

Request for Proposals

Regional Active Transportation Plan

Agency Overview

The Wichita Area Metropolitan Planning Organization (WAMPO) serves as the Metropolitan Planning Organization (MPO) and the Transportation Management Area (TMA) for the greater Wichita, Kansas metropolitan area. MPOs are federally required regional policy bodies in urbanized areas with populations over 50,000. MPOs recognize the critical links between transportation and other societal goals, such as economic health, air quality, the fair distribution of benefits, environmental resource management, and overall quality of life. WAMPO is responsible, in cooperation with the Kansas Department of Transportation (KDOT) and Wichita Transit, for carrying out the metropolitan transportation planning process. WAMPO facilitates regional discussions for transportation improvements for the twenty-two municipalities and three counties that are in the WAMPO region.

Background

WAMPO has identified active transportation (e.g., walking, rolling, bicycling, and other nonmotorized modes) as a priority, in response to growing community interest in nonmotorized transportation, environmental stewardship, and safety concerns, with a focus on prioritizing connectivity between communities in the WAMPO region. It is the intention of WAMPO to hire a consultant or consultant team to develop a Regional Active Transportation Plan, succeeding the Regional Pathway System Plan (available at www.wampo.org/bicycle-pedestrian). The Regional Active Transportation Plan will build on previous studies and align with recent and ongoing projects, including the Wichita Bicycle Plan, the Kansas Active Transportation Plan, WAMPO-region Safe Routes to School plans, and a WAMPO Complete Streets policy (which will be developed as part of the Regional Active Transportation Plan).

The key objectives for the development of the Regional Active Transportation Plan are as follows:

- Identifying active transportation as a priority in response to growing community interest in nonmotorized transportation, environmental stewardship, and safety concerns, with a focus on prioritizing connectivity between communities in the WAMPO region and expanding infrastructure. This will include evaluating current active-transportation infrastructure (bicycle lanes, sidewalks, trails, crosswalks, etc.), network connectivity, and opportunities for expansion outside of city limits.
- Producing active-transportation-related maps, profiles, and plans for individual communities within the WAMPO region.
- Evaluating pedestrian and bicycle-rider safety conditions along key regional corridors to identify locations with elevated crash risks (e.g., due to higher vehicle speeds; the absence or inadequacy of sidewalks, multiuse paths, or bicycle lanes; narrow or absent roadway shoulders; inadequate lighting; or unsafe crossings) and develop prioritized infrastructure improvements and strategies.
- Identifying network gaps, barriers to active transportation, and safety issues.
- Assessing usage patterns using data from sources like fitness apps and local counts.
- Engaging with the public and stakeholders to incorporate feedback from many different perspectives.
- Identifying “catalyst” projects throughout the WAMPO region, including project characteristics, benefits, cost estimates, and other considerations.
- Developing prioritized lists of other projects and strategies that can be integrated into long-range planning efforts, including their characteristics, benefits, estimated costs, and other considerations.
- Developing general recommendations to improve access, connectivity, safety, and universal ease of use in active transportation.



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- Developing a conceptual cost-estimation resource (e.g., typical cost per mile to construct a paved multiuse path, typical cost of a trail-side bench, typical cost of bicycle racks, typical cost of a pedestrian roadway-crossing signal).
- Developing desired templates for typical path/roadway cross-sections.
- Producing a GIS inventory tool to keep track of infrastructure conditions.
- Revising and updating the printable Greater Wichita Bike Map.

Scope of Services

WAMPO is inviting proposals from qualified consultant to produce a Regional Active Transportation Plan for the WAMPO region during the time period of April 2026 through April 2027. Some examples of Regional Active Transportation Plans developed for other MPOs are listed and linked to in Appendix A. The selected consultant will provide services to WAMPO for a single engagement, in accordance with city, state, and federal regulations as applied to governmental units, at a cost not to exceed \$200,000. The scope of services includes, but may not be limited to:

