



REQUEST FOR PROPOSALS

Development of an Activity-Based Travel Demand Model for MARC Region

**Requested by
Mid-America Regional Council**

February 18, 2025

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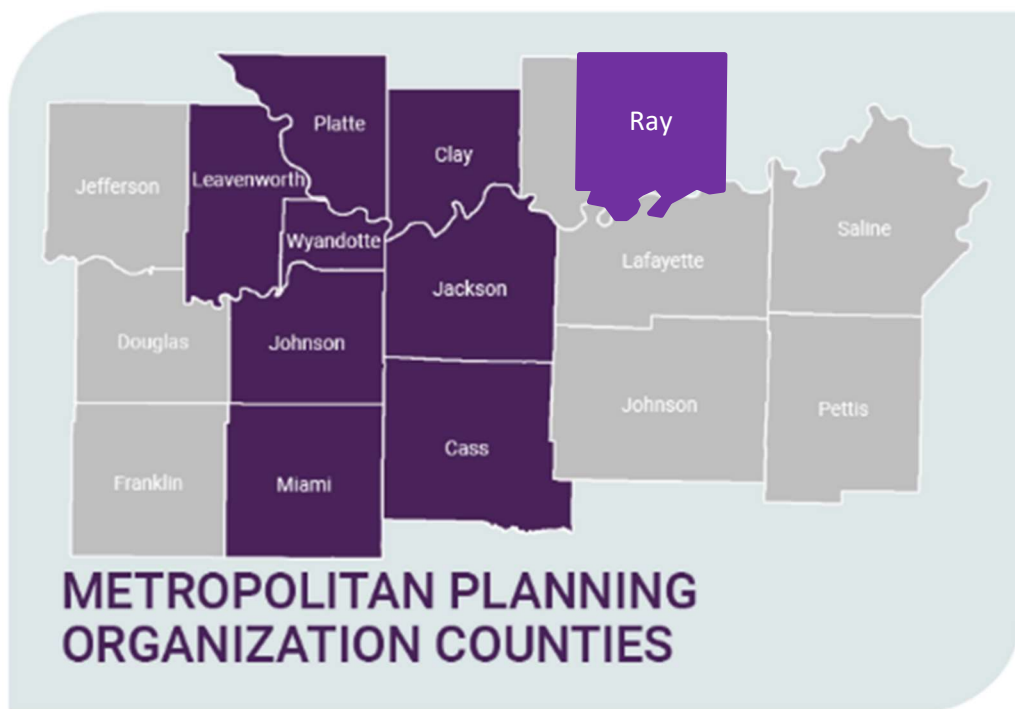
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A. INTRODUCTION

The Mid-America Regional Council (MARC) is a not-for-profit association of city and county governments. It serves as the metropolitan planning organization (MPO) for the nine-county Kansas City metropolitan area. More information about MARC can be found www.marc.org.

Over the past 30 years, MARC has developed and maintained a regional Travel Demand Forecast Model (TDFM) for its bi-state, eight-county planning area, encompassing Johnson, Leavenworth, Miami, and Wyandotte counties in Kansas, along with Cass, Clay, Jackson, and Platte counties in Missouri. In 2024, MARC expanded the model to a 13-county area, adding Ray County, as well as Lafayette, Saline, Johnson, and Pettis counties from the Pioneer Trails Regional Planning Commission (PTRPC) area. The updated model was built with Trans CAD software and retained the advanced trip-based framework, incorporating all the sophisticated components from the EMME platform.

The primary goal of the TDFM is to analyze the impact of transportation policies and investments in line with MARC's regional goals and the metropolitan transportation plan (MTP), (Connected KC 2050 <https://connectedkc.org/>). They are based on observed travel patterns and a representation of the transportation network, along with key variables that influence travel, such as automobile operating costs, transit fares, and parking fees. Recent efforts have focused on developing scenarios to assess the impact of rapidly evolving technological innovations in vehicles and infrastructure, as well as changes in population, social characteristics and their effects on travel behavior, and travel demand.



According to the Federal Highway Administration (FHWA), the next long-range MTP is due by 2030, with a planning horizon year of 2060. In response to the significant shifts in travel patterns observed in the post-pandemic era, we are preparing to transition to a next-generation Activity-Based Travel Model. This

advanced model will better address key issues such as traffic congestion pricing, remote work trends, environmental justice (EJ) analysis, and multimodal transportation analysis.

