

# 2025 RFP Round Six Questions & Answers



**\*\*Please Note: On all submittals, please include contact information in the cover letter that provides name, phone number and email for your team's primary contact.\*\***

[All RFPs] **Q:** Do any of the cities or MARC have specific guidelines or requirements relating to public engagement?

**A:** No there are not any specific guidelines or requirements relating to public engagement. MARC does anticipate that the public engagement component for any PSP project facilitates an iterative planning process to involve the local community and stakeholders in project decision making.

[All RFPs] **Q:** Who will hold the final contract for the project? **A:** MARC will hold final contracts for all projects.

[All RFPs] **Q:** If a DBE firm is in the lead, do they count towards the goal?

**A:** Yes, if a DBE is the lead, they still count towards the DBE goal. DBEs are not restricted to only a subconsultant role.

[All RFPs] **Q:** Will any portion of a project's funding be used for MARC administrative expenses?

**A:** MARC receives **no** administration fee from the project's budget.

[All RFPs] **Q:** Will you be providing the preproposal meeting presentation and Q&A?

**A:** The preproposal meeting slides can be found on the RFP page: <https://www.marc.org/about-marc/funding-and-rfps> and it has been posted to DemandStar. The questions asked at the preproposal meeting have been incorporated into this document and are posted on the aforementioned RFP page and DemandStar.

[All RFPs] **Q:** Is it possible to put non-profits or advocacy organizations on our consulting team? They might be used for community engagement.

**A:** If a non-profit is included in the consulting team, they cannot be used to satisfy the DBE requirement. A DBE must be a for-profit business per regulations. The fees associated with the non-profit would need to be audited rates.

[All RFPs] **Q:** Can a consultant submit for two of these projects if they have a substantial amount of experience in both areas?

**A:** If a consultant has significant experience, they can apply for every last one of them. There's nothing holding them back.

[All RFPs] **Q:** Will there be a different consultant selected for each project or can the same consultant be selected for both projects?

**A:** Yes, the same consultant has completed multiple projects during a single cycle of projects in the past. Each project has its own selection committee so a consulting team can be selected for more than one project.

[All RFPs] **Q:** Are cost proposals submitted by proponents required to comply with federal acquisition regulation (FAR) part 31 (federal cost principles for for-profit entities)?

**A:** Yes, contract fees should be based on audited rate – (approved audited rate for projects that receive federal funding – rates typically approved by State DOTs) **PLEASE NOTE: Do not include any fee information with your RFP response.** The information will be asked for if your firm is selected for negotiation.

[All RFPs] **Q:** Do rates need to be based on raw direct pay rate times overhead? **A:** See portion of fee sheet below.

[All RFPs] **Q:** Can profit be applied to rate inclusive of overhead? **A:** See portion of fee sheet below.

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DETAILED DESCRIPTION	Estimated Hours	Rate/Hour	Total Estimated Cost
1. Direct Labor			\$0.00
			\$0.00
<b>A. Total Direct Labor Cost</b>	0		\$0.00
2. Burden (Overhead)			
Fringe Benefits (___%)			\$0.00
Overhead (___%)			\$0.00
<b>B. Total of Burden</b>			\$0.00
<b>C. Total Direct Costs and Burden (A+B)</b>			\$0.00
<b>D. Fixed Fee (___% applied to A+B)</b>			\$0.00
<b>E. Total Cost plus Fee (C+D)</b>			<b>\$0.00</b>

[All RFPs] **Q:** Also, where do we include project cut sheets? (How many and where in the proposal can they be included, and is there a page limit here?)

**A:** Project cut sheets would be included in the Qualification section. Please provide information on similar projects only that were undertaken within the last 5 years. There is not a page limit on this but please be mindful that the review committee appreciates brevity.

[All RFPs] **Q:** Is there a sample contract available?

**A:** A contract template has been posted to: <https://www.marc.org/about-marc/funding-and-rfps>.

[All RFPs] **Q:** Is there a limit on the file size when emailing a submittal?

**A:** Yes, the file size cannot be larger than 10 MB or provide an FTP site.

[All RFPs] **Q:** Sometimes on our electronic proposal files we insert “divider” pages (solid background with large Section Number/Name and sometimes photos) between the sections so they’re more clearly defined while scrolling through. Are divider pages allowed in these proposals?

