



**Request for Proposals for  
Consultant Services**

**Rock Island Trail Connectivity and Wayfinding Plan**

**Planning Sustainable Places Program**

**Requested by the Mid-America Regional Council**

**December 2, 2024**

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## **Request for Proposals**

### **Purpose and Introduction**

The Mid-America Regional Council (MARC) seeks consulting services to complete the Rock Island Trail Connectivity and Wayfinding Plan for the City of Lee's Summit, 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](http://www.marc.org).

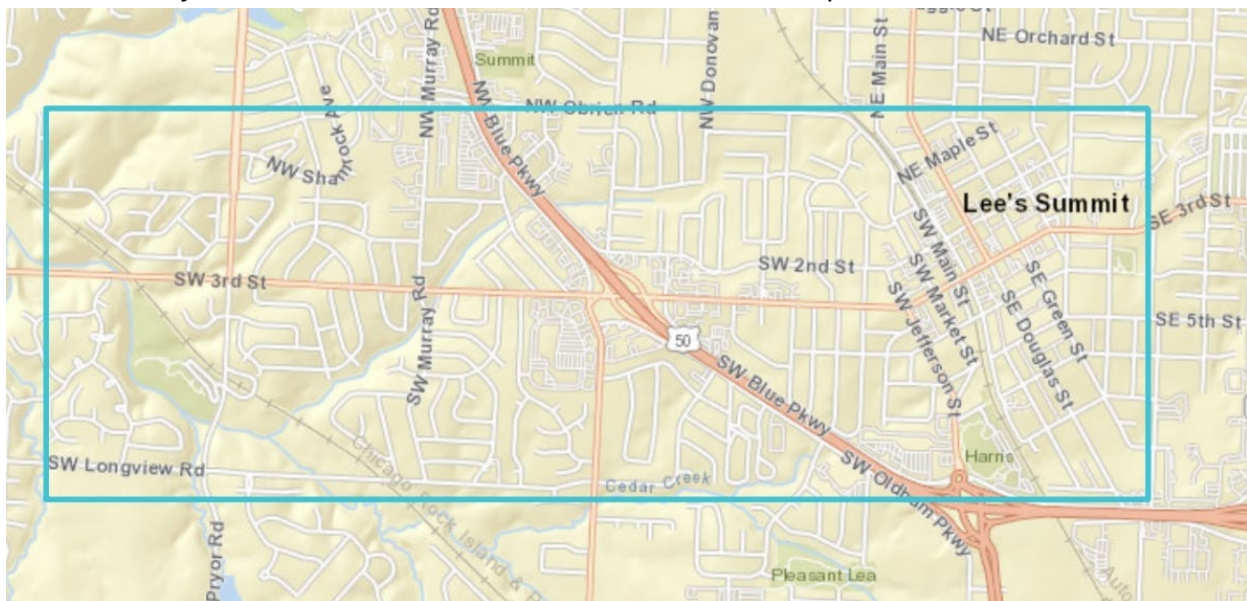
The focus of this request for proposals (RFP) is to create a Sustainable Places Plan that addresses the following key priorities for the City of Lee's Summit, Mo.:

- Identifying the gaps in the existing trail system surrounding and connecting to Downtown Lee's Summit
- Create a wayfinding signage plan that coincides with MARC's Regional Wayfinding Signage and can be expanded throughout all of Lee's Summit
- Determine if there is a need and a potential location for a bike share station in Downtown Lee's Summit

## Project Background

The primary intent and purpose of this project is establishing a strong, multi-modal connection between the Rock Island Trail and the downtown Lee's Summit Commercial Core. Residents and community stakeholders have identified the need for multi-modal transportation along the Rock Island Trail as a high priority within this identified area. This proposed plan would study, analyze and identify potential trail connections within downtown; this would include access points on the 3rd Street corridor, Douglas Street and Harris Park. Jackson County's implementation of the Rock Island Trail has brought renewed attention to the Lee's Summit trail system and has generated excitement among residents for renewed progress on the greenway and trail network. To build upon this momentum and provide benefits to the community, Lee's Summit is proposing to develop and identify access points within the Commercial Core to connect the Rock Island Trail to the heart of the city.