Task 1A	<p>Project Coordination and Management Plan</p> <ol style="list-style-type: none"> 1. Prepare a draft and final project management plan with a schedule of deliverables, check-in meetings, roles and responsibilities, and clear procedures for coordination and communication between the consultant team, WAMPO staff, WAMPO’s committees, and other key stakeholders (e.g., city/county staff, state agency staff). Initial check-in meetings scheduled as below: <ol style="list-style-type: none"> a. Regular weekly check-in meetings with WAMPO staff b. Regular monthly check-in meetings with key stakeholders to review draft deliverables, seek guidance on upcoming tasks, and share relevant information c. Regular monthly updates to WAMPO’s Technical Advisory Committee (TAC) and Transportation Policy Body (TPB) 2. Establish relationships with all WAMPO member jurisdictions: <ol style="list-style-type: none"> a. City of Wichita b. City of Andover c. City of Bel Aire d. City of Maize e. City of Derby f. City of Goddard g. City of Haysville h. City of Valley Center i. City of Park City j. City of Rose Hill k. City of Clearwater l. City of Cheney m. City of Kechi n. City of Mulvane o. City of Colwich p. City of Garden Plain q. City of Eastborough
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	<ul style="list-style-type: none"> r. City of Andale s. City of Bentley t. City of Mount Hope u. City of Sedgwick v. City of Viola w. Sedgwick County x. Butler County y. Sumner County <ol style="list-style-type: none"> 3. Identify and develop an Active Transportation Stakeholder Group, which may include but is not limited to: <ul style="list-style-type: none"> a. City/county staff b. Community organizations c. State agency staff d. Law enforcement e. Representatives of neighborhoods f. Historically disadvantaged populations 4. Coordinate with WAMPO staff and, contingent on WAMPO staff agreement, adjust frequency of check-in meetings and board/committee updates in the project management plan as project demands increase or subside.
Task 1B	<p>Review Existing Materials</p> <ol style="list-style-type: none"> 1. Review, compile, and summarize previous work pertaining to existing conditions/reports/studies/plans/policies within the WAMPO region, including: <ul style="list-style-type: none"> a. Current pedestrian/bicycle plans b. Findings of past reports and studies related to nonmotorized travel c. Policies adopted by city/county governments that are relevant to nonmotorized travel 2. Establish which previously completed work, if any, can be built upon.
Task 1C	<p>Information Gathering</p> <ol style="list-style-type: none"> 1. Collect and analyze GIS data and data of other types for the WAMPO region, including but not limited to: <ul style="list-style-type: none"> a. Aerial imagery b. Roadway network c. Sidewalk network (including, but not limited to, the locations of crosswalks, medians in crosswalks, pedestrian signals, curb cuts, and treatments benefiting nonmotorized travelers with disabilities) d. Bicycle-facility network (e.g., bicycle lanes, sharrows, shoulders, bicycle parking, bicycle detection systems at traffic lights, signs/markings) e. Multiuse path network f. Crosswalks g. Outdoor lighting h. Wayfinding for nonmotorized travelers