**A:** Solid divider pages are allowed and not counted towards the total page count as long as they aren’t conveying content for a particular proposal item. So, a solid page with just a section name or number would be fine.

[All RFPs] **Q:** Is it still possible to see the public comments for the winning PSP projects for this cycle?

**A:** The following link should take you to the comments page: [https://data.marc.org/psp/#/public\\_comment](https://data.marc.org/psp/#/public_comment)

[All RFPs] **Q:** Are the workload and reference requirements included in the page limit?

**A:** No, the workload and reference requirements are not included in the page limit.

[All RFPs] **Q:** One more question. This project does require DBEs that are registered in Kansas?

**A:** That is correct. For Kansas projects the DBEs must be registered in Kansas at the time of proposal submittal.

Please visit the KDOT DBE directory for a current listing of certified DBEs:

<https://kdotapp.ksdot.gov/DBEContractorList/>.

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[All RFPs] **Q:** The percentages shown in Proposal Evaluation Criteria, is that for the RFP to get shortlisted or is that at the interview to get selected?

**A:** It is utilized at both steps. If there is a shortlisting process, these weightings are used in that process also.

[All RFPs] **Q:** Should Attachment F – Intent to Perform as a Disadvantaged Business Enterprise (DBE) be completed only by the prime consultant, or should it also be submitted by each sub-consultant involved?

**A:** The form is to be completed for each sub-consultant that would be performing as a DBE on the study.

[All RFPs] **Q:** Where can NAICS codes for the Bidder's List be found?

**A:** The following is a list of the typical NAICS codes that we have seen for Planning Sustainable Places studies. For additional NAICS codes, please visit: <https://www.census.gov/naics/>

NAICS Code	Description
541320	Landscape Architectural Services
541330	Engineering Services
541430	Graphic Design Services
541511	Custom Computer Programming Services
541611	Administrative Management and General Management Consulting Services
541613	Marketing Consulting Services
541810	Advertising Agencies
541820	Public Relations Agencies
541910	Marketing Research and Public Opinion

[Mission RFP] **Q:** Would it be possible to see the 2023 Mission Rock Creek Corridor Improvements: Downtown Center to East Gateway?

**A:** The previous plan that the current RFP will build upon, can be found at: <https://www.marc.org/document/psp-projects-2023-rock-creek-corridor-improvements>

[Shawnee RFP] **Q:** Are there any examples of communities that have integrated wayfinding signage into their downtown that you think are a success?

**A:** Good question. I don't see it a lot but have noticed it in Topeka and Overland Park has been working on it for years, but it isn't installed yet. I'm sorry I don't have a good example.

[Unified Government RFP] **Q:** A question about the additional consultants as mentioned for historic preservation, was that a full list of everybody in terms of the other consultants?

**A:** Not necessarily, we do have funding set aside for historic preservation. However, we are pursuing additional funding that has not been awarded yet.

[Unified Government RFP] **Q:** Any additional funding for historic preservation?

**A:** This funding would have a health lens.

[Unified Government RFP] **Q:** Are you looking for guidance on the code itself or looking for any recommendations as it relates to specific changes or considerations?

**A:** So, the code itself we are looking at doing a comprehensive overhaul. We have new land use categories that were already established in PlanKCK that we need to have translated over into the zoning code categories. That kind of one to one has not happened yet.

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[Unified Government RFP] **Q:** So, it's not something more parcel based or giving feedback in terms of recommendations for boundaries?

**A:** At this point we are looking for a new zoning map. But it would be a one-to-one transition. So, there would be a lot that would go into that in a community that has 60,000+ parcels but that is an expected deliverable. We understand that a comprehensive zoning code update costs more than \$300,000. So we're pursuing other avenues to assist with this primary effort. Obviously, we want to cram as much as we can into this \$300,000 project. In things like historic preservation, because we are a certified local government we get \$50,000/year to do that. We are thinking that is how we create historic preservation design guidelines. And the design guidelines are a part of our code. We are looking for help identifying how we can accomplish this RFP project along with accomplishing the much larger goal of the comprehensive zoning code update. This will also be informed too by our current Vision Zero Action Plan which part of that scope is to look at the zoning code and make recommendations in relation to Vision Zero. It's important to know we aren't starting from zero. The comprehensive zoning code update that was put on pause before COVID will be part of the audit which should give us a jump start.