The study area for this plan is defined as: A rectangular area generally defined as NW O'Brien Road on the North, SE Corder Street on the East, SE Longview Road on the South, and NW Cody Drive/SW Waterfall Drive on the West. See map below.



## Scope of Services

### Plan Review and Existing Conditions

Review the following plans to better understand the city's need for multimodal transportation, as well as a safe and accessible travel options to parts of the city, including the downtown corridor:

- Lee's Summit IGNiTE Comprehensive Plan
- 2020-2024 Consolidated Plan

- Greenway & Trails Master Plan
- 2019 Planning Sustainable Places Wayfinding System Plan
- Bicycle Transportation Plan

As part of the existing conditions analysis, the selected team should assemble the following:

- Create GIS maps of existing facilities. This includes identification of areas lacking access to trails to inform prioritization of investments to underserved neighborhoods.
- Socioeconomic analysis of existing conditions.

The existing conditions report shall identify gaps in the existing trail network utilizing the previously mentioned transportation plans and desired routes.

Deliverables: Existing Conditions Report

### Public Engagement

A robust and equitable public engagement process is required to meet the needs of the project’s sponsor and the requirements of the Planning Sustainable Places program. The consultant will work with the project sponsor to establish a project Steering Committee consisting of the Lee’s Summit Development Services and Public Works Departments. The consultant, project sponsor, and Steering Committee will work together to create a public engagement plan that meets the needs of the project. This could include, but not limited to:

- Specific stakeholders: Designees of Lee’s Summit Parks Department Staff, the Cultural Arts Committee, Downtown Lee’s Summit Main Street (DLSMS), and Wellness Commission.
- Community awareness efforts through social media and city media
- Collecting information from residents about barriers to trail use and their mobility needs
- Two (2) public meetings to introduce the project to the public and receive feedback on proposed improvements

Deliverables: Stakeholder engagement plan, public engagement plan, meeting materials.

### Planning and Recommendations

After initial public engagement efforts and previous studies review, recommendations will be developed to:

- Identify potential trail alignment connecting not only Downtown Lee’s Summit to the Rock Island Trail but to local trails and bike facilities within the city.
- Develop an access analysis to identify access points within the study area for local trails to connect and provide a plan for a fully accessible trail throughout the community and region.
- Consideration is to be given to safety and minimization of environmental impacts not only during construction but also long-term issues with erosion.
- Develop a way finding system for this connection and that can be utilized for other Lee’s Summit trails. The resulting recommendations will identify opportunities and methods for trail users to easily orient themselves along the trail, find their destination with minimum stress, locate points of interest along the way, and discover information in an easy to digest way.
- Develop marketing recommendations to communicate not only to the community but also non-local users of local trails and the Rock Island Trail. The recommendations will identify ways the city can educate the public about the location of the trail and to help drive tourism traffic from the trail into the Lee’s Summit Commercial Core.

Deliverables: Recommendations that provide a multimodal transportation system focused on a pedestrian and bicycle network that includes wayfinding signage to connect parks, residences, attractions and businesses. Document the entire process and incorporate it into a summary.

### Final Report

The final plan will include a list of strategies and recommendations for the City of Lee’s Summit. The final plan will be presented to the steering committee and made available to the public through the City of Lee’s Summit’s website.

Deliverables: Trail and wayfinding plan connecting the Rock Island Trail with Downtown Lee’s Summit which includes project conceptual design and scope.

## Study Schedule

Milestone	Date
RFP Released	December 2, 2024
Pre-Bid Workshop	December 11, 2024, 10 am CST
Questions Due	December 18, 2024, 12pm CST
Q&A Posted	December 20, 2024 EOB
Proposals Due	January 10, 2025 3pm CST

Review of Proposals	January 13-24, 2025
Interviews	Week of February 3, 2025
Negotiate Scope	February 10-14, 2025
MARC Board Authorization	February 25, 2025
Execute Contract	February 26 – March 12, 2025
Notice to Proceed	Within two weeks after receipt of signed contract
Kick Off Meeting	Week of April 7, 2025
First Public Meeting	May 2025
Steering Committee Meeting	Week of June 2, 2025
Steering Committee Meeting	July 2025
Second Public Meeting	August 2025
Present to Steering Committee	September 2025

### 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 CST, on **January 10, 2025**. 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 15-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. Attachments: Affirmative Action Checklist; Debarment; Bidder's List; and Disadvantaged Business Enterprise (DBE) Goal.	Not included in proposal page count.