In this context MARC is seeking proposals from qualified firms to assist in the development of the next generation Activity-Based Travel Demand Forecast Model to support our next MTP and the regional transportation planning activities.

B. PROJECT BACKGROUND AND OBJECTIVES

MARC develops and maintains the regional travel demand models that are used for the regional transportation planning process in the greater Kansas City metropolitan area. The EMME trip-based model covers the bi-state, eight county metropolitan planning area over the past 30 years. In 2024, MARC completed the new 13-county TransCAD Model that covers 13 counties that include: Johnson, Leavenworth, Wyandotte, Miami in Kansas, and Cass, Clay, Jackson, Platte, Ray, Johnson, Lafayette, Pettis, and Saline in Missouri. The current MARC models are maintaining the enhanced four-step trip-based model that focuses on daily travel patterns. Over the last few years, MARC has improved and augmented the model to include many enhancements such as: auto availability model with household income and household size sub-models, improved trip distribution procedures that include destination choice formulations, enhanced time-of-day component including 1 to 24 -hour daily time slices, and the Kansas City International Airport as a special generator.

Those two models have been used to support Connected KC 2050 and the MTP updates. The new TransCAD model was used to conduct the planning analysis including the newly MARC member of Ray County.

According to the FHWA guidelines, MPOs are expected to update their travel demand models and forecasts at least every five years. This is in alignment with the Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP), both of which must be updated on a regular cycle. To address the limitations of the traditional four-step model, MARC requires an Activity-Based Model (ABM) that offers a more sophisticated and detailed approach to travel demand forecasting. The ABM is necessary for several reasons:

Behavioral Insights: ABMs focus on individuals and households; and model how daily activities influence travel behavior. This granular approach provides a deeper understanding of travel decisions and allows for better simulation of real-world patterns.

Emerging Trends: ABMs are better equipped to analyze contemporary transportation challenges, such as shared mobility, autonomous vehicles, and shifts in travel behavior due to telecommuting and e-commerce. These factors are increasingly shaping regional mobility.

Policy Sensitivity: The ABM enables MARC to assess the impacts of policies such as congestion pricing, transit-oriented development, and environmental regulations. It can also evaluate equity implications by analyzing how different demographic groups are affected by transportation policies.

Integration with Land Use Models: ABMs integrate seamlessly with land use data, enabling a more comprehensive analysis of how changes in development patterns influence transportation demand.

Future-Readiness: ABM’s flexibility and adaptability make it suitable for addressing future transportation challenges and accommodating new data sources as they become available.

C. SCOPE OF SERVICES

Task 1.0 Develop Project Work Program and Management Plan

The Contractor and MARC will jointly develop an administrative structure for the project. The contractor will conduct the first “kick-off” meeting with MARC to complete project goals, objectives, project deliverables, timeline, and determine any critical and/or regional issues as background to the project. In conjunction with this meeting, the consultant will review prior studies, other related documents and identify any data needs that are required. Additionally, the role MARC staff fulfill in accomplishing the work program will be discussed.

The Contractor will hold bi-weekly progress report meetings with MARC. The proposals submitted in response to this RFP shall identify tasks, milestones, deliverables, due dates, and Contractor personnel commitment in sufficient detail to develop a draft schedule, which will be finalized once the project commences.

Task 1.0 Deliverables: Detailed Contractor work plan and schedule

Task 2.0 Data Preparation and Database Development

MARC’s most recent Household Travel Survey will serve as the foundation for specifying model variables and calibration. However, recognizing that travel patterns have changed significantly in the post-pandemic era, the consultant will leverage national expertise to implement supplementary methods addressing these shifts. The consultant will review and update traffic count data and transit boardings provided by MARC, KCATA, DOTs, and other partners to ensure accuracy within the model. If necessary, additional traffic counts may be collected to enhance the dataset. Existing land use data, including Ray County, will be assessed in coordination with MARC to verify its validity.

