



**Request for Proposals for
Consultant Services**

Harrisonville Downtown Parking and Traffic Study

Planning Sustainable Places Program

Requested by the Mid-America Regional Council

October 1, 2024

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Request for Proposals

Purpose and Introduction

The Mid-America Regional Council (MARC) seeks consulting services to complete the Riverfront Levee Trail plan for the City of Harrisonville, Missouri.

The PSP Program provides local governments with financial support to advance detailed local planning and project development activities in support of Creating Sustainable Places, Connected KC 2050's Activity Centers and Corridors framework, and the Mid-America Regional Council's adopted policy statement on regional land use direction. This project is one of 17 across the region chosen for funding through the Planning Sustainable Places Program.

Creating Sustainable Places Initiative

In October 2010, a consortium of more than 60 regional partners, led by the Mid-America Regional Council, received a \$4.25 million planning grant from the U.S. Department of Housing and Urban Development to advance the implementation of the Regional Plan for Sustainable Development, Creating Sustainable Places.

Creating Sustainable Places is not only a regional vision and plan to guide how we grow and develop, but a strategy for moving our communities from planning to action. This strategy includes the following steps:

- Organizing for Success – Building on the region's strong track record of collaboration to provide leadership, coordinate outreach and education activities, broaden public understanding of and involvement in sustainability issues, and strengthen stakeholder capacity to address them.
- Enhancing Decision Making – Developing new tools, policies and practices necessary to make sound investments and accelerate sustainable development.
- Demonstrating New Models – Applying these new tools to key corridors and activity centers through demonstration projects that can help transform the ways neighborhoods and communities grow and develop.

The 2013 Planning Sustainable Places Program (PSP) combined funds dedicated to the demonstration projects component of Creating Sustainable Places and the Livable Communities Surface Transportation/Bridge Program awards to provide local governments with financial support to advance detailed local planning and project development activities. The program received 37 applications and funded 18 projects.

The 2015, 2017, 2019, 2021 and 2023 Planning Sustainable Places Programs (PSP) were funded solely through the Livable Communities Surface Transportation Program and thus funding was only available to jurisdictions and other government entities within the eight

county MARC metropolitan planning organization boundary. In 2015, the program received 27 applications and funded 13 projects. In 2017, the program received 36 applications and funded 25 projects. In 2019, the program received 24 applications and funded 12 projects. In 2021, the program received 30 applications and funded 14 projects. In 2023, the program received 24 applications and funded 18 projects.

The Creating Sustainable Places Initiative and the region's long-range plan, Connected KC 2050 (CKC 2050) outline a need to focus efforts on promoting concepts consistent with sustainable communities and place a focus on advancing site specific and project specific activities in support of these objectives. Projects awarded funding will be consistent with those goals.

The 2025 Planning Sustainable Places program will continue to serve as a single local government assistance program intended to specifically respond to these goals and facilitate the following objectives:

- Support the development and implementation of local activity center plans consistent with Creating Sustainable Places principles, identified regional activity centers, and the land use policy direction outlined in Connected KC 2050.
- Support localized public engagement and community consensus building.
- Support the identification and conceptualization of land use strategies, transportation projects, and related sustainable development initiatives that help to realize and advance the objectives identified in the Creating Sustainable Places initiative, Connected KC 2050, and the MARC Board's adopted policy statement on regional land use direction.
- Support the conceptualization, development, and implementation of Creating Sustainable Places projects.

Additional information about the Planning Sustainable Places program and the Creating Sustainable Places initiative can be found on the MARC website, www.marc.org.

The focus of this request for proposals (RFP) is to create a Sustainable Places Plan that addresses the following key priorities for the City of Harrisonville:

- Thorough evaluation of existing traffic and parking—what is needed for existing and future businesses and events? Is there a shortage of parking available? Evaluate the parking requirements of existing businesses in the downtown area, accounting for peak usage times and varying business types. Determine the extent and specific locations of potential parking shortages within the downtown area.
- Explore potential strategies to alleviate parking shortages including the identification of underutilized spaces, assessing the feasibility of new parking facilities, and considering alternative transportation options.