Please email your submission to Beth Dawson at [bdawson@marc.org](mailto: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](mailto:bdawson@marc.org) or 816.701.8325, **prior to 3:00 pm CST, on Friday, January 10, 2025.**

**\*\*PLEASE NOTE\*\*:** All Proposers to this RFP shall submit a bidder’s list of **all subconsultants** (accepted or not accepted) requesting to participate in this project. Proposals without a Bidder’s List will be considered “**non-responsive**”. Proposer’s, please submit the “Bidder’s List” form Attachment E. If you use your own Bidder’s List Form at a minimum the form must include: Firm’s names, address, DBE or non-DBE, NAICS code pertaining to scope of work, race or gender of majority owner, firm’s age, and annual receipts.

Questions should be directed to Beth Dawson at [bdawson@marc.org](mailto:bdawson@marc.org) and 816-701-8325. **DO NOT CONTACT LEE’S SUMMIT, MISSOURI REGARDING THIS REQUEST FOR QUALIFICATIONS, YOU WILL BE DIRECTED TO BETH DAWSON.**

**All questions must be received by noon CST on December 18, 2024.** All questions will be posted to a Question and Answer page on the MARC website and DemandStar by close of business on December 20, 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 Scope of Services, 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 complete Attachment D – Intent to Perform as a Disadvantaged Business Enterprise (DBE) and include in your submission.
  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. BIDDERS LIST: See Attachment E. Required documentation for all subconsultants (accepted or not accepted).

## 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	December 2, 2024
Pre-Bid Workshop	December 11, 2024, 10 am CST
Questions Due	December 18, 2024, 12pm CST
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Interviews	Week of February 3, 2025
Negotiate Scope	February 10-14, 2025
MARC Board Authorization	February 25, 2025
Execute Contract	February 26 – March 12, 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 Lee’s Summit, 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 approach and solutions to critical issues 20%;
- Experience and availability of key personnel 15%;
- Experience on similar projects 25%;
- Approach to community engagement 20%;
- Project understanding 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, December 11, 2024, at 10 am

Where: Mid America Regional Council, Conference Center, Lewis & Clark 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 **December 18, 2024** at noon CST. Please submit questions in writing to Beth Dawson at [bdawson@marc.org](mailto:bdawson@marc.org). MARC will post all questions, answers and clarifications to <https://www.marc.org/about-marc/funding-and-rfps> and DemandStar.

### **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 Lee's Summit, Mo., 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 \$55,000.

### **Period of Performance – October 31, 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 INTENT TO PERFORM AS A DISADVANTAGED BUSINESS ENTERPRISE (DBE) Attachment D.
4. Complete the BIDDERS LIST 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 ensuring 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.

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Date

Signature – Authorized Representative

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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 – Bidder’s List**

Firm name	Address	DBE or Non-DBE	NAICS for Scope	Race or Gender of majority owner		Age of firm		Annual Gross Receipts (in millions)	
					African American		1 - 3 yrs		Less than \$1
					Asian-Pacific Americans		4 - 6 yrs		\$1 - 3
					Hispanic American		7 - 10 yrs		\$3 - 6
					Native American		10+ years		\$6 - 10
					Subcontinent Asian-Pacific Americans				Over \$10
					Women				
					Other				
					Non - minority				

Firm name	Address	DBE or Non-DBE	NAICS for Scope	Race or Gender of majority owner		Age of firm		Annual Gross Receipts (in millions)	
					African American		1 - 3 yrs		Less than \$1
					Asian-Pacific Americans		4 - 6 yrs		\$1 - 3
					Hispanic American		7 - 10 yrs		\$3 - 6
					Native American		10+ years		\$6 - 10
					Subcontinent Asian-Pacific Americans				Over \$10
					Women				
					Other				
					Non - minority				



**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