The consultant will also evaluate the Traffic Analysis Zones (TAZ) and Model Network, offering recommendations for improvements. Additionally, Replica origin-destination (OD) data for the MARC region will be analyzed and used to generate external trip matrices. All collected and validated data will support the model calibration and refinement process to ensure accuracy and reliability.

Task 2.0 Deliverable: 1. Technical Memo summarizing data preparation findings; and 2. Validated datasets for model calibration.

Task 3.0 Model Design and Specification

Develop a comprehensive design for the ABM, detailing its components and architecture. The model will include, but is not limited to, the following: explicit representation of the linkages among activities and

travel both for an individual person and across multiple people in a household, synthetic population generation along with the long-term activity choices, key travel characteristics such as trip frequency, scheduling, mode of transportation, and the number of stops within a travel tour. These components will be developed using available census data, the MARC 2019 Travel Survey, and, where applicable, post-pandemic surveys from other regions. The model will be able to feature a dynamic representation of individual travel behavior, time-of-day and activity-chaining functionality, and GIS compatibility for spatial analysis. The consultant will also create or update the transportation and transit network used as an input for the model. Mode split model—including automobile, pedestrian, bicycle, TNC, commercial vehicles and public transit—will be developed and calibrated.

Task 3.0 Deliverables: A design memo and documentation

Task 4.0 Model Development

Selecting the appropriate software, specifying model variables, and developing best-practice algorithms for key model components. The traffic assignment process will utilize the original algorithm to allocate estimated trips across expanded transportation routes, considering network capacity and impedance functions. This will produce projected traffic flows for various roadways and transit routes across nine counties. The ABM is regarded as generally applicable to a wide range of MARC use cases. Additionally, the model will integrate transportation and land use data, ensuring comprehensive analysis

Task 4.0 Deliverables: 1. A model development memo and documentation; 2. Draft model and Model input/output database

Task 5.0 Calibration and Validate

MARC envisions this task to be iterative with a minimum of three rounds of calibration and validation. Each round of calibration and validation shall include calibration of the model components such that the calibration targets are approximately met. The consultant shall identify areas in which the model has difficulty meeting targets for more detailed investigations in subsequent rounds; each round of validation shall assess the performance and sensitivity of the model, noting areas for investigation and improvement for subsequent rounds of calibration and validation. The consultant shall fully document the calibration process, adjusted constants, parameters, coefficients (as necessary), validation results and sensitivity analysis.

The consultant shall document model limitations after the current calibration and validation process. The consultant shall also identify future areas model improvement to better address agency needs.

Task 5.0 Deliverables: Calibrated model and Model Calibration report

Task 6.0 Scenario Analysis and Sensitivity Testing

The consultant will work with MARC to prepare setups and run tests to examine sensitivities in the model system. Consultant will provide guidance to MARC staff in designing the tests, reviewing the results, and documenting.

Task 6 deliverables: A Scenario Design Memo and Documentation of the sensitivity test results.

Task 7.0 Documentation and Reporting

Deliverable: Final Report

Full Version of Model Files and Toolbox

Task 8.0 Training

Create a model user's guide describing the model system, installation, setup, and use.

Hold an on-site training covering fundamentals of the activity-based model, the MARC ABM model implementation and its application to real-world projects.

D. PROPOSAL SUBMITTAL REQUIREMENTS

To be eligible for consideration, **1 (one)** electronic copy (Acrobat) of your response (not to exceed 10 pages (not including required attachments and resumes), single-sided, 11 font Time New Roman, must be received by MARC no later than **5 p.m. central time on Friday, March 14, 2025 by email to: eyang@marc.org**. All questions related to RFP must be in writing and emailed to MARC by 03/03/2025. MARC will post responses to questions on the MARC RFP webpage <https://www.marc.org/about-marc/funding-and-rfps> and Oniva DemandStar <https://network.demandstar.com/>. It is the submitter's responsibility to ensure that MARC receives your submittal by the closing date and time. Late submittals will not be considered. MARC reserves the right to reject any or all proposals submitted. The RFP shall be titled:

"Development of an Activity-Based Travel Demand Model for MARC Region"

Mid–America Regional Council
600 Broadway, Suite 200
Kansas City, MO 64105 – 1554

Attn. Eileen Yang, Transportation Modeling Manager

Questions should be directed to Eileen Yang at eyang@marc.org

MARC reserves the right to unbundle any component of the Scope of Work into separate projects; and to suggest to any or all proposers to the RFP that such proposers form into teams of consulting firms or organizations deemed to be advantages to MARC in performing the Scope of Work. MARC will suggest such formations when such relationships appear to offer combinations of expertise or abilities not otherwise available. Proposers have the right to negotiate any agreements in connection with any unbundled components of the Scope of Work. Proposers also have the right to refuse to enter any suggested relationships.

