

2025 RFP Round One 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 is certified in Missouri can they act as a DBE for a Kansas project?

A: To qualify as a DBE for either Missouri or Kansas Planning Sustainable Places projects **it is suggested that you hold a certification with the State of the project's sponsor.** We will accept RFPs that include an out of state DBE certificate on a case by case basis. We encourage you to begin the DBE certification process in the appropriate state in order to expedite DBE determination. **Note:** *not having a DBE status does not restrict a firm or its team from consideration.*

[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 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, that has happened 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)?

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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.

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

[All RFPs] **Q:** For sections 1 and 2, does the 6-page limit include both front and back of each page for a total of 12 pages?

A: Sections 1 and 2 would be a total of 6 pages, either 6 single sided or 3 double sided.

[All RFPs] **Q:** On the Qualifications section, your RFP states that this section does not count against page limit, however there is also a 3-page limit listed for narrative, in addition to 3 pages for resumes. Does this mean a 6-page total limit?

A: It would be a total of 6 pages if you did 3 pages for narrative and 3 pages for resumes. If you do not use all 3 pages for narrative, then the remaining pages cannot be used for more than 3 pages of resumes. Converse would be true for doing less than 3 pages of resumes, the remaining pages cannot be used for more than 3 pages of narrative.

[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.

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[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

[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:** I have a question about the page limits for the qualifications. I see there are six pages for the approach and engagement and then what appears to be a separate set of pages for qualifications, that includes qualifications, resumes and listing of relevant work in the last 5 years?

A: Right, the qualifications are not a part of the approach and engagement six-page count.

[All RFPs] **Q:** But does that section itself has its own page limit?

A: Yes, there are the equivalent of three single pages max for narratives, three additional pages for resumes and then we only want to see relevant work within the last five years with a maximum of three pages for it. So, if you do the maximums there, it would be the equivalent of nine single pages in addition to the original six that cover your project approach and public engagement.

[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.

[All RFPs] **Q:** Those percentages there (percentages shown in Section H. Proposal Evaluation Criteria) is that for the RFQ 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:** We’re interested in finding a firm to partner with to submit to your Basehor Downtown Corridor RFP. Would it be possible to get a plan holder list or a list of firms that submitted questions, along with contact information?

A: All of the firms that attended the Pre-Bid Workshop are documented in the Pre-Bid workshop Sign In sheet, which can be found at: <https://www.marc.org/about-marc/funding-and-rfps> .

[All RFPs] **Q:** When will interviews be held for the four RFPs released in Round One?

A: Interviews for the four RFPs will be as follows:

Sponsor	Interview Date
City of Harrisonville, Mo.	Thursday, December 5, 2024, afternoon
City of Kearney, Mo.	Friday, December 6, 2024, morning or Thursday, December 4, 2024, afternoon
City of Liberty, Mo.	Friday, December 6, 2024, afternoon
City of Platte City, Mo.	Friday, December 6, 2024, afternoon

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[Harrisonville RFP] **Q:** MoDOT has a route that runs through that study area. There isn't any mention of coordination with MoDOT but obviously that would be needed. Has there been any communication with MoDOT or an expectation of MoDOT's involvement?

A: Typically the state DOT is involved in the study committee. The City is working with MoDOT on a number of projects in the city. It should be anticipated that the recommended solutions would be vetted with the state DOT.

[Kearney RFP] **Q:** The City of Kearney has been working on a transportation master plan over the last year or so. Could you let us know what the status of that plan is?

A: That transportation master plan is ongoing, it has not been completed at this time.

[Kearney RFP] **Q:** As a follow-up question, do you anticipate then any coordination with the group that is doing the transportation master plan?

A: I do anticipate coordination with that group.

[Kearney RFP] **Q:** Is the report due date correct for the study? It is currently listed as January 2025.

A: The correct due date for the Kearney study will be January **2026** not 2025.

[Kearney RFP] **Q:** In the RFP it talks a little about the need to collect sidewalk, trail and bike data related to existing and future facilities. Are there any existing data sets or will all those data sets need to be created?

A: There is a GIS layer of the City streets however a lot of that trails and sidewalk data will need to be collected. Additionally, MARC can provide the GIS file of the trail and sidewalk data that we have if it would be of benefit.

[Liberty RFP] **Q:** So similar to Kearney, Liberty is going through their traffic master plan right now. Status of when that will be completed versus this study?

A: So the transportation master plan is ongoing. By the time this one gets rolling, I do not believe that it will be finalized. We've just phase 2 of the project. So, they'll be moving in parallel and concurrently. But the master plan will not be done. We can though provide information though from the master plan to whoever receives this project so that they're using the most relevant, recent data that we have.

[Platte City RFP] **Q:** Related to the housing, can you elaborate on what they are looking for in terms of the housing plan? Obviously this is an area of one to four unit housing and older and turn of the last century and mid-century housing. When they are talking about additional housing options are they talking about residential over retail, are they talking about missing middle, one to four unit, or are they talking about much more denser type housing options?

A: Relative to the housing we are looking for any solutions or suggestions as to what we can do downtown. Our downtown does have a number of businesses right on the road and I think we are looking for can any of those properties be utilized for multifamily, or residential on the second story or adjoining floors or whatnot. Also in the general area there are a couple of open pieces of property. So really looking for different types of housing types that our consultants might feel would be greatly favorable for the community.

[Platte City RFP] **Q:** Related to that, are there given the courthouse or the county building and some of the surrounding older housing are there any historic preservation or conservation district considerations in this area?

A: I don't believe we have a historic designation really of any type. The courthouse itself may. The courthouse does, there is one more off Ferrell Street. A lot of our zoning districts is classified as conservation districts but there's no real historic background or implementation in those districts.

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[Platte City RFP] **Q:** So the conservation districts would deal with massing, sizing, character of the area?

A: Yes that is correct.

[Platte City RFP] **Q:** Just to clarify what are the environmental justice considerations here since they are specifically referenced?

A: That was more towards the park development and aspects given we don't have a lot of green space. Our downtown area is very a concrete jungle. So those kinds of aspects and greener streetscapes.

[Platte City RFP] **Q:** So no brownfield or polluted site or other considerations for the area?

A: None of that in that area. As an additional note regarding environmental justice, MARC's basic definition are those census tracts that are at or above the regional average for people of color population presence and/or are at or above the Metropolitan Planning Organization average for population at (or below) the 100% poverty level , the 200% poverty level, or both. Poverty level is defined by the U.S. Department of Health and Human Services (HHS) poverty guidelines. That definition was further expanded to address transportation disadvantaged populations including those with disabilities, older adults over age 65, veterans, households with no vehicles, and those who use public transportation to get to work.

[Platte City RFP] **Q:** A follow-up question on the park considerations. Has the city already identified land or is there city owned land that has been set aside for a new park design, or is actually identifying the location part of the study?

A: No, it's absolutely been identified. It's a current Lions Club building but the city already owns it. There's also another residence on adjoining property that will come down. So it's really to turn those properties into a park area.