- Identify potential land uses that exacerbate parking demand and assess whether specific uses should be restricted or controlled due to their impact on the available parking resources.
- Evaluate safety and general traffic management concerns including: one-way issues, bike and pedestrian accommodations, gaps in available sidewalks and traffic safety concerns.

Project Background

Downtown Harrisonville is a densely populated activity center in Harrisonville, MO. It houses the historic Cass County Courthouse, Cass County Public Library, Harrisonville School District's central offices, and numerous other organizations and businesses. It is also home to many community events year-round. There is a perception in the community that the downtown area has traffic flow issues and inadequate parking for the level of activity. This study will analyze existing uses and peak times, assess the area of transportation connectivity opportunities, and identify areas where parking may need to be expanded where possible.

Project Study Area: Bordered by Chestnut St. and Shady Ln. to the north, Main St. and Main Ter. to the west, Washington St. to the south, Highland Dr. and Lake Ave. to the east.

Scope of Services

Existing Conditions

The selected consultant for this project will review all relevant plans to inform the analysis and recommendations from this study including, but not limited to, the [City of Harrisonville Comprehensive Plan](#) and the [City Land Use and Traffic Code](#). Additionally, the consultant will conduct a traffic study to determine peak times for downtown activity. Finally, the consultant will identify gaps and barriers in existing infrastructure, such as missing sidewalk links or areas with poor traffic flow.

Deliverables: Existing Conditions Report

Public and Stakeholder Engagement

A robust and equitable public engagement process is required to meet the needs of the projects sponsors and the requirements of the Planning Sustainable Places program. The selected consultant will assist with identifying stakeholders and coordinating a Steering Committee that represents the stakeholder groups. These groups include, but are not limited to, the City of Harrisonville, Love the Harrisonville Square, Cass County, business owners, civic organizations, and the public.

The consultant will hold one public meeting at the beginning and end of the project. The first meeting will introduce the team and project to stakeholders and the public. The second meeting will communicate key findings, recommendations, and next steps.

Additionally, the selected consultant will administer a survey of downtown business owners, civic organizations, downtown event attendees, and patrons of downtown businesses to identify community priorities and encourage engagement in the planning process.

Deliverables: Public Engagement Plan, materials for public and stakeholder meetings, public and stakeholder survey

Traffic and Parking Recommendations

After initial public engagement efforts and existing conditions analysis, the consultant will explore potential solutions to improve traffic flow and parking in downtown Harrisonville. These recommendations should consider how to promote improved travel choices for walking and biking to destinations within the downtown activity center. Strategies may include traffic calming measures, improved intersections, and/or connecting pieces of the sidewalk network. The study should also identify areas within the downtown where parking may be optimized, including additional parking or reconfiguration of existing parking. This should also include considerations for freight pick-ups and deliveries and the location of dumpsters within the downtown area.

Deliverables: Traffic study, parking analysis, visualization of proposed alternatives

Final Report

The final report should include a list of possible strategies and recommendations for the City of Harrisonville. The report should identify potential funding mechanisms and recommended strategies for implementation. This report will be presented to the Steering Committee and the Harrisonville Board of Aldermen.

Deliverables: Project prioritization list, final plan

Study Schedule

| Milestone | Date |
|---------------------|----------------------------|
| RFP Released | October 1, 2024 |
| Pre-Bid Workshop | October 9, 2024, 3pm CDT |
| Questions Due | October 16, 2024, 12pm CDT |
| Q&A Posted | October 18, 2024 EOB |
| Proposals Due | November 1, 2024 3pm CDT |
| Review of Proposals | November 4-13, 2024 |
| Interviews | Week of December 2, 2024 |
| Negotiate Scope | December 9-13, 2024 |

| | |
|---|--|
| MARC Board Authorization | December 17, 2024 |
| Execute Contract | December 18, 2024 – January 8, 2025 |
| Notice to Proceed | Within two weeks after receipt of signed contract |
| Kick-off Meeting (High-level Informational Meeting at Board of Aldermen Work Session) | February 3, 2025 |
| Existing Conditions Report Due | March 4, 2025 |
| Staff to Provide Review Comments | March 18, 2025 |
| Public Engagement Plan | March 25, 2025 |
| Draft Traffic Study, Parking Analysis, and Visualizations | April – May, 2025 |
| Staff to Provide Review Comments | May, 2025 |
| 1 st Public Meeting | TBD |
| Revisions | Two to three weeks after receipt of review comments |
| Draft Plan and Project Prioritization List | June, 2025 |
| 2 nd Public Meeting | TBD |
| Staff to Provide Review Comments | June, 2025 |
| Final Plan and Project Prioritization List | Two to three weeks after receipt of review comments |
| Presentation to Board of Aldermen (via Work Session) | First or 3 rd Monday of the month following submittal of Final Plan |