Disadvantaged Business Participation

It is MARC's policy to encourage all qualified businesses to actively participate in the procurement of all MARC sponsored projects. MARC does not discriminate based on race, color, sex, national origin, age, military status, or disability. This project will be paid in part or in whole through US Department of Transportation (USDOT) funds. Firms should be aware that a Disadvantage Business Enterprise (DBE)

goal for this project, in accordance with 49 CFR part 26, is 0 % certified DBE may be found in the KDOT and/or MoDOT DBE Contractor Directories at the following webpage:

- Kansas Office of Contract Compliance <https://kdotapp.ksdot.org/dbcontractorlist/>
- Missouri Regional Certification Committee DBE Directory <https://www6.modot.mo.gov/MRCC/Home/PublicSearch>

The following items must be addressed in all proposals:

1. **SCOPE OF SERVICES:** Proposals should include a recommended scope consistent with elements outlined in Section C. Proposers' recommendations will demonstrate and propose strategies that exemplify best practices. Respondents must provide a conceptual scope of work including specific methodologies and/or approaches that will be used. Innovative approaches for completion of the Scope of Work are encouraged.

The following items must be addressed in all proposals:

- a. Overview and rationale of project approach.
 - b. The name and address of the contracting firm, together with the name, telephone and fax number, and e-mail address of the primary contact person for purposes of this proposal
 - c. A listing of all proposed subconsultants, if any.
 - d. A conceptual project schedule.
2. **QUALIFICATIONS:** Proposals should indicate general and specific qualifications of the proposer in planning, project implementation, 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 completion of similar 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, and data sources, etc. to which the firm may have access.

Proposals shall include:

- a. A listing and summary of similar projects undertaken within the last five (5) years, by proposing firm and/or its subconsultants, showing contract amounts, description of work performed, client contact persons, phone numbers, and e-mail addresses.
- b. Resumes of key professional staff who will be assigned to this project, each limited to one page.
- 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 MARC.
- d. Three most recent references, including names, phone numbers, and email addresses.
- e. At "time of selection" the selected firm must be registered with the "System for Award Management (SAM.gov)."

Excluded from the 10-page (single-sided) maximum length of the proposal include the following:

- Front/back covers
- Cover letter
- Dividers
- Resumes
- Required attachments (Attachments B-E)
- Cost proposal
- Company brochures

Please use typefaces no smaller than 11 pt.

3. **AFFIRMATIVE ACTION CHECKLIST:** If applicable, proposers must complete and enclose with their proposal company's Affirmative Action Plan (see Attachment B Affirmative Action Checklist).
4. **CERTIFICATION REGARDING DEBARMENT:** Each proposer is required to certify by signing the "Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion". This certifies that the proposer is not on the U.S. Comptroller General's Consolidated Lists of Persons or Firms Currently Debarred for Violations procurement: See Attachment C.

E. SELECTION PROCEDURE

If necessary, a short list, of no more than five (5) and no less than two (2), proposers and/or proposer teams will be selected on or about March 25, 2025, by MARC and the selection committee analyzes all proposal information. Short-list proposers should be available for interviews and/or presentations prior to the selection of a consultant. The final selection of a consultant team is contingent upon approval by the MARC Board of Directors. MARC reserves the right to negotiate a contract, including a scope of work, and contract price, with any proposers or other qualified party.

This Request for Proposal does not commit MARC to award a contract, to pay any cost incurred in preparation of a response to this Request, or to procure or contract for services or supplies. MARC reserves the right to accept or reject any and all responses received as a result of this Request or cancel this Request in part or in its entirety if it is in the best interests of MARC to do so. Proposers shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of MARC for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request for Proposal.

