

In 2006 with the *North Oak Corridor Plan* and later in 2009 with the *Briarcliff – Winnwood Area Plan*, the community came together with a detailed vision for North Oak Trafficway... one that guides a healthy commercial corridor which supports strong neighborhoods and is connected with viable transportation options. Both plans recommend the creation of Streetscape Design Standards to guide aesthetically pleasing streetscape elements that promote the corridor plan's policies. This document, in combination with Phase One will serve as the guiding document for future streetscape design standards and construction within the corridor in the future.

BEST CONNECTIONS



Streetscape

R F Q

DATE:

June 22, 2009

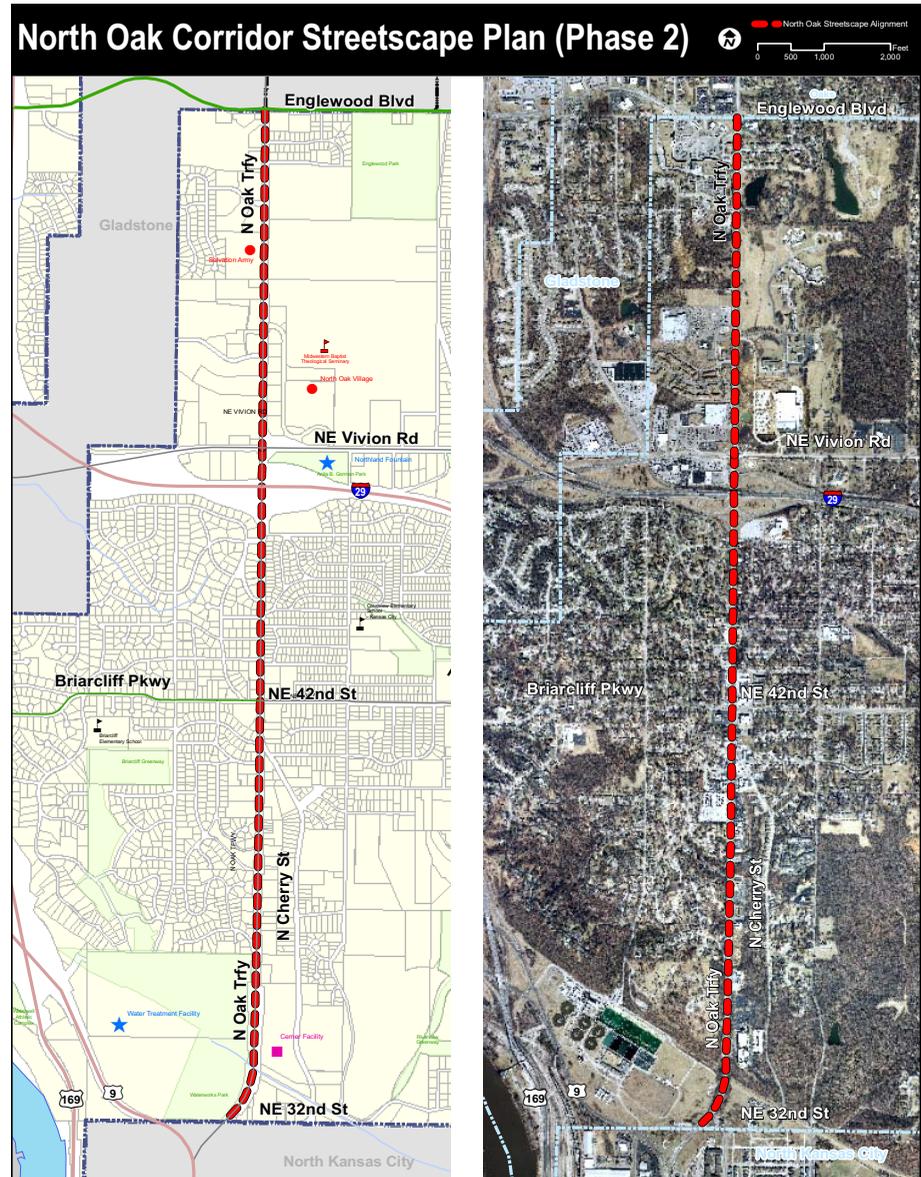
TO:

All Interested
Planning Consultants

FROM:

The City Planning and
Development Department
of Kansas City, Missouri

Request for Qualifications



DEADLINE FOR SUBMITTAL:

Qualifications are due no later than 12 p.m., July 24, 2009.