Proposal Submittal Requirements

To be eligible for consideration, one electronic copy of the response to the RFP must be received by the Mid-America Regional Council no later than 3:00 pm CDT, on **November 1, 2024**. Late submittals will not be considered and will be returned to submitter unopened. The font should not be smaller than 12 point. Covers, cover letter (single page max) and table of contents are not included in the 6-page limit. Further details regarding page counts follow:

| Item | Page Requirements |
|--|--|
| 1. Proposed Project Approach | Six single letter sized pages total for items 1 and 2. Two to three pages of the six must detail the public engagement process. |
| 2. Proposed Public Engagement Strategies | |
| 3. Qualifications | Item 3 not included in the page count for items 1 and 2. Three single sided pages or their equivalent max for narrative of qualifications. Three additional single pages total for resumes. Listing of relevant work |

| | |
|---|---|
| | within last 5 years not to exceed three pages. Nine pages maximum for qualifications narrative, resumes, and relevant work. |
| 4. Disadvantaged Business Enterprise (DBE) Goal | Not included in proposal page count. |
| 5. Affirmative Action Checklist | Not included in proposal page count. |
| 6. Certificate Regarding Debarment | Not included in proposal page count. |

Please email your submission to Beth Dawson at bdawson@marc.org . If you email the file it is your responsibility to ensure that the proposal has been received and not blocked by a spam filter or rejected due to file size.

To confirm receipt of the file, contact Beth Dawson at bdawson@marc.org or 816.701.8325 **prior to 3:00 pm CDT, on Friday, November 1, 2024.**

Questions should be directed to Beth Dawson at bdawson@marc.org and 816-701-8325. **DO NOT CONTACT HARRISONVILLE, MISSOURI REGARDING THIS REQUEST FOR QUALIFICATIONS, YOU WILL BE DIRECTED TO BETH DAWSON.**

All questions must be in writing and received by noon CDT on October 16, 2024. All questions will be posted to a Question and Answer page on the MARC website by close of business on October 18, 2024. A link to that page will be posted on the RFP page, <https://www.marc.org/about-marc/funding-and-rfps> .

The following items must be addressed in all proposals:

1. **PROPOSED PROJECT APPROACH:** Responses should include a proposed approach to the project that includes the proposer’s understanding of the project’s objectives and local context, tentative schedule for project completion, a description of your approach to each of the tasks listed in Section D, description of all project deliverables and tentative public engagement process. Please provide your staff capacity for meeting the project requirements. Identify the key team members who are likely to be assigned to this contract if your proposal is selected along with a description of their roles and responsibilities. State approximate date your business/firm is available to begin work on the Project. Provide a list of subcontractors to be included on the consultant team, along with a brief description of their qualifications and services they are likely to perform.
2. **PROPOSED PUBLIC ENGAGEMENT STRATEGIES:** Responses should include a proposed approach to public outreach and engagement including process, meetings, tools and techniques to be utilized for engaging the community and key stakeholders in this project.

