

REQUEST FOR QUALIFICATIONS
FOR DESIGN PROFESSIONAL SERVICES
CONTRACT

FOR

KC STREETCAR SOUTHERN EXTENSION
TECHNICAL SERVICES

KANSAS CITY STREETCAR AUTHORITY
&
KANSAS CITY AREA TRANSPORTATION AUTHORITY



RideKC
STREETCAR™

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April 5, 2017

1. **Purpose.** This is a Request for Qualifications/Proposals (“RFQ/P”) for STREETCAR SOUTHERN EXTENSION TECHNICAL SERVICES issued by THE KANSAS CITY STREETCAR AUTHORITY (“KCSA”) AND THE KANSAS CITY AREA TRANSPORTATION AUTHORITY (“KCATA”).

Since 2010 local officials and transit providers in Kansas City have been working on the planning, design, and implementation of an initial phase of streetcar implementation in downtown Kansas City. Recently, in an effort to build on this initial starter-line, KCSA and KCATA along with project partners, are initiating advanced planning and technical support related to the planned southern extension to University of Missouri / Kansas City (UMKC).

KCSA/KCATA is seeking proposals from qualified firms to provide Streetcar Technical Services in an effort to further define and detail the southern extension project and advance related environmental and/or advanced conceptual engineering necessary to position the project for federal, state, or regional funding.

2. **Definition of Request for Qualifications/Proposals.** This RFQ is an invitation by the KCSA/KCATA to Design Professionals to submit their qualifications and all other required submissions as part of their proposal for performing the services specified in this RFQ. Selection will be based upon the judgment of the KCSA/KCATA in obtaining a Design Professional that will be in the best interests of the KCSA/KCATA. This RFQ is not a request for a competitive bid. Design Professional’s submittal of a proposal in response to this RFQ does not create any right in or expectation to a contract with the KCSA.

3. **Due Date.** Sealed responses are due by **Tuesday, May 2, 2017, 2 pm**. Proposals shall be sent to the KC Streetcar Authority, Attention Tom Gerend, Executive Director at 600 East 3rd Street Kansas City, Missouri 64106. Design Professionals should submit *one electronic* copy of their Proposal and *six hard copies*. Email address is info@kcstreetcar.org. All proposals must be submitted in a sealed envelope or box and shall not be opened until after the due date. The KCSA reserves the right at any time to change or extend the due date and time for any reason.

4. **RFQ/P Package.** The RFQ/P package for this project contains the following:

- a. Project description and scope/scope/statement of services for this RFQ/P are attached as Attachment A.
- b. HRD Documents:
 - (1) HRD Form 6: Design Professional Contract Instructions
 - (2) HRD Form 8A: Contractor Utilization Plan/Request for Waiver
 - (3) HRD Form 10: Timetable for MBE/WBE Utilization
 - (4) HRD Form 11: Request for Modification or Substitution
 - (5) HRD Form 13: Affidavit of Intended Utilization
 - (6) 00450.01 Letter of Intent to Subcontract
 - (7) 01290.14 Contractor Affidavit for Final Payment
 - (8) 01290.15 Subcontractor Affidavit for Final Payment

5. **Proposal Requirements.** Your proposal should include the following:

- a. Experience and Responsibility Summary.
 - (1) Proposals should include a recommended plan consistent with elements outlined in Attachment A “Scope/Statement of Services Section D and with an emphasis on a preferred and/or recommended approach. Proposers’ recommendations will demonstrate and propose strategies that exemplify best practices in planning, designing, modeling, and implementing streetcar services. Respondents must provide a conceptual scope of work including specific methodologies and/or approaches that will be used to develop and formalize a locally preferred alternative. Innovative approaches for completion of the Scope/Statement of Services are encouraged.
 - (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 subcontractors, if any.
 - (d). A conceptual project schedule.
- b. List and description of key team members’ professional experience. For project team responsibilities, list the approximate percentage of the project for each team member.
- c. Description of project approach.
 - (1) Proposals should indicate general and specific qualifications of the proposer in planning, engineering, project implementation, environmental review, 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 implementation (engineering, construction, and operations) of comparable systems. A brief narrative (three pages maximum) may also be included regarding the firm’s capabilities to carry out this scope, including special assets, areas of expertise, analytical tools, and data sources, etc. to which the firm may have access.