Each of the following sections must be included in your submittal:

1. Consultant Team
2. Relevant Qualifications and Experience
3. Project Approach
4. Project Work Program and Schedule
5. Affirmative Action
6. DBE Participation
7. City Requirements

Submittals will be reviewed and interviews may be scheduled with several firms. A factor in the review process will be the firm's ability to address the above items in an effective, efficient manner.

Thank you for your interest in providing services to the City of Kansas City, Missouri.



P U R P O S E :

- ▶ This is a Request for Qualifications (RFQ) for Phase Two of the North Oak Corridor Streetscape Plan issued by the City Planning and Development Department of Kansas City, Missouri. The study area boundaries are generally defined as the area from **North 32nd Street to Englewood Blvd.** and one block east and west of North Oak. In certain key locations it is likely the boundary will expand to include a larger area, especially where it is desirable from a project development standpoint. (see map on previous page)

B A C K G R O U N D :

- ▶ Congressman Graves' office issued \$400,000 to further study and plan the N. Oak Corridor Area. A community match of 20% has been authorized by the N. Oak Corridor TIF to encumber the full amount of the federal dollars, equaling \$500,000. Utilizing the federal process, MODOT and state regulations, the City of Kansas City will be the authorized Project Manager of this project. The City of Kansas City will be working in conjunction with MODOT during the entire process.
- ▶ This project is funded in part with funds offered by the Missouri Department of Transportation (MoDOT).
- ▶ The City of Kansas City, Missouri, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
- ▶ Currently, North Oak has no streetscape standard within the study area. An action step within the **Briarcliff-Winnwood Area Plan**, adopted by Resolution 090442 on June 18, 2009, is to create a Streetscape Plan that is intended to provide the framework for aesthetically pleasing streetscape elements that promote the corridor plan's policies. It is envisioned that this document combined with Phase One will serve as the guiding document for future streetscape design standards and construction within the corridor in the future.
- ▶ The **North Oak Corridor Plan** and the **Briarcliff-Winnwood Area Plan** can be found on the web at www.kcmo.org/planning.nsf/plnpres/main?opendocument

P R O P O S A L S U B M I T T A L S :

The following is a general description of the 2 phases of the RFQ process for this project:

- ▶ **Phase I: General Request For Qualification Document:** To be given initial consideration each proposal, which shall be limited to a maximum of 26 single-sided or 13 double-sided pages, should include the following:
 - (1) **Description of Consultant Team**
 - Identify the firms, principals, project manager, and team members. List and describe key team members' professional experience and the approximate percentage of project involvement for each team member.
 - Provide contact information for each firm or individual on the team, including name, address, phone number, fax number, e-mail address, and web site if available.



(2) Relevant Qualifications and Experience

- State any relevant professional experience of each team member who will be responsible for the completion of products listed in the preliminary Scope of Services.
- Provide references, including phone numbers, of clients for whom the consultant team has recently performed work.

(3) Project Approach

- Demonstrate an understanding of the problems and tasks to be performed by outlining the project approach and timeline.

(4) Project Work Program and Schedule

- The City of Kansas City requires the completion of the feasibility study in approximately 9-12 months from the notice to proceed. The proposal shall contain your proposed schedule, management plan and manpower commitment for meeting these dates. If your consultant team does not believe it has the ability to commit the adequate resources necessary to meet these dates, please do not submit a proposal for this work.

(5) Affirmative Action

- Submit an affirmative action policy statement for each firm on the consultant team.

(6) DBE Participation

- Describe DBE participation of each Firm.

