

# **Request for Proposals**

## *Household Travel Survey*

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### **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 consumption, 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**

Properly collected, weighted, and analyzed Household Travel Survey (HTS) data are essential to the performance of accurate updates to WAMPO's four-step, TransCAD-based Travel Demand Model (TDM, [www.wampo.org/tdm-1](http://www.wampo.org/tdm-1)), as well as potentially useful and informative in various other contexts. The last WAMPO HTS was completed in 2011; since typical travel behaviors in a region change over time (e.g., more people working from home, more people having their retail purchases delivered to them instead of going to stores, the introduction of new modes of transportation, demographic shifts within the region), relatively recent HTS data are necessary in order to have a reliable TDM and accurately represent and forecast how people use the transportation system. Additionally, over time, survey instruments have become more sophisticated and able to provide more detailed data (e.g., transitioning from asking respondents to remember and write down all the details of their trips to having respondents install smartphone applications that use GPS to track their trips over the course of one or more days) that can be used to produce corresponding enhancements to the sophistication of a region's TDM. Typically, an MPO will conduct a Household Travel Survey once every ten years; WAMPO has waited more than ten years since its last HTS to conduct a new one so that the results will not be affected by temporary changes in travel behavior stemming from the COVID-19 pandemic.

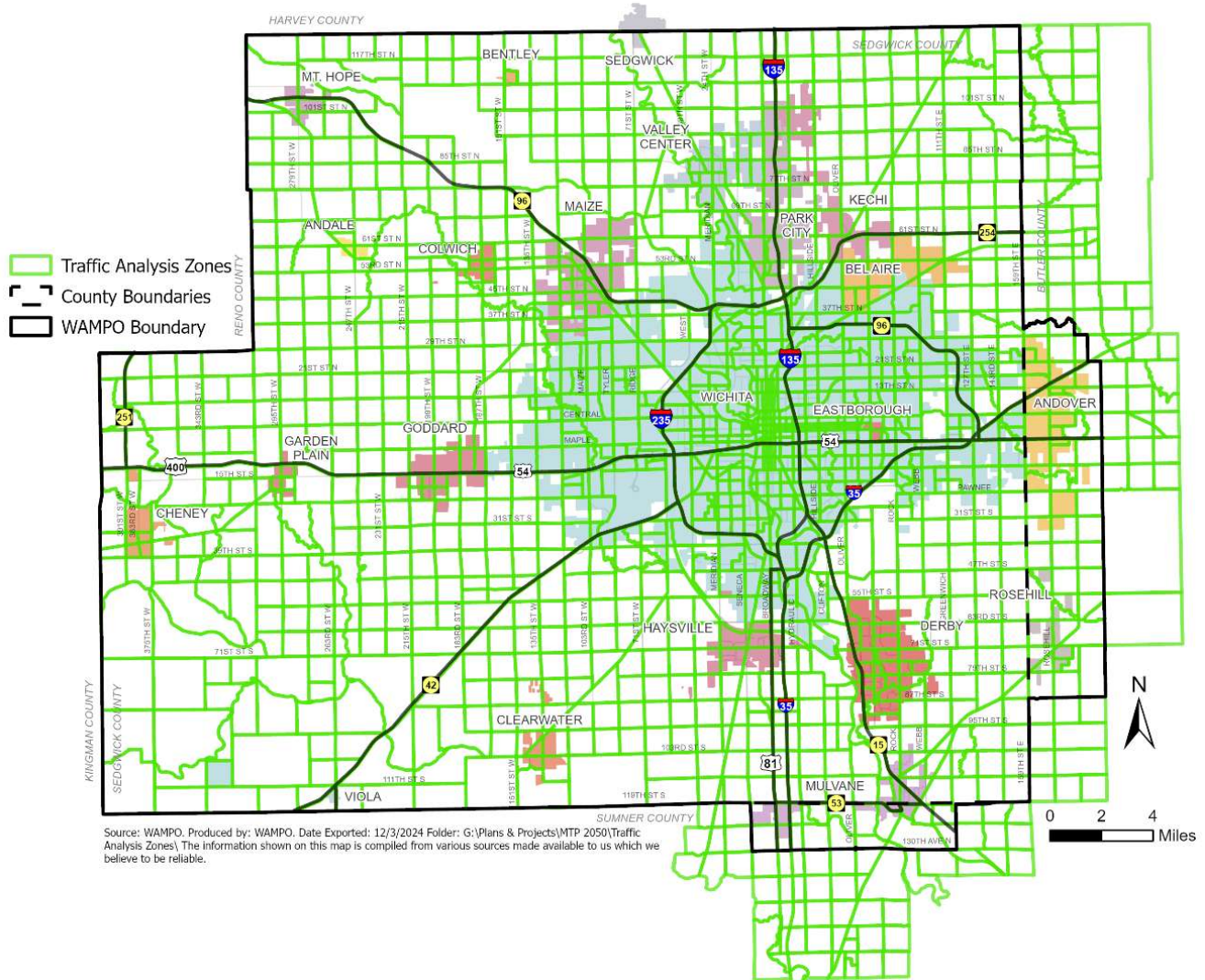
Approximately 550,000 people live in the WAMPO region and the Traffic Analysis Zones (TAZs) in the WAMPO TDM cover over 1,200 square miles. In light of these and other considerations, WAMPO has determined it appropriate to gather complete survey responses from at least 2,000 households in the region, as well as to obtain origin-destination (O-D) data that will inform the external-trips portion of the TDM (which currently includes 37 "external stations," where roadways cross the boundary of the model area). Besides updating, calibrating, and otherwise improving the WAMPO TDM, it is desired that the data and analyses resulting from this project be able to be utilized for other future transportation-planning purposes.