Proposals shall also include:

- (a). A listing and summary of similar projects undertaken within the last ten (10) year, by proposing firm and/or its subcontractors, showing contract amounts, description of work performed, client contact persons, phone numbers, and e-mail addresses;
- (b). 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 KCSA.
- (c). References

(2) Include a description of your experience in meeting ADA standards and conforming to LEED Gold standards.

- d. Description of the Quality Assurance Plan.
- e. Description of the earliest times and durations of time that services may commence and when it can be completed.
- f. Completed HRD forms, if applicable.
- g. Proposals should be limited to fifteen (15) pages in 12 point Font on (8-1/2" x 11") paper using one side of the page and numbered. Covers, Tables of Contents, and divider tabs will not count as pages, provided no additional information is included on those pages.
- h. Any supplemental information or documents (i.e., not required by this RFQ/P) that are included in the proposal should be marked as an Attachment and clearly identified in the Table of Contents.

6. Change in RFQ/P, Contract and Additional Work. The KCSA reserves the right to add to, delete, modify or enlarge this RFQ/P, including any specifications and/or statement of work, the proposed contract, the terms and conditions, and any subsequently executed contract. The KCSA reserves the right to award additional contracts for related services or subsequent Project phases to the selected Design Professional.

7. Late Proposals. Proposals and modifications of proposals received after the exact hour and date specified for receipt will not be considered unless: (1) they are sent via the U.S. Postal Service, common carrier or contract carrier, by a delivery method that guarantees the proposal will be delivered to the KCSA prior to the submission deadline; or (2) if submitted by mail, common carrier or contract carrier it is determined by the KCSA that the late receipt was due solely to an error by the U.S. Postal Service, common carrier or contract carrier; or (3) the proposal is timely delivered to the City, but is at a different KCSA location than that specified in this RFQ/P; or (4) the time after the deadline for a force majeure event that could potentially affect any or all Design Professionals meeting the deadline.

8. Interviews, Discussions and Negotiations with Design Professionals. The Design Professional's proposal, including any proposed personnel and any other required proposal documents may be subject to negotiation by the KCSA at any time. The KCSA may interview none, one, some or all of the Design Professionals that submit proposals. Proposals may be evaluated and award made with or without, discussions and/or negotiations with Design Professionals. The KCSA reserves the right to request additional information from any or all Design Professionals. Negotiations by the KCSA will not be deemed a counter offer or a rejection of any original Proposal.

9. Rejection of Proposals. The KCSA/KCATA reserves the right to reject any and all Proposals and to award one or more Contracts for all or any portion of the Project.

10. Best and Final Offers (BAFOs). The KCSA reserves the right to request one or more best and final offers.

11. Waivers. The KCSA Manager or his delegate at any time may waive any requirements imposed in this RFQ/P or by any KCSA regulation when the requirement waived would be waived for all Design Professionals for this RFQ/P and it is in the best interest of the KCSA to grant the waiver. The KCSA at any time may waive any requirements imposed in this RFQ/P by the City's

code of ordinances when the waived requirement would be waived for all Design Professionals for this RFQ/P and it is in the best interest of the KCSA to grant the waiver. The KCSA reserves the right to waive any irregularities and/or formalities as deemed appropriate. The KCSA may waive any and all MBE/WBE/DBE requirements imposed by any Proposal document or the MBE/WBE Ordinance and award the Contract to the most qualified Design Professional if the KCSA determines a waiver is in the best interests of the City.

12. Closed Records. All Proposals and documents and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Act until a contract is executed or until all Proposals are rejected.

13. Disclosure of Proprietary Information. A Design Professional may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:

- a. marking each page of each such document prominently in at least 16 point font with the words “Proprietary Information”;
- b. printing each page of each such document on a different color paper than the paper on which the remainder of the proposal is printed; and
- c. segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words “Proprietary Information” in at least 16-point font, along with the name and address of the Design Professional.
- d. After either a contract is executed pursuant to the RFQ/P, or all submittals are rejected, if access to documents marked “Proprietary Information”, as provided above, is requested under the Missouri Sunshine Law, the KCSA will notify the Design Professional of the request, and it shall be the burden of the Design Professional to establish that such documents are exempt from disclosure under the law.