(7) City Requirements

- Include a statement regarding ability to meet City requirements. The City of Kansas City, Missouri, Missouri Department of Transportation, and Federal Highway Administration desire Disadvantaged Business Enterprises (DBE) have a maximum opportunity to participate in the performance of contracts. Given that Federal resources are funding this project, MoDOT has set a DBE goal of 14%. If requested, the City's Human Relations Specialist will provide a D/M/WBE Directory and assistance. Please call the Human Relations Specialist at 816-513-1836.

The proposal also may contain any narrative, charts, tables, diagrams or other materials in addition to those called for herein; to the extent such additions are useful for clarity or completeness of the proposal. Attachments should clearly indicate on each page the paragraph in the proposal to which they pertain.

Phase II: Consultant Selection

A selection team, which will include, but will not be limited to members of City Staff, elected officials and area representatives will select a consultant team for the North Oak Corridor Streetscape Plan Phase Two. This process will include the review of all previously submitted materials and interviews with short listed consultant teams. The professional skills of each team will be evaluated in relation to the City's needs, as well as their ability to implement the coordination with departments, businesses, and public, during this project.

ELECTRONIC FILE SUBMITTAL REQUIREMENTS :

All electronic copies will be delivered to the Project Manager using Adobe InDesign CS2 desktop publishing software. Additionally, the complete drawings/documents should be saved as a PDF file (Print setting) for printing hard copy plans. All native files of the document shall also be exported as a web PDF file for use on the City's web site. All graphics included in the publishing document shall be of a .jpg, or .tif format and submitted, along with all other final deliverables, on a CD rom. Resolution of images should be no less than 300 dpi to maintain print quality. All maps and supporting materials shall be submitted in a format compatible with ESRI ArcGIS 9.1 or greater (construction documents shall be submitted in CADD to be compatible with GIS). All shapefiles, geodatabases, legends, data, and additional supporting materials necessary to update or regenerate the plan shall be submitted to the City on CD rom. Any variation from these approved formats requires approval prior to the start of print production of the final document from the City's Project Manager.

PROVISIONAL TERMS :

- ▶ This Request for Qualifications (RFQ) is an invitation by the City for Proposers to submit an offer, which may be subject to discussions and negotiations. It is not a request for a competitive bid. Submittal of a RFQ does not create any right in or expectation to a contract with the City.

SELECTION :

- ▶ City will select what in its sole judgment it determines to be the RFQ that will be in the best interests of the City. To be selected, a firm (team) must be able to comply with the general requirements included in the Professional, Specialized or Technical Services Contract including the Kansas City, Missouri Equal Opportunity and Affirmative Action Program requirements. Further, a Selection Committee will review the responses and choose a consultant for this project.

LATE PROPOSALS :

- ▶ Proposals and modifications of RFQ's 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 City prior to the submission deadline; or (2) if submitted by mail, common carrier or contract carrier it is determined by the City 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 City location than that specified in this RFQ; or (4) the City extends the time after the deadline for a force majeure event that could potentially effect any or all Proposers meeting the deadline.

CHANGE IN RFQ AND CONTRACT :

- ▶ The City reserves the right at any time to add to, delete, modify or enlarge this RFQ, including any specifications and/or statement of work, the proposed contract, the terms and conditions and any subsequently executed contract.

DISCUSSIONS AND NEGOTIATIONS :

- ▶ RFQs may be evaluated and award made with or without discussions and/or negotiations with Proposers. The City also reserves the right to discuss and negotiate anything and everything with any Proposers at any time. The City reserves the right to request additional information from any or all Proposers. Negotiations by the City will not be deemed a counter offer or a rejection of any original RFQ.
- ▶ The City anticipates a fee **in the range of \$348,000** to carry out the work described herein. The precise fee will be determined as part of the contract negotiations.

REJECTION OF PROPOSALS :

- ▶ The City reserves the right to reject any and all proposals.