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	<ul style="list-style-type: none">i. Geolocated crash data, distinguishing between crashes that do and do not involve pedestrians/bicycle ridersj. Motorized and nonmotorized traffic volumes by roadway segment, both observed and modeled, possibly including the gathering of new count data in places where information is lacking or the use of fitness-app datak. Travel-mode split by roadway segmentl. Site visits to evaluate infrastructure condition (may ask community members, committee members, and/or local governments to assist with this)m. Locations and geographies of park landn. Population, employment, retail/service establishment, student enrollment, poverty, and other demographic/socioeconomic data for the smallest geographic units for which such data are available and reliable <p>2. Using input from representatives of the Active Transportation Stakeholder Group, develop individual profiles for each WAMPO-region city/community, as well as a profile for the region as a whole. Profiles will include, but not be limited to, the following for each city/community and for the overall region:</p> <ul style="list-style-type: none">a. Locations of sidewalks, multiuse paths, and bicycle facilities, especially near generators/attractors of nonmotorized trips and potential generators/attractors of nonmotorized trips, with the intent of identifying gaps in the nonmotorized-travel network and other barriers to using it (e.g., dangerous roadway-crossing locations)b. Current population, employment, student enrollment, households with zero cars, households with fewer cars than adults, poverty rates, and other demographic/socioeconomic datac. Current nonmotorized-travel mode sharesd. Traffic control technology/infrastructure, including for bicycle/pedestrian roadway crossings and accommodations at intersectionse. Car and truck traffic volumesf. Safety outcomes, as measured through crash data, including the identification of areas/corridors/intersections with high overall crash rates and/or high rates of crashes involving pedestrians/bicycle ridersg. Existing active-transportation plans, if availableh. Locations of key land uses and services (e.g., parks, libraries, government offices, grocery stores, medical facilities, public-transit hubs/stops) <p>3. Create an initial hierarchical order of priority corridors/zones/projects in each city/community (and between cities/communities) that may warrant more detailed planning for active-transportation improvements (e.g., where there are gaps in the sidewalk/multiuse path/bicycle facility network that</p>
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	<p>divide communities or keep residents from reaching important destinations; where the demand/need for nonmotorized transportation is high, such as food deserts; or in places identified by the local government or community), including both projects that will benefit current nonmotorized travelers and catalyst projects with the potential to increase overall nonmotorized travel. For projects, include their locations, scopes, estimated costs, benefits, and other considerations.</p> <p>4. Coordinate with WAMPO staff and, contingent on WAMPO staff agreement, possibly adjust the number of data points collected for a given city/community profile or corridor/zone/project, based on the availability of data.</p>
Task 1D	<p>Stakeholder Engagement</p> <ol style="list-style-type: none"> 1. Develop a draft and final public engagement plan, which will include: <ol style="list-style-type: none"> a. Identified groups to request to participate in the planning process (e.g., as part of the Active Transportation Stakeholder Group), including at least the following groups: <ol style="list-style-type: none"> i. City/county staff ii. Community organizations iii. Law enforcement iv. Representatives of neighborhoods v. Historically disadvantaged populations b. Schedule of meetings/events to engage stakeholders c. Development schedule for public-engagement materials 2. Develop a survey for community members in cooperation with WAMPO staff that meets the following requirements: <ol style="list-style-type: none"> a. Includes questions that may be used to estimate the respective percentages of respondents' trips that are by bus, private automobile, bicycle, and walking/rolling b. In coordination with WAMPO staff, is available in each of the languages identified in WAMPO's Limited English Proficiency (LEP) plan (English, Spanish, and Vietnamese) c. Includes questions related to barriers to walking/rolling/bicycling d. Includes questions related to perceived or experienced safety concerns for pedestrians and bicycle riders in the WAMPO region e. May include demographic questions f. May include other questions deemed to be relevant to the development of the Regional Active Transportation Plan 3. Engage the wider public and/or stakeholders (beyond the Active Transportation Stakeholder Group, including residents, advocacy groups, committees, and local government representatives) through means such as the following: <ol style="list-style-type: none"> a. In-person or virtual public meetings/workshops/pop-up events, possibly utilizing interactive maps or real-time polling to gather input

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	<ul style="list-style-type: none"> b. Outreach materials, such as newsletters or e-newsletters c. Interviews of decision-makers d. Survey available online and administered at pop up events/meetings e. Regularly updated (at least monthly) website and/or social media postings f. Briefing material and/or presentations at local government meetings g. Materials for distribution at public events <p>4. Active Transportation Stakeholder Group meetings and interaction between the consultant team and WAMPO staff will develop a plan that includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> a. Kick-off meeting to create a direct line of communication to facilitate plan development. b. Identified local government and community points of contact for the identification of priority corridors/zones/projects, additional data collection (if needed), and coordination of other logistical needs c. Administration of surveys, setting targets for the number of respondents, and coordinating with WAMPO staff on missed targets d. Interviewing decision-makers e. Customized newsletter(s)/e-newsletter(s) f. Customized website and social media postings <p>5. Make presentations of findings to regional stakeholders and to WAMPO boards/committees.</p> <p>6. Coordinate with WAMPO staff and, contingent on WAMPO staff agreement, possibly adjust the number/targets/types/frequency of public engagement events and activities, depending on the following factors:</p> <ul style="list-style-type: none"> a. Public/stakeholder feedback and engagement b. Findings revealed during data analyses c. Prioritization of project resources
Task 1E	<p>Recommend Solutions</p> <ul style="list-style-type: none"> 1. Develop a technical memorandum of recommended solutions to barriers to walking/rolling/bicycling. It will incorporate the following: <ul style="list-style-type: none"> a. A set of solutions/strategies, including but not limited to: <ul style="list-style-type: none"> i. Infrastructure improvements/changes, such as filling gaps in the sidewalk network, establishing bicycle lanes and sharrows, road diets, adding crosswalks, adding curb cuts/ramps, installing traffic signals for nonmotorized travelers, safety countermeasures, etc. ii. Infrastructure design standards, including visual aids (e.g., path/roadway cross-sections). iii. A conceptual cost-estimation resource (e.g., typical cost per mile to construct a paved multiuse path, typical cost of a trail-side bench, typical cost of bicycle racks, typical cost of a pedestrian roadway-crossing signal).