14. Evaluation Criteria/Rankings. Any evaluation criteria, weighing of criteria or ranking is used by the KCSA only as a tool to assist the KCSA in selecting the most qualified Design Professional for this Project. The KCSA may change criteria, criteria weights and rankings at any time. Evaluation scores or ranks do not create any right in or expectation to a contract regardless of any score or ranking given to any Design Professional.

Technical Competence	Specialized Experience and Technical Competence of
Overall Competence of Proposing Team	Experience of the prime contractor and subcontractor (s) related to planning, design, and implementation of comparable transit projects.
Management Competence	Experience of the Project Manager
Other	Experience of other Assigned Individuals
Understanding and Approach	Understanding of the nature of the project and clarity of proposed approach.

Project Understanding	Understanding key concepts, techniques, evaluation procedures, and best practices related to transit corridor planning, implementation, and study process.
KC Regional/Local Understanding	Understanding of regional transit related operations, structure, past planning efforts in Kansas City and a general understanding of the regional significance of the project.
Clarity of Proposal	General organization and clarity of the proposal
Project Management	Schedule of staff persons and hours commitment
PM % of Effort	% of Effort for the project management staff
Project Schedule and timeliness of products	Project schedule and timeliness of products
References/Work experience	Reference reflecting previous work experience of the project team and satisfactory accomplishment of contractor responsibilities.
Quality of Final Products	Quality of final product
Meet schedules and Deadlines	Ability to meet work schedules
Responsiveness to Client	Responsiveness of client input and needs

15. Affirmative Action. It is the policy of the KCSA that any person or entity entering into a contract with the City, will employ applicants and treat employees equally without regard to their race, color, sex, religion, national origin or ancestry, disability, sexual orientation, gender identity or age. The City's Affirmative Action ordinance requires that any person or entity who employs fifty (50) or more persons and is awarded a contract from the KCSA totaling more than \$300,000.00 must:

- a. Execute and submit an affidavit, in a form prescribed by the City, warranting that the contractor has an affirmative action program in place and will maintain the affirmative action program in place for the duration of the contract.
- b. Submit, in print or electronic format, a copy of the contractor's current certificate of compliance to the City's Human Relations Department (HRD) prior to receiving the first payment under the contract, unless a copy has already been submitted to HRD at any point within the previous two calendar years. If, and only if, contractor does not possess a current certification of compliance, contractor shall submit, in print or electronic format, a copy of its affirmative action program to HRD prior to receiving the first payment under the contract, unless a copy has already been submitted to HRD at any point within the previous two calendar years.
- c. Require any subcontractor awarded a subcontract exceeding \$300,000.00 to affirm that subcontractor has an affirmative action program in place and will maintain the affirmative action program in place for the duration of the subcontract.
- d. Obtain from any subcontractor awarded a subcontract exceeding \$300,000.00 a copy of the subcontractor's current certificate of compliance and tender a copy of the same, in

print or electronic format, to HRD within thirty (30) days from the date the subcontract is executed. If, and only if, subcontractor does not possess a current certificate of compliance, contractor shall obtain a copy of the subcontractor's affirmative action program and tender a copy of the same, in print or electronic format, to HRD within thirty (30) days from the date the subcontract is executed.

- e. If you have any questions regarding the City's Affirmative Action requirements, please contact HRD at (816) 513-1836 or visit the City's website at www.kcmo.org.

16. Minority/Women Business Enterprise Program. The KCSA of Kansas City, Missouri desires that Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) have a maximum opportunity to participate in the performance of KCSA contracts. The goals for this specific project are 13% MBE participation and 8% WBE participation. You must complete HRD Form 13 Affidavit of Intended Utilization and return it with your Proposal. If you request it, the Human Relations Specialist will provide a D/M/WBE Directory and assistance. Please call the Human Relations Specialist at 816-513-1818.

17. ADA Standards. It is the policy of the KCSA and required by law that any new or renovated facility meet the scoping and technical requirements of the 2010 ADA Standards for newly designed and constructed or altered local government facilities, public accommodations, and facilities. The selected Design Professional shall design the project so it conforms to the 2010 ADA Standards, as applicable and as amended from time to time, and is readily accessible to and usable by individuals with disabilities. The KCSA will make available to the selected Design Professional the City's ADA Compliance Manager, who can facilitate interaction with advocates in the disability community.