BEST AND FINAL OFFERS :

- ▶ The City reserves the right to request one or more best and final offers. This may include including submission of a new proposal.

DISCLOSURE OF PROPRIETARY INFORMATION :

- ▶ A Proposer 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 Proposer?
- ▶ After either a contract is executed pursuant to the RFQ, or all Proposals are rejected, if access to documents marked “Proprietary Information”, as provided above, is requested under the Missouri Sunshine Law, the City will notify the Proposer of the request, and it shall be the burden of the Proposer to establish that such documents are exempt from disclosure under the law. Notwithstanding the foregoing, in response to a formal request for information, the City reserves the right to release any documents if the City determines that such information is a public record pursuant to the Missouri Sunshine Law.

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.

WITHDRAWAL OF PROPOSALS :

- ▶ Proposers may withdraw their Proposals prior to the date and time set for receipt of Proposals only with the written consent of the City. Proposers will be bound by their Proposals for 120 days from the date set for receipt of Proposals. Proposals cannot be withdrawn within this 120 day period.



W A I V E R S :

- ▶ The City Manager or his delegate at any time may waive any requirements imposed in this RFQ or by any City regulation when failure to grant the waiver will result in an increased cost to the City and the requirement waived would be waived for all teams for this RFQ and it is in the best interest of the City to grant the waiver.

A F F I R M A T I V E A C T I O N :

- ▶ It is the policy of the City that any person or entity that enters into a contract with the City, will employ applicants and treat employees equally without regard to their race, color, creed or religion, national origin, sex, disability or age. The City requires all persons who employ twenty-five or more persons and receive contracts totaling more than \$52,000.00 annually from the City to have a City approved Affirmative Action Program prior to entering into a contract with the City. In order to comply with the City's Affirmative Action Program requirements, you need to submit either:
 - A Proposed Affirmative Action Program to the City's Human Relations Department (HRD); or
 - A current Certificate of Compliance issued by HRD to the Contracting Department; or
 - A Certificate of Compliance issued by another Governmental Agency to HRD; or
 - A current Exemption letter issued by HRD because the business employs less than twenty five (25) employees.
- ▶ If you have any questions regarding the City's Affirmative Action requirements or need the forms, please contact the Human Relations Department at (816) 513-1836 or visit the City's website at www.kcmo.org.

P R O P O S A L C O S T S :

- ▶ All costs incurred by a Proposer in preparation of Proposer's submittal (including costs associated with interviews) will be borne by the Proposer. The City is not responsible for any costs associated with this proposal submission.

O W N E R S H I P O F P R O P O S A L S :

- ▶ All proposals and supplementary material will become the property of the City when submitted.





DISCLAIMER :

- ▶ The information contained in this RFP, attachments hereto and any addenda that may be issued is provided to assist prospective Proposers in the preparation of proposals. The City assumes no responsibility for the use of this information by Proposers and does not guarantee the accuracy of the information.

EVALUATION CRITERIA :

- ▶ Any evaluation criteria or weighting of criteria is used by the City only as a tool to assist the City in selecting the best proposal for the City. The City may change criteria and criteria weights 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 Proposer.

CITY REQUIREMENTS :

- ▶ Before beginning work, the consultant team must be certified by the City Human Relations Department and obtain a vendor identification number.
- ▶ The Consultant is required to procure and maintain \$1,000,000 of each of the following insurances: Professional Liability Insurance, Worker's Compensation, and General Liability and Commercial Automobile Liability Insurance. Consultants must name the City as an Additional Insured with regard to this project.
- ▶ Consultants should be aware of Section 2-83, Kansas City Code of Ordinances, which prohibits the employment of an architect, engineer or other professional who is currently serving as an expert witness for any party in litigation against the City. It also prohibits the employment of any attorney who represents any party in litigation against the City. The contract that is developed with the Consultant will include this provision.