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	<ul style="list-style-type: none"> iv. Establishment of maintenance priorities for nonmotorized-travel infrastructure, potentially considering factors such as infrastructure age, usage/potential usage, crash rates, and the maintenance schedules for adjacent roadways. v. Recommendations for education and public service information: Safe travel (walking/rolling/bicycling) outreach; education packets for community decision-makers regarding funding support; updated Greater Wichita Bike Map and community-specific nonmotorized-facility maps (PDF and GIS). vi. Enforcement of specific traffic laws that, if followed, make nonmotorized travel safer. vii. Elements that could be added, retained, or removed in zoning/land use regulations or other regulations to promote nonmotorized travel. viii. Other policy changes, as applicable. b. The development of a screening matrix that includes a consistent set of performance measures each solution/strategy/project can be evaluated against. Possible considerations include, but are not limited to, cost, need, feasibility, and effects on the connectivity, accessibility, safety, and universal ease of use of the active-transportation network. c. A regional Complete Streets policy. d. Additional guidelines based on best practices for: <ul style="list-style-type: none"> i. Context-specific strategies/solutions ii. Cost considerations in solution prioritization iii. Developing an implementation timeline for solutions, divided into 3 planning horizons: <ul style="list-style-type: none"> 1. Short-term: 0-2 years 2. Medium-term: 2-5 years 3. Long-term: 5+ years
Task 2	<p>2A Database</p> <ul style="list-style-type: none"> 1. Create a database of all findings, data, GIS files, and graphics from the development of the WAMPO Regional Active Transportation Plan, presenting information in a consistent manner that will facilitate the assessment of relative need for purposes of funding distribution. 2. Create a GIS active-transportation-infrastructure inventory tool to keep track of infrastructure conditions. <p>2B Best-Practices Recommendations</p> <ul style="list-style-type: none"> 1. Develop a set of best-practice recommendations for WAMPO, informed by the National Highway Traffic Safety Administration, that includes: <ul style="list-style-type: none"> a. Recommendations of how WAMPO can better assist local partners with pursuing active-transportation projects and strategies through funding and policies.

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	<ul style="list-style-type: none"> b. Recommendations of how WAMPO and local partners can address pedestrian and bicycle-rider safety issues, particularly along rural and inter-community transportation corridors. c. A rating of the WAMPO region’s existing nonmotorized-travel infrastructure, policies, and programs, based on the top ten best practices nationwide. d. Action steps for how WAMPO can continue to be a supportive partner in active-transportation efforts in the region. <p>2C Regional Active Transportation Plan Full Report</p> <ul style="list-style-type: none"> 1. Develop a draft and final Regional Active Transportation Plan, including, but not limited to: <ul style="list-style-type: none"> a. Regional and community-specific maps of areas of high need for active-transportation infrastructure and supportive policies/programs; prioritized corridors/zones/projects; and comprehensive documentation of methodology, analyses, and findings. b. New active transportation plans or updates to existing active transportation plans for individual jurisdictions within the WAMPO region, based on the community-specific profiles and priorities developed in Task 1C. c. Policies, procedures, and opportunities for coordination to support increased walking and bicycling. d. Strategies to reduce pedestrian and bicycle-rider crash risks through targeted infrastructure, policy, and programmatic interventions. e. Engagement approaches utilized. f. An implementation strategy, including documentation of the evaluation approaches used to prioritize corridors/zones/projects. g. A regionwide approach to promote safe nonmotorized travel. h. Results and recommendations from the technical memorandum developed in Task 1E. i. The best-practices recommendations developed in Task 2B. 2. Develop an executive summary of the Regional Active Transportation Plan.
Task 3	<p>Update the Greater Wichita Bike Map (www.wichita.gov/980/Maps) using information gathered during the preparation of the Regional Active Transportation Plan. Provide all GIS files related to the map’s development, in addition to the final PDF version.</p>
Task 4	<p>Printing and distributing Regional Active Transportation Plan.</p> <ul style="list-style-type: none"> 1. One (1) digital and twenty-five (25) professionally bound copies of the Regional Active Transportation Plan to WAMPO. 2. Coordinate with WAMPO staff and, contingent on WAMPO staff agreement, possibly adjust the numbers of printed copies, depending on the following factors: <ul style="list-style-type: none"> a. Low demand for printed materials b. Prioritization of project resources

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Proposal Content

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of firms seeking to provide comprehensive services specified herein for WAMPO, in conformity with the requirements of the Request for Proposals (RFP). The proposal should demonstrate the qualifications of the firm and its staff to undertake the project. It should also specify a proposed approach that best meets the RFP requirements outlined in the Scope of Services. The proposal must address each of the service specifications in the Scope of Services.

WAMPO is asking qualified consultants to supply the following information. Please include all requested information in the proposal to the fullest extent practical.