[Unified Government RFP] **Q:** When you say it is a one-to-one transition from the future land use categories to the new zoning districts?

**A:** Our expectation is to not change the zoning categories of any properties. But in updating our zoning code there is a possibility we will have new and different and more varied and diverse zoning categories as the Unified Government has all transects within our geographic boundaries. Our code currently does not reflect that. So, there might be some zones we create but don't end up on a map yet. But we would like to switch everything over as a part of this job. Or we could go to form-based code. We're open to that conversation. We need something legible to the average person on the street, the economic development community, developers in general, we run the gamut. If you look at any given city planning commission meeting to everything from somebody trying to add something to a house to a master plan for massive hundreds of millions development to someone wanting chickens in their backyard in the same meeting.

[Unified Government RFP] **Q:** Can you provide more information on the zoning code updates (outside of transportation and land use) that will be completed by other consultants?

**A:** We have \$50,000 to dedicate to historic preservation (such as design guidelines, etc). The UG is pursuing funding for all other aspects.

[Unified Government RFP] **Q:** Can you make the work completed on zoning code update (2019/20202) available to the proposers?

**A:** The following link will take you to the completed zoning code update: <https://www.marc.org/document/unified-government-wyandotte-county-unified-development-code-draft>

[Unified Government RFP] **Q:** Is there a minimum number of case studies the consultant should prepare?

**A:** This can be negotiated, but no less than 2.

[Unified Government RFP] **Q:** Are there other criteria that should be considered besides what's listed in the RFP?

**A:** No.

[Unified Government RFP] **Q:** The RFP mentions design guidelines as a code deliverable. Can you clarify or elaborate on the expectation for this work?

**A:** The UG has multiple design guidelines associated with our code. Current design guidelines can be found here (under the Design Guidelines drop down): [Applications – Unified Government of Wyandotte County and Kansas City, KS](#).

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[Unified Government RFP] **Q:** Is the timeline flexible and/or is there an opportunity to propose a phased approach?

**A:** It is anticipated that the Zoning Code update will take 12-18+ months (in its entirety, so including other funding sources and non-transportation components.)

[Unified Government RFP] **Q:** Does the scope of work include updates to the sign code?

**A:** Yes.

[Unified Government RFP] **Q:** Is mapping and/or a new zoning map part of the scope of services?

**A:** Yes.

[Unified Government RFP] **Q:** The scope of services describes several engagement efforts and the study schedule, 2 rounds of public engagement, can you describe how these fit together and the activities that are anticipated in each round?

**A:** We are looking for your proposal to address how the elements fit together and an associated engagement approach.

[Unified Government RFP] **Q:** Can you further define the requested TOD and Vision Zero aspects of the desired code amendments?

**A:** A product of the Vision Zero Action Plan will be recommendations on changes to the Zoning Code that can improve transportation safety. These should be utilized to inform the Zoning Code update and provide a TOD approach.

[Unified Government RFP] **Q:** Is there the expectation that a fully completed draft of the ordinance be the final deliverable?

**A:** Yes and no. For the purposes of this project, the focus will be on transportation and land use, but there will be other simultaneous efforts to update other aspects of the code. So, for this portion of the project, a completed draft of the code relevant to this scope is expected.

[Unified Government RFP] **Q:** Does the draft document need to be prepared for use with any particular municipal code software?

**A:** The code will need to be on Municode.

[Unified Government RFP] **Q:** Is the Unified Government planning to draft or codify the updated zoning code in enCode? Or, does it prefer another format?

**A:** Municode.

[Unified Government RFP] **Q:** If the Unified Government is planning a 1:1 transition of its existing zoning categories (as stated at the prebid), why does it need the consultant to prepare a map? This suggests that the zoning boundaries will remain the same, and would only change if a property requests a rezoning to a new zoning category. If the consultant prepares the map, is the Unified Government providing the base layers and shapefiles?

**A:** A parcel-by-parcel transition has not been completed – in other words, time needs to be dedicated to translate the land use categories and corresponding zoning designations (which may change with the update). And yes, base layers will be provided.