MARC reserves the right to amend, consolidate, expand, cancel, delete, or request additional consulting services for one or more of the project's Scope of Work activities if MARC deemed that such activity is advantageous to MARC and the successful completion of the project. MARC reserves the right to suggest to any or all proposers to the Request for Proposal that such proposers form into teams of consulting firms or organizations deemed to be advantageous to MARC in performing the Scope of Work. MARC will suggest such formation when such relationships appear to offer combinations of expertise or

abilities not otherwise available. Proposers have the right to refuse to enter into any suggested relationships.

All Proposals submitted hereunder become the exclusive property of MARC.

F. PROPOSAL EVALUATION CRITERIA

The proposals submitted by each consultant or consultant team will be evaluated according to the following factors:

Proposal Evaluation Worksheet		Total	Score
Technical Competency	Specialized experience and technical competence	20	
Overall Competence of Proposing Team	Experience of the prime consultant and sub-consultant	5	
Management Competence	Experience of the Project Manager	8	
Other	Experience of other assigned individuals	7	
Understanding and Approach	Understanding of the nature of the project and clarity of proposed approach	45	
Project Understanding	Understanding of key concepts, techniques, evaluation procedures, and best practices related to model development.	15	
Approach	Ability to provide procedures and processes for model development and calibration that reflect best practices.	20	
Clarity and innovation of Proposal	The proposal's general organization and clarity will be enhanced, while also exploring the goals and methods of innovation.	10	
Project Management	Schedule of staff persons and hours commitment	20	
PM % of Effort	% of effort for the project management staff	5	
Key staff % of Effort	% of effort for key staff	10	
Project Schedule and Timeliness of Products	Project schedule and timeliness of products	5	
References/ Work Experience	Reference reflecting previous work experience of the project team and satisfactory accomplishments of consultant responsibilities	15	
Quality of Final Products	Quality of final product	5	
Meet schedules and deadlines	Ability to meet work schedules	5	
Responsiveness to Client	Responsiveness to client input and needs	5	
Score		100	

G. ON-SITE PRESENTATIONS

The project selection team will develop a short list of teams and will require oral presentations of those candidate firms. The on-site presentations will be held on **April 7-11, 2025**, and the selection decision will be announced on **April 14, 2025**.

H. CONTRACT AWARD

MARC will notify the selected candidate by telephone and e-mail. Following verbal notification, MARC will negotiate a standard professional service agreement with the selected candidate. The selected candidate's proposal, after any necessary negotiation, will be incorporated by reference in the contract. Additionally, MARC will notify, in writing, the candidates who are not selected.

I. PROTEST PROCEDURES

During this solicitation for proposals and the selection process, a proposer (bidder of offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, actions were taken by MARC staff and /or the selection committee which could unfairly affect the outcome of the selection procedure. All protest should be in writing and directed to Mr. Ron Achelpohl, Director of Transportation and Environment, Mid-America Regional Council, 600 Broadway, Suite 200 Kansas City, MO 64105. Protest should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest.

Upon receipt of the protest, MARC's Director of Transportation will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.

J. SCHEDULE OF EVENTS

The following table represents MARC's best estimate of the schedule that shall be followed. MARC reserves the right at its sole discretion to revise this schedule, as it deems necessary, without notification except for the deadline date for submitting a proposal.

Milestone	Date
Request for Proposals Posted	Tuesday, February 18, 2025
Pre-Proposal Questions Due	Monday, March 3, 2025
Questions and Answers Posted	Friday, March 7, 2025
Proposals Due	Friday, March 14, 2025, at 5 p.m. CST
Proposals Reviewed for Shortlist	Tuesday, March 25, 2025
Proposal Interviews	April 7–April 11, 2025
Consultant Selection and Notification	Monday, April 14, 2025
MARC Board Authorization	Tuesday, April 22, 2025
Execute Contract	Early May
Notice to Proceed	Within one week after receipt of signed contract

K. PROJECT BUDGET

The level of funding for this project is based on existing funds available for this study.

- Total amount for consultant services: **Up to \$990,000**
- Period of Performance: **18 months**

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. Affirmative action checklist (firms with 50 or more employees) Attachment B
2. Complete the CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION Attachment C.
3. Certification Regarding Lobbying Attachment D
4. KDOT Special 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 insuring 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.