1. A detailed list of tasks and subtasks you expect to complete, including descriptions of how you will complete them. Milestones for the development of the project and the completion of individual tasks should be submitted with the proposal.
2. A timeline for completion of the requested services.
3. A list of projects of similar size, scope, type, and complexity that the proposed project team has successfully completed in the past.
4. The principal individual who will be responsible for the work and others anticipated to play significant roles. A resume for each individual should be submitted.
5. A list of any subcontracted agencies, the tasks they will be assigned, the percent of the work to be performed by them, and the staff from the subcontracting agency/ies that will be assigned to the project.
6. Client references for whom similar services to those described in this RFP were performed and that may be contacted by WAMPO. Please include the following for each reference: organization, contact name, title, phone number, email address, and scope of services provided.
7. The ability of the firm to meet required time schedules.
8. The cost structure for services, including:
 - a. Actual cost.
 - b. Man-hours, itemized to include worker categories (project manager, modeler, etc.), estimated hours, rates per hour, and total costs.
 - c. Subconsultant(s), if necessary. (Please note that the same detailed cost information must be shown for each subconsultant.)
 - d. Estimated direct costs. E.g.:
 - i. Supplies and materials.
 - ii. Travel.
 - e. Fixed fees.
 - f. Overhead. (The selected consultant team should be prepared to submit audited overhead schedules and audit reports during the contracting phase for the purpose of overhead rate verification.)
9. Review, complete, and submit the completed versions of the following RFP Attachments with the proposal:
 - RFP Attachment 1 (KANSAS DEPARTMENT OF TRANSPORTATION SPECIAL ATTACHMENT)
 - RFP Attachment 2 (KDOT TRAVEL POLICY)
 - RFP Attachment 3 (STATE OF KANSAS CONTRACTUAL PROVISIONS ATTACHMENT)

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Submission of Proposals

Submit one (1) original and two (2) copies of the sealed proposal, and a copy of the proposal saved on a USB flash drive as a pdf document, mailed to the contact and address below. All copies of the proposal must include all required attachments. Proposals must be received no later than **March 4, 2026**.

Chad Parasa, Executive Director
Wichita Area Metropolitan Planning Organization
271 W 3rd St., Suite 208
Wichita, KS 67202

Proprietary business information included in the response to this Request for Proposals should be marked clearly as such. Information that is strictly proprietary and not subject to release as a component of an open record request should be marked as such on each page on which the information occurs. WAMPO reserves the right to refuse proposals not providing the information requested or not submitted by the time requested within this Request for Proposals.

Proposal Evaluation and Selection Process

Consultant proposals will be evaluated by a Consultant Screening and Selection Committee. At the discretion of the Consultant Screening and Selection Committee, selected firms submitting the top-ranked proposals based on the evaluation criteria may be requested to make oral presentations as part of the evaluation process.

All proposals, including supporting documentation, shall become the property of WAMPO. The Consultant Screening and Selection Committee and WAMPO reserve the right to reject any and all proposals. During the evaluation process, the Committee and WAMPO may request additional information or clarification from proposers or allow corrections on omissions.

The Consultant Screening and Selection Committee will make recommendations regarding the selection to the WAMPO Transportation Policy Body (TPB) and request authorization to enter into a contract with the approved firm. No agreement, whether actual or implied, shall exist with any respondent unless and until such agreement has received formal approval from the TPB.

Evaluation Criteria

The Consultant Screening and Selection Committee will base its selection on:

- Proposed Approach (40%).
 - Demonstrated understanding of services requested
 - Ability of firm to provide services within requested time frame
 - Value-added services
- Consultant Experience, Competence, and Available Resources (40%)
 - Demonstrated experience and expertise with active-transportation planning
 - Demonstrated familiarity with the WAMPO region
 - Quality of professional staff assigned and adequacy of resources
- Cost (20%)
 - Proposed fees



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Cost will not be the sole criterion for selection of a firm. The final decision is not necessarily tied to the highest score or lowest cost. Both the Consultant Screening and Selection Committee and WAMPO TPB reserve the right to make a determination based on what is in the best interest of the agency using their best judgment in their sole discretion.

Tentative Project Selection Process

Note: The following schedule is tentative and subject to change.