QUESTIONS ABOUT RFQ :

- ▶ If interested Proposers need further information or clarification of this RFQ, requests shall be in writing and staff shall respond in writing to recipients of the RFQ package.
- ▶ **In order to adequately respond in writing to questions submitted, no questions will be accepted after 12 p.m. Friday, July 24, 2009. All questions should be addressed to:**

Kyle Elliott, Project Manager

Mailing Address: City Hall, 15th Floor
414 E. 12th Street
Kansas City, MO 64106

Telephone: 816-513-2802

E-Mail: kyle_elliott@kcmo.org

Scope of Services

INTRODUCTION :

- ▶ The following list of tasks is intended to communicate the general scope and major work tasks to be accomplished by the Contractor. It is not intended to be a comprehensive list of services to be provided, nor is it a chronological listing of tasks. Some tasks may take place simultaneously or concurrently. Prospective consultants may suggest additional or alternative approaches, steps, milestones and deliverables in their proposals based on their knowledge and understanding of the issues and needs. The final scope of services will be agreed upon as part of the contract negotiations.

PROJECT DESCRIPTION :

- ▶ The City Planning and Development Department of Kansas City, Missouri, in cooperation with the Missouri Department of Transportation (MoDOT), is requesting qualifications for the **North Oak Corridor Streetscape Plan Phase Two**. The study area boundaries are generally defined as the area from **North 32nd Street to Englewood Boulevard** and one block east and west of North Oak Trafficway. In certain key locations it is likely the boundary will expand to include a larger area, especially where it is desirable from a project development standpoint.
- ▶ Currently, North Oak has no streetscape standard within the study area. An action step within the **Briarcliff-Winnwood Area Plan**, adopted by Resolution 090422 on June 18, 2009 and the previous **North Oak Corridor Plan**, is to create a Streetscape Plan that is intended to provide the framework for aesthetically pleasing streetscape elements that promote the corridor plan's policies. It is envisioned that this document along with Phase One will serve as the guiding document for future streetscape design and construction within the corridor in the future.

TASKS & PRODUCTS :

1) Creation of Workplan

- ▶ In order to establish a framework and a schedule for the North Oak Streetscape Plan Phase Two (9 - 12 month schedule), the consultant should prepare a detailed workplan that shall include a:
 - Scheduling format to coordinate with the 54" Arrowhead Transmission Main project and construction schedule;
 - Scheduling format to coordinate with Phase One of the North Oak Corridor Streetscape Plan;
 - Data needs, cross-section designs, streetscape standards, final construction drawings;
 - Detailed overview of the upcoming planning process and design criteria;
 - Process calendar, with detailed milestones and final approvals.

2) Participation Opportunities

- ▶ The creation of a citizen based planning process and coordination with City Departments are critical to the North Oak Corridor Streetscape Plan planning/design process. The following is an explanation of the actors that are to be included in the process:
 - **Citizen Steering Committee** –The Contractor shall facilitate meetings (estimate three meetings) of the Citizen Steering Committee representing the various stakeholders of the corridor. It is envisioned that an appointed Steering Committee will ultimately be responsible for making a recommendation on the plan before entering the City’s adoption process.
 - **Public Meetings** – The Contractor shall facilitate public workshop sessions (estimate two meetings) designed to review draft planning process information, obtain public input and to share information throughout development of the plan.
 - **Technical Steering Committee** – A technical committee of professional staff that is appointed by the City will provide technical assistance (estimate two meetings) throughout the planning process. Committee members will include staff from the City, County, and State organizations as needed.

3) Data Collection

- ▶ The purpose of this task is to outline the baseline data collection efforts that are needed during the planning/design process. This includes meeting and gathering information from appropriate City Staff, area neighborhoods, businesses and institutions to familiarize themselves with existing conditions and future proposals within the area. In addition, the consultant shall create a design workbook to be updated throughout the process that be given to the City and members of the steering committee. The design workbook shall include:
 - Mapping materials related to the study area corridor;
 - An inventory existing streetscape and building conditions;
 - An analysis of existing streetscape conditions within the study area;
 - A Review and Analysis of the North Oak Corridor Plan as it relates to streetscape standards;
 - Examples of applicable streetscape standards from other communities;
 - A summary of issues with the City including discussions with appropriate actors including public utility providers and government agencies regarding issues within the public right-of-way;
 - A summary of existing and future transit plan in the corridor;
 - Materials related to the streetscape alternatives that are created during the process;
 - Others as needed.