18. Pre-Proposal Conference. A pre-Proposal conference will be held on Friday, April 21, 2017 at 2:00 p.m. at the Singleton Yard, 600 East 3rd Street, Kansas City, Missouri.

19. Procurement Schedule.

Activities	Schedule
RFP issued	Thursday, April 6, 2017
Submission of Questions	Wednesday, April 19, 2017
Pre-proposal Meeting	Friday, April 21, 2017, 2 pm
Proposals Due	Tuesday, May 2, 2017, 2 pm
Interviews	Tentatively Week of May 15, 2017 (19 th tentative)
Selection	Tentatively Week of May 29, 2017

20. **Questions.** Forward all questions in writing to the Tom Gerend, executive director, KCSA. Questions received less than (3) days prior to the Submittal Date may not be answered. Interpretations or clarifications considered necessary to such questions will be issued by Addenda to all Proposers. Oral or other interpretations or clarifications shall be without legal effect, even if made at a Pre-Proposal Meeting.

Tom Gerend
Executive Director
KC Streetcar Authority
600 E. 3rd Street
Kansas City, MO 64106

Questions should be directed to
info@kcstreetcar.org or 816/627-2527



For persons with disabilities needing reasonable accommodations please contact the KC Streetcar Authority at info@kcstreetcar.org or 816/627-2527

Attachment A Scope/Statement of Services

A. BACKGROUND

The City of Kansas City, Missouri in partnership with the Mid-America Regional Council and the Kansas City Area Transportation Authority (KCATA) formalized a partnership in 2010 to study and identify opportunities for implementing downtown streetcar and Jackson County commuter rail transit services. In 2012 this effort resulted in the adoption of the Downtown Streetcar project as a Locally Preferred Alternative in the region's long range transportation plan and the construction of the downtown streetcar starter-line, which opened for service on May 6, 2016.

The Streetcar Southern Extension Technical Services described will build on this service and will seek to support work required to further develop and advance the southern extension towards UMKC.

B. STUDY AREA

The primary study area for this effort extends from downtown Kansas City, Missouri, and Union Station, south to University of Kansas City, Missouri (UMKC) in the vicinity of 51st and Brookside Boulevard. The study area is bounded on the west by Broadway Boulevard and on the east Gillham Road. Consideration will be given to areas outside of the study area with regards to opportunities for longer-term extensions or phases of the identified southern corridor. The study area may be further defined by the project management team upon additional input from study stakeholders and the selected consultant team.

C. PROJECT MANAGEMENT COMMITTEE

KCSA will directly manage the study and services with our partners to jointly monitor and guide the planning effort throughout its duration. The Project Management Team will consist of the following stakeholders:

Project Management Team:

- Kansas City Streetcar Authority (KCSA)
- Kansas City Area Transportation Authority (KCATA)
- Kansas City, Missouri (KCMO)

D. SERVICES

The services of a qualified planning consultant or consultant team are required to conduct the study. A firm with experience in planning and designing streetcar/light rail, accurately assessing project feasibility and cost, and positioning projects for implementation is strongly desired.

The consultant will propose a specific detailed services scope and a deliverables list which is to address at a minimum the following areas, as well as any other activities necessary to fulfill the

project intent and meet FTA requirements, and a supportive public engagement strategy throughout.

Task 1 Project Purpose and Need

Working with the KCSA and key KCMO staff, the Consultant will develop a preliminary purpose and need statement to guide the study's activities and will establish a set of goals and objectives that will be used to establish and evaluate alignment concepts and options. This preliminary statement will be available for subsequent Federal Transit Administration review if the KCSA or KCMO were to later seek federal funding or FTA-sponsored agreements.

Task 2 Data Collection, Survey, and Environmental

The selected consulting team will support the following data collection and survey activities.

- Survey- Support the collection of all required data and survey information necessary to complete identified scope tasks.
- Utility Screening- Support the collection of all required utility location information necessary to complete identified scope tasks.
- Environmental screen- Support the collection of all required environmental data necessary to complete identified scope tasks.