Request for Proposals issued: February 18, 2026

Pre-proposal conference: February 24, 2026, at 3:30 PM CST

Deadline to submit questions to WAMPO: February 25, 2026, by 5:00 PM CST

WAMPO responses to questions issued no later than: February 27, 2026

Proposals due: March 4, 2026, by 5:00 PM CST

Selection Committee meetings: March 2026

Consultants notified: March 2026

Consultant contract approval: April 2026

Project start: April 2026

Project end: April 2027

Pre-Proposal Conference

A Pre-Proposal Conference will be held on February 24, 2026, at 3:30 PM CST, at 271 W 3rd Street, Room 210, Wichita, Kansas 67202. Participants also may join via Microsoft Teams (teams.microsoft.com/meet/23584746213916?p=h9tQEqsjhIdHW6PI7G) or call in via conference call # 1-469-206-8517, with conference I.D. 278 876 488#.

Notification of Award

It is expected that a decision selecting the successful firm will be made in March 2026. Upon conclusion of final negotiations with the successful firm, all agencies that submitted a proposal in response to this Request for Proposals will be informed in writing of the name of the successful firm.

Disclaimer

WAMPO reserves the right to retain all proposals or any ideas submitted in a proposal. Submission of a proposal indicates acceptance by the respondent of the conditions contained in this RFP and an agreement to enter into a contract. Receipt of the RFP by a consultant or submission of a proposal by a consultant confers no rights upon the consultant nor obligates WAMPO in any manner. WAMPO reserves the right to make an award based on the greatest benefit to WAMPO and not necessarily the lowest price. Firms submitting proposals are responsible for all costs from the preparation and presentation of their proposals. WAMPO will not be liable for any costs incurred by respondents in the preparation and delivery of their responses to the RFP, nor for any subsequent discussions and/or product demonstrations. WAMPO will not be liable for any costs incurred by respondents while becoming familiar with the particulars stated in this RFP. All proposals, including supporting documentation, shall become the property of WAMPO. WAMPO may, but is not obligated to, negotiate separately with any respondent after the opening of the RFP when WAMPO considers such action to be in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer, implied or actual, on the part of WAMPO. WAMPO reserves the right not to select any respondent if, in its sole discretion, none of the proposals meet its requirements or expectations.



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Terms of Contract

Services will be procured through a not-to-exceed contract between WAMPO and the selected consultant if and when the desired services become necessary. The estimated date for entering into the contract is April 2026. Contract negotiations will be expedited. During the contract-negotiation process, the consultant may be required to provide the following:

1. A detailed break-out of its payroll charges and general overhead-rate items; and
2. Documentation that the proposed rates have been approved by a federal government agency or a cognizant state agency for use in a federally funded project.

The contract will be subject to cancellation by WAMPO upon thirty (30) days written notice.

Payments

The selected consultant will submit to WAMPO invoices for work completed. Payments shall be made to the consultant on a monthly basis by WAMPO after all required services have been completed to the satisfaction of WAMPO. Unless otherwise indicated, payments for services are net 30 from the date of receipt.

Payments to Sub-Consultants

If (a) sub-consultant(s) is/are a part of the consultant team, the prime consultant must follow the following terms:

- Issue payment for satisfactory performance of their contract obligations to all contracted sub-consultants within 10 calendar days of receipt of payment from WAMPO.
- Include the following clause in the agreement between the prime consultant and each sub-consultant:

Within ten (10) calendar days of [Prime Consultant's] receipt of payment from WAMPO for satisfactory performance of its contract obligations, [Prime Consultant] shall pay [insert name of sub-consultant or subcontractor] for satisfactory performance of its subcontract obligations.

- Provide an electronic copy of the executed agreement between the prime consultant and each sub-consultant on the project team.
- Submit a completed "Prompt Payment by Prime Consultant" Form together with supporting documentation within 15 calendar days of receipt of payment from WAMPO.

Federal and State Funds

The services requested within this RFP will be partially funded with funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). As such, the services requested by this RFP will be subject to federal and state requirements and regulations. The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the requirements of 2 CFR Part 1201 and KDOT's DBE Program requirements. Cost eligibility and requirements will be subject to 48 CFR Part 31 Subpart 31.2.