Date

Signed – Authorized Representative

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

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersign, to any person influencing or attempting to influence an officer or employee of a federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

. If any funds other than Federal appropriated funds have been paid or will be paid to any person for attempting to influence an officer or employee of any federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal or Federally assisted contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

. The undersigned shall require that the language of this certification be included in the award documents of all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 32, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Name of Entity)

(Name and Title of Authorized Official)

(Signature of above Official)

(Date)

ATTACHMENT F KDOT SPECIAL PROVISION

KANSAS DEPARTMENT OF TRANSPORTATION

Special Attachment
To Contracts or Agreements Entered Into
By the Secretary of Transportation of the State of Kansas

NOTE: Whenever this Special Attachment conflicts with provisions of the Document to which it is attached, this Special Attachment shall govern.

THE CIVIL RIGHTS ACT OF 1964, and any amendments thereto, REHABILITATION ACT OF 1973, and any amendments thereto, AMERICANS WITH DISABILITIES ACT OF 1990, and any amendments thereto, AGE DISCRIMINATION ACT OF 1975, and any amendments thereto, EXECUTIVE ORDER 12898, FEDERAL ACTIONS TO ADDRESS ENVIRONMENTAL JUSTICE IN MINORITY POPULATIONS AND LOW INCOME POPULATIONS 1994, and any amendments thereto, 49 C.F.R. Part 26.1 (DBE Program), and any amendments thereto

NOTIFICATION

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964 (78 Stat. 252), §504 of the Rehabilitation Act of 1973 (87 Stat. 355) and the Americans with Disabilities Act of 1990 (42 USC 12101), the Age Discrimination Act of 1975 (42 USC 6101), the Regulations of the U.S. Department of Transportation (49 C.F.R., Part 21, 23, and 27), issued pursuant to such ACT, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations (1994), and the DBE Program (49 C.F.R., Part 26.1), hereby notifies all contracting parties that, the contracting parties will affirmatively ensure that this contract will be implemented without discrimination on the grounds of race, religion, color, gender, age, disability, national origin, or minority populations and low income populations as more specifically set out in the following “Nondiscrimination Clauses”.

CLARIFICATION

Where the term “consultant” appears in the following “Nondiscrimination Clauses”, the term “consultant” is understood to include all parties to contracts or agreements with the Secretary of Transportation of the State of Kansas.

Nondiscrimination Clauses

During the performance of this contract, the consultant, or the consultant’s assignees and successors in interest (hereinafter referred to as the “Consultant”), agrees as follows:

1) Compliance with Regulations: The consultant will comply with the Regulations of the U.S. Department of Transportation relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (Title 49, Code of Federal Regulations, Parts 21, 23 and 27, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2) Nondiscrimination: The consultant, with regard to the work performed by the consultant after award and prior to the completion of the contract work, will not discriminate on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The consultant will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3) Solicitations for Subcontractors, including Procurements of Material and Equipment: In all solicitations, either competitive bidding or negotiation made by the consultant for work to be performed under a subcontract including procurements of materials and equipment, each potential subcontractor or supplier shall be notified by the consultant of the consultant's obligation under this contract and the Regulations relative to nondiscrimination on the grounds of race, religion, color, gender, age, disability, national origin or minority populations and low income populations.

4) Information and Reports: The consultant will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and the Secretary of the Transportation of the State of Kansas will be permitted access to the consultant's books, records, accounts, other sources of information, and facilities as may be determined by the Secretary of Transportation of the State of Kansas to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to the Secretary of Transportation of the State of Kansas and shall set forth what efforts it has made to obtain the information.

5) Employment: The consultant will not discriminate against any employee or applicant for employment because of race, religion, color, gender, age, disability, or natural origin.

6) Sanctions for Noncompliance: In the event of the consultant's noncompliance with the nondiscrimination provisions of this contract, the Secretary of Transportation of the State of Kansas shall impose such contract sanctions as the Secretary of Transportation of the State of Kansas may determine to be appropriate, including, but not limited to,

(a) withholding of payments to the consultant under the contract until the contractor complies, and/or

(b) cancellation, termination or suspension of the contract, in whole or in part.

7) Disadvantaged Business Obligation

(a) Disadvantaged Business as defined in the Regulations shall have a level playing field to compete for contracts financed in whole or in part with federal funds under this contract.