4) North Oak Corridor Streetscape Plan Phase Two Document

- ▶ The result of this process is expected to result in an **adoptable** North Oak Corridor Streetscape standards for the study area that would incorporate citizen participation, key findings of the planning/design process and include a general analysis including impacts, opportunities and recommendations for the corridor. Specifically the products to be included within the plan are:
 - An inventory of existing streetscape conditions
 - Identification of potential streetscape elements/standards
 - Work with city to gather all recent underground utility surveys
 - Incorporate Water Departments 54" Arrowhead Transmission Water main Project

- Identification of streetscape themes/standards, which include, but are not limited to:
 - **Sidewalks** – Building materials, width, intersection features, handicapped access, limit conflicts between pedestrians, and utility equipment.
 - **Lighting** – Placement, pedestrian scale lighting, choice of light poles, luminaries and bases, parking lot lighting, and facade lighting.
 - **Signage** – District gateway signs, pedestrian oriented signage, artistic signage, and street banners
 - **Screening** - Waste/recycling receptacles and ground mounted equipment
 - **Street Furniture and Amenities** – Seating, sidewalk cafes, trash receptacles, bicycle parking facilities, railings, newspaper vending boxes, drinking fountains, bollards, and kiosks
 - **Public Art** – Materials, placement, themes, lighting, construction, and maintenance
 - **Landscaping** – Tree and/or shrub placement, tree and shrub selection, tree size, tree grates and wells, hanging plants, planter pots and maintenance
 - **Gateways and Transitions** – Establishing standards that achieve compatibility between districts and areas adjacent to the loop
 - **Intersection Improvements** Pedestrian intersection markers, pedestrian “countdown” lights and enhanced street crossings
 - **Pavement and Crosswalks** – Develop pavement patterns and materials for crossing driveways, intersections, and linear continuity
 - **Access Management** – Review and recommend appropriate intersection/driveway reconfiguration/relocation/closures to adhere to the most recent AASHTO standards for proper access along N. Oak.
 - **MODOT Coordination** – Develop standards and recommendations that follow MODOT and KCMO approvals and work with existing interchanges and interstates within the corridor.

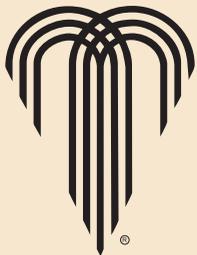
- The plan’s integration into the KCATA Transit System;
- Maps, graphs and graphics that help to illustrate planning/standards recommendations;
- The relationship of North Oak Corridor Streetscape improvements with streetscape improvements of adjacent neighborhoods;
- Development of the identity of the “mixed use nodes” as defined in the *North Oak Corridor Plan*;
- Preparation of at least three conceptual design/standards options;
- Development of the consensus alternative as the streetscape standard for the study area
- Recommendations of the phasing of streetscape improvements
- Cost estimates related to design and implementation
- Include construction documents, as necessary and street streetscape installation details for cost estimating
- Identification of possible streetscape funding sources for streetscape elements
- Presenting the plan at required meetings and assisting City staff with presentations during the plan’s adoption process
- Design manual for all recommended improvements with standards acceptable by the Public Works Department

Submittal Deadline:

Submit ten (10) hard copies and one (1) digital copy by 12 p.m., July 24, 2009 to:

Kyle Elliott, AICP, Project Manager
City Planning and Development Dept.
414 E. 12th St., 15th Floor
Kansas City, MO 64106

CITY OF FOUNTAINS
HEART OF THE NATION



KANSAS CITY
MISSOURI

Study Area Boundaries:

The study area extends along North Oak Trafficway and one block to the east and west from N 32nd Street to Englewood Boulevard.