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Questions

Questions regarding this RFP should be submitted in writing or by electronic mail by the deadline outlined above. Questions and answers will be included as amendments to the RFP if deemed relevant and/or important. Any amendments or significant responses will be posted to the WAMPO website. Telephone inquiries will not be accepted. Questions should be addressed to:

Chad Parasa
Executive Director
271 W 3rd Street, Suite 208
Wichita, Kansas 67202
chad.parasa@wampo.org

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Appendix A – Examples of Regional Active Transportation Plans Developed for Other MPOs

Agency	Plan Name	Last Updated	URL
Indian Nations Council of Governments	GO Plan: Tulsa Regional Bicycle & Pedestrian Master Plan	2015	https://www.incog.org/Transportation/transportation_bikeped.html
Lehigh Valley Planning Commission	Walk/Roll LV Active Transportation Plan	2020	https://lvpc.org/active-transportation
Capital Area Metropolitan Planning Organization	2045 Regional Active Transportation Plan	2017	https://www.campotexas.org/regional-transportation-plans/2045-plan/regional-active-transportation-plan/
North Front Range Metropolitan Planning Organization	Regional Active Transportation Plan	2021	https://nfrmpo.org/bike-ped/
Mid-Ohio Regional Planning Commission	2020-2050 Active Transportation Plan	2023	https://www.morpc.org/programs-services/active-transportation-plan/
Merrimack Valley Planning Commission	MV Moves: Merrimack Valley Active Transportation Plan	2024	https://mvpc.org/atp/
Rio Grande Valley Metropolitan Planning Organization	RGVMPO Active Transportation Plan	2020	https://www.rgvmpo.org/home/showdocument?id=278&t=637889887323930000
Indianapolis Metropolitan Planning Organization	Central Indiana Regional Active Transportation Plan	2024	https://www.indympo.org/whats-underway/active-transportation-plan
Metropolitan Transportation Commission	MTC Regional Active Transportation Plan	2023	https://mtc.ca.gov/funding/investment-strategies-commitments/climate-protection/regional-active-transportation-plan
Tulare County Association of Governments	2022 Regional Active Transportation Plan for the Tulare County Region	2022	https://tularecog.org/tcag/planning/active-transportation-planning/regional-active-transportation-plan-ratp/
Tahoe Regional Planning Agency	2024 Active Transportation Plan	2024	https://www.trpa.gov/wp-content/uploads/TRPA-ATP_Final_2024.pdf ; https://www.trpa.gov/wp-content/uploads/FINAL-ATP_All_Appendices_Combined.pdf
North Jersey Transportation Planning Authority	North Jersey Regional Active Transportation Plan	2023	https://active-transportation-njtpa.hub.arcgis.com/

KANSAS DEPARTMENT OF TRANSPORTATION

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

PREAMBLE

The Secretary of Transportation for the State of Kansas, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d to 2000d-4) and other nondiscrimination requirements and the Regulations, hereby notifies all contracting parties that it will affirmatively ensure that this contract will be implemented without discrimination on the grounds of race, color, national origin, sex, age, disability, income-level or Limited English Proficiency (“LEP”).

CLARIFICATION

Where the term “contractor” appears in the following “Nondiscrimination Clauses”, the term “contractor” is understood to include all parties to contracts or agreements with the Secretary of Transportation, Kansas Department of Transportation. This Special Attachment shall govern should this Special Attachment conflict with provisions of the Document to which it is attached.

ASSURANCE APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”), agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in its Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration (FHWA), the Federal Transit Administration (“FTA”) or the Federal Aviation Administration (“FAA”) as they may be amended from time to time which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontractors, Including Procurements of Material and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA, Federal Transit Administration (“FTA”), or Federal Aviation Administration (“FAA”) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or, the FHWA, FTA, or FAA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor’s noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA, FTA, or FAA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of the paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any

subcontract or procurement as the Recipient or the FHWA, FTA, or FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

ASSURANCE APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- The Federal Aid Highway Act of 1973 (23 U.S.C. § 324 et. seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et. seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et. seq.), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL No. 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with LEP, and resulting agency guidance, national origin discrimination includes discrimination because of LEP. To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681)

Attachment #2

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

Attention Consultant Partners:

The following policy for hotels and per diem rates is effective **July 1, 2025**, for contracts with consultants and sub-consultants statewide.

	Daily Meals (max.)	Per Meal Allowance	Lodging before tax
Standard rate for all Kansas locations including Wichita (Sedgwick County)	\$68.00	Breakfast \$10.20 Lunch \$23.80 Dinner \$34.00	\$110.00
KC/Overland Park (includes Johnson, Wyandotte, & Leavenworth counties)	\$80.00	Breakfast \$12.00 Lunch \$28.00 Dinner \$40.00	\$135.00

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 \$165.00 and \$202.50 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-consultants).

Per diem is allowed only with overnight travel. Per diem reimbursement/invoices 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 submission. 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. Meals, beverages or snacks for meetings are not reimbursable.

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 costs, CADD, GPS, etc., charged as a Direct Expense must have an audited rate to be used.