(b) All necessary and reasonable steps shall be taken in accordance with the Regulations to ensure that Disadvantaged Businesses have equal opportunity to compete for and perform contracts. No person(s) shall be discriminated against on the basis of race, color, gender, or national origin in the award and performance of federally-assisted contracts.

(c) The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 C.F.R. Part

26 in the award and administration of Federally-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

8) Executive Order 12898

(a) To the extent permitted by existing law, and whenever practical and appropriate, all necessary and reasonable steps shall be taken in accordance with Executive Order 12898 to collect, maintain, and analyze information on the race, color, national origin and income level of persons affected by programs, policies and activities of the Secretary of Transportation of the State of Kansas and use such information in complying with this Order.

9) Incorporation of Provisions: The consultant will include the provisions of paragraphs (1) through (8) in every subcontract, including procurements of materials and equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The consultant will take such action with respect to any subcontract or procurement as the Secretary of Transportation of the State of Kansas may direct as a means of enforcing such provisions including sanctions for noncompliance: PROVIDED, however, that, in the event a consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the consultant may request the State to enter into such litigation to protect the interests of the State.

**KDOT POLICY FOR
CONSULTANT CONTRACT REIMBURSEMENT
FOR HOTEL, PER DIEM & MILEAGE**

Attention Contract Partners:

The following policy for hotels and per diem rates is effective **July 1, 2024**, for contracts with consultants and sub-consultants statewide.

*Mileage: Please refer to the mileage rate in italics further below that was effective **July 1, 2024**.*

	Daily Meals (max.)		Per Meal Allowance	Lodging before tax
Standard rate for all				
Kansas locations including	\$59.00	Breakfast	\$8.85	\$107.00
Wichita (Sedgwick County)		Lunch	\$20.65	
		Dinner	\$29.50	
KC/Overland Park				
(includes Johnson,	\$64.00	Breakfast	\$9.60	\$123.00
Wyandotte, &		Lunch	\$22.40	
Leavenworth counties)		Dinner	\$32.00	

Prior to staying at a hotel with a rate exceeding the allowed hotel rates listed above, Consultant must submit a written request to the KDOT PM requesting approval for the higher rate. The requested higher rate and justification for that rate needs to be included. Please note that even with prior approval by KDOT PM, the *maximum* reimbursable lodging for the Standard Rate locations above is \$160.50 and \$184.50 for the non-Standard locations (before tax). Approvals should include CC to: KDOT.DesignContracts@ks.gov and KDOT.ConPR@ks.gov .

No out-of-state hotel bills will be reimbursed without advance written approval (for prime and/or sub-consultant).

Per diem is allowed only with overnight travel. Per diem reimbursement/invoicing must be submitted with a hotel receipt. If the hotel provides breakfast, per diem reimbursement for breakfast will not be allowed except for extenuating circumstances. Extenuating circumstance justification must be provided in writing at the time of invoice. If more than one person stays in a room, please indicate the names on the receipt.

A summary must be provided with billings recapping costs per day per individual.

Please notify your sub-consultants of these rates.

Effective July 1, 2024, the Kansas Department of Administration has increased the vehicle mileage reimbursement rate to **\$0.67/mile** for automobiles. The mileage rate limited to the State of Kansas approved vehicle mileage reimbursement rate of \$0.655/mile for automobiles effective July 1, 2023, will still be used for any mileage claimed for reimbursement before July 1, 2024-unless the company has audited vehicle usage rates for their company vehicles.

Receipts are required for Airport parking (limited to \$14/day), Tolls, Rental vehicles (economy class only), and Equipment Rentals (consultant- owned), equipment, vehicles, reproduction/printing, CADD, GPS, etc., charged as Direct Expense must have an audited rate to be used. Direct equipment expenses without an audited rate for meetings will not be allowed, neither will meals, beverages or snacks. Please note that actual receipts are required rather than just credit card statements to the extent possible.

Reimbursement rates may change as State and/or Federal policies change.

Thank you.



07/26/2024

Date

Scott King, P.E., Director
Division of Engineering and Design Kansas
Department of Transportation

C: Ami Fulghum, Chief, Bureau of Fiscal Services