

2025 RFP Round Two 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, 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:** In the narrative under “Proposal Submittal Requirements” on page 10 (Basehor) or page 9 (Johnson County) it mentions a 6 page limit. In the table below that, limits are noted as 6 pages for items 1 and 2, then 9 pages max for item 3 (for a total of 15 pages, not including the cover letter, TOC and items 4, 5 and 6.

A: For items 1, 2 and 3, there is a total of 15 allowed pages, as broken down in the table between sections 1, 2 and 3.

[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?

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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 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.

[Johnson County, Kan. – Metcalf Fast and Frequent RFP] **Q:** Can the members of the selection committee be shared?

A: As of November 22, 2024, the members of the selection committee for the Metcalf Fast and Frequent RFP have not been finalized so they cannot be shared at this time.

[Johnson County, Kan. – Metcalf Fast and Frequent RFP] **Q:** How will this study interact with the current strategic plan process and will the strategic plan define any specific service parameters such as service levels or alignment as inputs for this study?

A: It will. And so we are viewing the strategic plan as maybe a step higher than the granular look at Metcalf that this PSP would be looking at. The strategic plan is slated to be completed next month with further consideration and potential action by the Board of County Commissioners in January of next year. We definitely expect that the strategic plan will serve as an overall guiding document. Then obviously operationally we want to understand how we can take the first step to higher frequency with a long term plan. Because the density in Overland Park is adequate to support a certain level of frequency today that we expect that the level of frequency would grow over time.

[Johnson County, Kan. – Metcalf Fast and Frequent RFP] **Q:** You have some project partners, the City of Overland Park is included. What do you feel like success looks like for this study as far as outcome of recommendations?

A: We are at a particular moment in transit reality for Johnson County where we believe there is opportunity to create a system for the next twenty-five years in a way that really hasn't existed in recent history. So success looks like an actionable plan to make 401 and Metcalf corridor which is a key perhaps the most important corridor in our system, for that to not only be at a higher frequency but as a mode of choice. A key consideration along this PSP process is we don't want the perfect to be the opposite of the good right now. So we want to be able to take the first step on this most important corridor in our system to build off of many of the other things that will be addressed through the strategic plan. One of the things that pops out to me from a success standpoint is being that Overland Park is the largest and densest city in the county, the amenities on the corridor. The IT and connectivity of the corridor to all the different manner of ways that we do today and can interface with our system. Real time signs and real time information and Wi-Fi at stops and the level of amenity based on what the city wants to see. So we would really like this to be the front door both to our system and to our strategic plan so we can point at this corridor and say this is the model for growth over the next five to ten years.

[Johnson County, Kan. – Metcalf Fast and Frequent RFP] **Q:** To build on to what you were talking about with amenities and density and all that. A 2009 plan had recommended center running service especially under, and I know there was some contention of doing that under 435?

A: We would like all opportunities and possibilities to be considered. The county's perspective may not align with perfectly the city's on that. Part of the work will be to think as big as possible. Certainly, everyone attending today is aware that city council in Overland Park has some real transit advocates on it so I would want to swing for the fences and then see what the response is.