Effective July 1, 2025, the Kansas Department of Administration has increased the vehicle mileage reimbursement rate to **\$0.70/mile** for automobiles. The previous mileage rate of \$0.67/mile will still be used for any mileage claimed for reimbursement before July 1, 2025-unless the company has audited vehicle usage rates for their company vehicles.

- Actual receipts are required rather than just credit card statements.
- Please notify your sub-consultants of these rates.
- Reimbursement rates may change as State and/or Federal policies change.

Thank you.



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

7/8/2025

Date

C: Ami Fulghum, Chief, Bureau of Fiscal Services

Attachment #3

State of Kansas
Department of Administration DA-146a
(Rev. 05-25)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the non-State Agency Contracting Party's standard contract form, that form must be altered to contain the following provision:

The provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 05-25), which is attached hereto, are hereby incorporated in this Contract and made a part thereof.

The Parties agree that the following provisions are hereby incorporated into the Contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20_____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the Contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This Contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this Contract shall reside only in courts located in the State of Kansas.
3. **Termination Due to Lack of Funding Appropriation or Funding Source:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated or no longer exist to continue the function performed in this Contract and for the payment of the charges hereunder due to the loss of the funding source, the Contracting State Agency may terminate this Contract immediately or at the end of its current fiscal year. The Contracting State Agency agrees to give written notice of termination to the non-State Agency Contracting Party at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this Contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. The non-State Agency Contracting Party shall have the right, at the end of such fiscal year, to take possession of any equipment provided to the Contracting State Agency under the contract. The Contracting State Agency will pay to the non-State Agency Contracting Party all regular contractual payments incurred prior to the period of notification or through the end of the fiscal year as determined by period of notification given by the Contracting State Agency, plus contractual charges incidental to the return of any such equipment. Upon termination of the Contract by the Contracting State Agency, title to any such equipment shall revert to the non-State Agency Contracting Party at the end of the Contracting State Agency's current fiscal year. The termination of the Contract pursuant to this paragraph shall not cause any penalty to be charged to the Parties.
4. **Disclaimer of Liability:** No provision of this contract will be given effect that attempts to require the Contracting State Agency to defend, hold harmless, or indemnify any non-State Agency Contracting Party or third party for any acts or omissions. The liability of the Contracting State Agency is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).

5. **Anti-Discrimination Clause:** The non-State Agency Contracting Party agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the non-State Agency Contracting Party is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the Contract may be cancelled, terminated or suspended, in whole or in part, by the Contracting State Agency or the Kansas Department of Administration; (f) the non-State Agency Contracting Party agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) the non-State Agency Contracting Party agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the non-State Agency Contracting Party has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the Contract may be canceled, terminated, or suspended, in whole or in part, by the Contracting State Agency or the Kansas Department of Administration.
6. **Acceptance of Contract:** This Contract shall not be considered accepted, approved, or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this Contract shall find that the Contracting State Agency has agreed to binding arbitration, or the payment of damages or penalties. Further, the Contracting State Agency does not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the Contracting State Agency at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the non-State Agency Contracting Party thereby represents that such person is duly authorized by the non-State Agency Contracting Party to execute this Contract on behalf of the non-State Agency Contracting Party and that the non-State Agency Contracting Party agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The Contracting State Agency shall not be responsible for, nor indemnify a contractor for, any federal, state, or local taxes which may be imposed or levied upon the subject matter of this Contract.
10. **Insurance:** The Contracting State Agency shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this Contract, nor shall this Contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the non-State Agency Contracting Party shall bear the risk of any loss or damage to any property in which the non-State Agency Contracting Party holds title.

11. **Information**: No provision of this Contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment**: The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the Contracting State Agency to reiterate that nothing related to this Contract shall be deemed a waiver of the Eleventh Amendment.
13. **Campaign Contributions / Lobbying**: Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this Contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.
14. **Restricted Funding Source**: The non-State Agency Contracting Party acknowledges and understands the Contracting State Agency's share of the Contract's total, actual, and eligible costs may be funded through the receipt of or reimbursement through federal funds. The Contracting State Agency does not assume any liability in connection with the Contract's total, actual, and eligible costs which may be paid through the receipt of or reimbursement through federal funds. The non-State Agency Contracting Party shall reimburse the Contracting State Agency for any funds approved for this Contract and expended by the Contracting State Agency for which the Contracting State Agency is not reimbursed by the Federal Government or for which such funds are determined by the Federal Government to no longer be available to be used by the Contracting State Agency for said Contract.