practices related to regional transit service planning and implementation
  - 4) Understanding of regional transit operations, structure, and past planning efforts in Kansas City
  - 5) General understanding of the regional significance of the project
  - 6) General organization and clarity of the proposal
  
- C) Assignment of key project staff to the study on a full time basis and/or partnering with a local firm, or as other working arrangements with MARC staff.
  
- D) References reflecting previous work experience of the project team and satisfactory accomplishment of contractor responsibilities.
  - 1) Quality of final product
  - 2) Ability to meet work schedules
  - 3) Responsiveness to client input
  
- E) Schedule of persons – hour commitment
  - 1) Total hours committed for the project manager
  - 2) Total person – hour commitment
  - 3) Project schedule and timeliness of products
  
- F) DBE participation
  - 1) Level of DBE participation

### **J. 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.

### **K. CONTRACT AWARD**

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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 (see Attachment E “Contracting Agreement”). 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.

### **L. PROTEST PROCEDURES**

In the course of this solicitation for proposals and the selection process, a proposer (bidder of 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. David Warm, Executive Director, 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 Executive Director 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.

### **M. PROCUREMENT SCHEDULE**

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

<b>Activities</b>	<b>Schedule</b>
RFP issued	<b>April 15<sup>th</sup>, 2009</b>
Proposals Due	<b>May 8<sup>th</sup>, 2009 – 1 PM Central</b>
Short List Announced	<b>May 15<sup>th</sup>, 2009</b>
Interviews	<b>Week of May 18<sup>th</sup></b>
Selection	<b>May 26<sup>nd</sup>, 2009</b>
Contract Execution/ Notice to proceed	TBD after contract negotiation
Project Completion	TBD after contract negotiation



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### **N. PROJECT BUDGET**

The level of funding for this project will be based on the scope of work and the availability of funds. The final level of contractor funding and contract price will be negotiated between MARC and the contractor.

- Estimated project range: **(\$75,000 to \$150,000)**
- Period of Performance – **(4 to 6 Months)**

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### 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 D.
5. Copy of CONTRACTOR SERVICES AGREEMENT Attachment E.

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### 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)

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**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

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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.

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**ATTACHMENT D**

**CERTIFICATION REGARDING LOBBYING**

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

- 1 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.
- 2 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.
- 3 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)

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**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)

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ATTACHMENT F

CONTRACTOR SERVICES AGREEMENT

(Copy of Blank Contract)