Completion of NEPA Activities (scope option)- The study team seeks to secure technical expertise through this procurement sufficient and qualified to complete all environmental and NEPA requirements that may be required by applicable federal oversight agencies.

Task 3 Best Lane Analysis & Detailed Streetcar Alignment Plans

A previously-referenced NextRail report with proposed streetcar alignment and terminus was developed. Based on the information previously developed, the Consultant will develop detailed track alignment alternatives within the current right-of-way, including new station-stop locations, and terminus station placement. Task 3.0 will include a quantitative evaluation of alternatives and data-driven process for determining alignment preferences and will be inclusive of operation considerations, preliminary hazards analysis, integration with advancement development, and traffic & pedestrian accessibility. Detailed alignment plans that result will include a plan view of the alignment plotted on aerial photographs. The plans will also include vehicle clearance requirements, traction power pole (based on average spacing, not designed) and substation location(s), special track work, and potential or utility impact locations.

Task 5 Preliminary Ridership

The Consultant will prepare preliminary ridership estimates for the agreed upon alternatives operating as an extension of the existing Streetcar service. The Consultant will utilize Federal Transit Administration approved methods.

Task 6 Operations Plan

Under this task, the Consultant will develop operating plans for the proposed route/alignment, in conjunction with operations of the existing streetcar system. The Consultant will use documented operations and maintenance costs from the current Kansas City Streetcar system. The conceptual operating and maintenance plan will include the operating and maintenance factors that influence

street infrastructure requirements, incremental fleet sizing and short-term and long-term maintenance facility requirements. Operational elements will include the following:

- Operational capacity
- Headways
- Station stops
- Vehicle servicing requirements
- Staffing levels

Task 7 Capital and Annual Operating Cost Estimate and related Financial Implementation Plan

Based on the information developed in Task 3.0, the selected Consultant will develop a planning-level estimate of both the capital and operating costs for the proposed extension and any other transit systems proposed. Capital costs will be based on current project costs and estimates from the Kansas City Streetcar. Capital cost components will include FTA Standard Cost Categories (SCC), contingency, and inflation.

The Consultant's estimate of annual operating and maintenance (O&M) costs will take a similar approach, using current Kansas City Streetcar data. Components will include incremental annual operating and maintenance costs for the extension in addition to the existing system. O&M cost factors considered include administrative and management, operations, vehicle maintenance, additional maintenance.

Lastly, the team (and team's related national expertise) will assist in developing a financial implementation plan that relates project costs to potential local, state, and federal funding programs to support project implementation.

Task 8 Regional Transit Coordination and Integration Strategy

Working closely with the KCATA and study team the consultant will assess existing transit services within the study area and develop a Regional Transit Coordination and Integration Strategy. This Strategy will seek to ensure a well thought-out and fully coordinated multi-modal (streetcar and bus) service improvement strategy for transit routes and markets within and adjacent to the study area.

Task 8.0 will consider:

- Baseline Assessment- Transit connectivity and interface with existing routes within the study area. (*bus, paratransit, and on-demand*)
- Opportunities for shared streetcar/bus station stop locations
- Opportunities for transfer points or multi-modal hubs
- Opportunity for Park-and-Ride and effect on parking inventory
- Traffic signal operation
- Route coordination strategies
- Multi-modal System Integration Strategy

Task 9 Prepare Draft and Final Report

The Consultant will prepare draft and final versions of a feasibility study report covering the components described in this Scope of Work. The report will also include alignment plans, supporting analysis (via appendix structure), as well as work and analysis performed in support of the overall study. Both the draft and final versions will be provided to KCSA via digital formats.

Task 10 Public Engagement

The Consultant team will support reoccurring meetings with corridor stakeholders, businesses and neighborhood & community groups throughout the duration of the study in addition to required public meetings to see neighborhood and community input. The specific timing and placement of public engagement and related supporting activities will be determined upon development of final negotiated project scope and will be detailed in a public engagement plan to be completed early in the project.

The consultants will also provide monthly project updates and related information suitable for posting on the www.kcstreetcar.org website.

E. STUDY SCHEDULE

In crafting a proposal, consultants (or teams) should reflect an estimated schedule based on these considerations and in conjunction with team capabilities and capacities.