

2025 RFP Round Three 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 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)?

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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:** 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

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[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 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:** The percentages shown in 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:** 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

[All RFPs] **Q:** Are there any specific metrics around the community engagement component particularly around the sampling sizes or the dimensions of diversity representation that we should be thinking about?

A: Question was deferred to representatives from each of the sponsors given they are most familiar with their community.

Lee's Summit: No specific sampling size. We do want to have one of our largest engagement events to be at one of the trailheads in the study area that would be the most useful. So we would be looking to work with whoever gets this to set that up.

Osawatomie: We have quite a few events during the study timeline so we are hoping to see something that we can give to our trail commission to have at those events and discuss with people or information to handout such

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as a QR code or something like that to fill out a survey. We know the budget is a lot smaller than some of our other studies so the expectation isn't as high as some of our previous studies.

Overland Park: This will be addressed by the Playbook OP Master Plan next spring.

[All RFPs] **Q:** Are there any particular languages that would be of particular interest for the engagement to take place?

A: MARC has a limited English proficiency plan which identifies Spanish as a primary language. Generally we defer to the project sponsor to define the study areas and what additional languages are needed.

Lee's Summit: No diversity requirements.

Osawatomie: No additional requirements.

Overland Park: There is nothing in place at this time. The Playbook OP Master Plan will be finished in the spring on the engagement process. I know that they address that so we should have some standards to follow-up on the community engagement, but we'll have to wait until that piece is resolved and then approved by our governing body as well.

[Kansas RFPs] **Q:** Page 24 of Attachment E, Item III A – Can you clarify the statement; “(5) The actual dollar amount (not to exceed 10 percent of DBE subcontract) to be paid ahead of work as DBE mobilization” to mean that a maximum of 10% of funds allotted for the DBE associate be paid to the DBE associate in advance of commencement of work? If this is correct, will we be able to receive an engagement deposit of at least that amount before work begins?

A: The item noted above is part of the Kansas Department of Transportation standard language and applies to construction projects. This Planning Sustainable Places program DOES NOT fund any type of construction, only planning work so the above DOES NOT apply to the study.

[Kansas RFPs] **Q:** Page 28, Item F, Two-Party Checks – Is this a mandated requirement or a procedural guideline only if the Two-Party Check item is incorporated at our discretion?

A: The item noted above is part of the Kansas Department of Transportation standard language and applies to construction projects. This Planning Sustainable Places program DOES NOT fund any type of construction, only planning work so the above DOES NOT apply to the study.

[All RFPs] **Q:** If out-of-state consultants are to be equally considered, are there maximum budget amounts allotted for airfare?

A: Airfare is paid based on the chosen airline's economy fare to Kansas City, Mo. airport. We do not dictate air carrier.

[All RFPs] **Q:** Will short-list interviews be conducted online or on-site?

A: Interviews are typically held on-site but accommodations can be made for out of town team members to join the interview virtually.

[All RFPs] **Q:** Are material costs for community engagement included in the budget? This might include handouts, printed surveys, large format printing, equipment rental, etc.

A: Yes, material costs for community engagement are expected to be covered by a portion of the stated budget for each of the RFPs.

[Lee's Summit Rock Island RFP] **Q:** Can a DBE self-perform the work, or are they required to be a subcontractor/consultant under a project lead?

A: Yes, a DBE can be the prime or sole consultant for a study.

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[Overland Park Wayfinding RFP] **Q:** Is there a project budget for fabrication and implementation?

A: NOTE: FABRICATION AND IMPLEMENTATION ARE NOT PART OF THIS RFP. After the planning work of this RFP is completed, yes there will be budget for fabrication and implementation. We have multiple years of funding through our special parks and reaction budget. Typically, we budget \$50-75,000.00 each for wayfinding and signage.

[Overland Park Wayfinding RFP] **Q:** Depending on your expected budgets, we can determine fees and processes in our proposal to match those expectations.

A: We would expect consultant fees to be a percentage based off the project budget.

[Overland Park Wayfinding RFP] **Q:** Do you expect a need for vehicular guide signage to be incorporated into the system to help direct trail users to point of entry and to identify trailhead entrances and/or parking?

A: None currently. We will focus on the directional guidance (mile markers and wayfinding) for the trail user along Indian and Tomahawk Creek trails.

[Overland Park Wayfinding RFP] **Q:** If interpretive signage is to be included within the scope, is it expected that the consultant will provide the “story narrative content” for each interpretive sign, or will it be provided?

A: The City would provide the content/context if the language is required.

[Overland Park Wayfinding RFP] **Q:** Will the system design include a unique sense of identity (or brand) to package the trail system?

A: Yes. We would like to maintain consistency. Parks & Recreation would like to determine their own color palette and graphic layout. Overland Park Public Works will be implementing their wayfinding package in downtown Overland Park next year (2025). The sign design format would follow the MARC wayfinding guidebook presented in 2020 by Toole.

[Overland Park Wayfinding RFP] **Q:** Are there any parallel projects or initiatives, such as infrastructure improvements or trail enhancements, that could affect the consultant’s final recommendations and/or deliverables?

A: Possibly. We are currently working on design plans to connect US 69 highway (east side) or hilltop campus trail across 143rd street. This would complete the linkage south to 151st street. This is another partnership with MARC (Connected KC TAP grant).

[Overland Park Wayfinding RFP] **Q:** Can you better define what you mean by full-scale renderings and mock-ups?

A: Yes, A detailed and accurate representation of the sign family or hierarchy.

[Overland Park Wayfinding RFP] **Q:** Typically, a rendering is a drawing—not actual size, possibly placed within a photo for reference—and a mock-up can be either a size test mockup (made of paper to review the size of face panels and the size and readability of text) or can be a fully fabricated sign to review all aspects of the design and construction.

A: We agree. An example, 1:1 scale of a mile marker could be shown in paper, cardboard, foamboard etc. to review details. Best described as a digital representation of the sign or image placed to visualize or view the graphic in a real-world condition. Not a fully fabricated sign.

[Overland Park Wayfinding RFP] **Q:** Are material costs for the renderings and mock-ups to be included in the consultant budget? This could consume a large percentage of the budget without knowing how many sign types, how large, the type of materials, etc.

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A: Yes, material costs for the renderings and mock-ups are to be included in the consultant budget.

[Overland Park Wayfinding RFP] **Q:** Are the 2019 Planning Sustainable Places Wayfinding System Plan, Overland Park Parks and Recreation Plan, and Overland Park Greenway Linkage Plan available for us to review?

A: The three plans can be found via the following links:

[2019 Planning Sustainable Places Wayfinding System Plan](#)

[Overland Park Parks and Recreation Plan](#)

[Overland Park Greenway Linkage Plan](#)

[Overland Park Wayfinding RFP] **Q:** What would be the consultant's responsibilities regarding recommendations for an awareness campaign?

A: This would fall as a City responsibility for coordinating. The consultant would be in attendance to answer or provide information about the wayfinding plan. One meeting with the public to inform the public and receive feedback about our approach.

[Overland Park Wayfinding RFP] **Q:** You include a deliverable, due October 17th, as a "Detailed Plan and Specifications Document" in the calendar, but there is no description of what this is elsewhere in the RFP. Your scope description reads, "Develop recommendations for sign fabrication and placement."

A: Scope statement is correct "Develop recommendations for sign fabrication and placement." This would include a scaled plan view of where various wayfinding elements (mile markers, informational, trail head etc.) would be placed on each trail segment. The document would also include specifications/dimensions for the construction or fabrication of each sign type and graphics associated by a third party.