3. **QUALIFICATIONS:** Proposals should indicate general and specific qualifications of the proposer in 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 of comparable projects. A brief narrative (three pages maximum) may also be included regarding the firm's capabilities to carry out this project, including special assets, areas of expertise, analytical tools, 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) years, by proposing firm and/or its subcontractors, showing contract amounts, description of work performed, client contact persons, phone numbers, and e-mail addresses (3 single pages maximum);
 - b. Resumes of key professional staff who will be assigned to this project (3 single pages maximum);
 - 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 the Mid-America Regional Council and the City of North Kansas City, Missouri.
 - d. References. (3 – 4 including contact name, phone number and email address)
4. **DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL:** Studies funded in part by USDOT are required to follow 49 CFR part 26 Disadvantage Business Enterprise Program (DBE). The proposed study has a minimum DBE goal of 20%. Please state what percentage of the project will be completed by DBE.
5. **AFFIRMATIVE ACTION CHECKLIST:** If applicable, proposers must complete and enclose with their proposal company's Affirmative Action Plan (see Attachment B Affirmative Action Checklist). Required for all contractors, primary or sub, who have 50 or more employees. If you have 49 or less employees, then please note this requirement doesn't apply to your firm.
6. **CERTIFICATION REGARDING DEBARMENT:** Each proposer is required to certify by signing the "Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion" (Attachment C). "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. Required of primary only.

7. CERTIFICATION REGARDING LOBBYING: See Attachment D. Required for primary only.
8. INTENT TO PERFORM AS A DISADVANTAGE BUSINESS ENTERPRISE DBE: See Attachment E.

Selection Procedure

The review committee shall adhere, as closely as possible, to the following review schedule. The sponsor reserves the sole right to change this review schedule to meet the needs of the review committee.

| Milestone | Date |
|--------------------------|---|
| RFP Released | October 1, 2024 |
| Pre-Bid Workshop | October 9, 2024, 3pm CDT |
| Questions Due | October 16, 2024, 12pm CDT |
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| Execute Contract | December 18, 2024 – January 8, 2025 |
| Notice to Proceed | Within two weeks after receipt of signed contract |

Review will be conducted by a committee made up of representatives from Mid-America Regional Council and representatives selected by the City of North Kansas City, Missouri. Interviews will take place with short-listed firms.

Proposal Selection Criteria

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

- Project understanding [25%];
- Experience on similar projects [20%];
- Experience and availability of key personnel [20%];
- Approach to community engagement [15%];
- Project approach and solutions to critical issues [10%];
- Ability to accomplish project within desired timeframe [10%].

Pre-Proposal Meeting and Question Submittal

MARC will host a hybrid pre-proposal meeting for all interested consultant teams to ask questions and gain clarity around any elements or requirements of this RFP.

When: Wednesday, October 9, 2024, at 3 pm

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

[Register for Pre-Bid Workshop](#)

All questions/requests for clarifications must be submitted in writing to MARC by **October 16, 2024** at noon CDT. Please submit questions in writing to Beth Dawson at bdawson@marc.org. MARC will post all questions, answers and clarifications to <https://www.marc.org/about-marc/funding-and-rfps>.

Contract Award

From the firms expressing interest, a committee will review the submittals and rank the firms. Shortlisted firms will be notified to schedule an interview.

The remaining firms will be notified by letter after the agreement is approved by the Board.

Awarding of the final contract is subject to the acceptance of the grant by the MARC Board and a signed funding agreement between the City of Harrisonville and MARC.

Project Budget

The award of this contract will be based on a qualifications-based selection process that may include in-person interviews followed by the successful negotiation of costs and fees. The selected firm should be prepared to provide cost and fee information within two days of their notification of selection for negotiation. If the City cannot come to an agreement with the first-choice firm on costs and fees, then the City may choose to terminate those negotiations and begin negotiations with the second firm on the scoring list or terminate all negotiations and issue another RFP for these services at a later date. The budget maximum is \$150,000.

Period of Performance – September 30, 2025

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 – Summary of Attachments

1. Complete the AFFIRMATIVE ACTION CHECKLIST Attachment B.
2. Complete the CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION Attachment C.
3. Complete the CERTIFICATION REGARDING LOBBYING Attachment D.
4. Complete the INTENT TO PERFORM AS A DISADVANTAGED BUSINESS ENTERPRISE (DBE) Attachment E.

ATTACHMENT B – Affirmative Action Checklist

Federal regulations require that any firm of 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

Signature – 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 undersigned 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 of Authorized Official

Signature of Above Official

Date

ATTACHMENT E – Intent to Perform As a Disadvantaged 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 if needed),

at the following price

\$

Name of DBE Firm

Signature of DBE Firm’s Authorized Representative

Date