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### **WAMPO TDM Traffic Analysis Zones**



### **Scope of Services**

WAMPO is inviting proposals from qualified consultants to prepare, implement, and generate data, analyses, and reports from a Household Travel Survey of the WAMPO Travel Demand Model region, during the period of January 2026 through December 2028. 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 \$1,500,000, contingent upon the continued availability of a sufficient quantity of the federal grant funding that supports this and all other projects undertaken by WAMPO. The scope of services includes, but may not be limited to, the following Task Groups and individual tasks:

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### **Task Groups (Project Framework)**

| # | Name                                                                                                    | Example Budget*      |
|---|---------------------------------------------------------------------------------------------------------|----------------------|
| 1 | Project Management, Stakeholder/Public Engagement, External-Trips Data/Analysis, and Generating Reports | ~\$400,000+          |
| 2 | Household Travel Survey (HTS)                                                                           | ~\$600,000+          |
| 3 | Data Purchases                                                                                          | ~\$100,000           |
| 4 | Quality Assurance/Quality Control (QA/QC)                                                               | ~\$100,000+          |
| 5 | Integrating Results into the WAMPO Travel Demand Model                                                  | ~\$50,000-\$100,000+ |

*\*This example budget is not meant to be prescriptive. The task groups are intended to serve as a guide for the areas of expertise that the project team should encompass. The proposal may estimate Task Group budgets other than these example amounts and still be selected, so long as the overall project budget of \$1,500,000 is not exceeded; otherwise, there is significant flexibility.*

### **Individual Tasks**

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Task Group 1 | Project Management, Stakeholder/Public Engagement, External-Trips Data/Analysis, and Generating Reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Task 1A      | <p>Project Coordination and Management Plan</p> <ol style="list-style-type: none"><li>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, and WAMPO boards and committees. Initial check-in meetings scheduled as below:<ol style="list-style-type: none"><li>a. Regular weekly check-in meetings with WAMPO staff</li><li>b. Regular monthly updates to the Household Travel Survey (HTS) Steering Committee</li><li>c. Regular monthly updates to WAMPO's Technical Advisory Committee (TAC) and Transportation Policy Body (TPB)</li></ol></li><li>2. Prepare and follow a schedule for providing to WAMPO staff, boards, and committees, including the HTS Steering Committee, interim written reports on the progress of the project to date.</li><li>3. Prepare a draft and final Survey Management Plan, including risk management, a record of decision-making, and other considerations.</li><li>4. Prepare a draft and final Data Management Plan for processing, weighting, expanding, and analyzing data, with provisions for protecting personally identifiable information.</li><li>5. Prepare a draft and final Quality Control Plan that addresses all pertinent federal and state requirements for quality assurance/quality control.</li></ol> |

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|         | Coordinate with WAMPO staff and, contingent on WAMPO staff agreement, adjust frequency of check-in meetings, board/committee updates, and interim written reports in the project management plan as project demands increase or subside.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Task 1B | <p>Stakeholder/Public Engagement</p> <ol style="list-style-type: none"> <li>Develop a draft and final Stakeholder/Public Engagement Plan, aimed both at assisting in the recruitment of survey respondents (see HTS Sampling Plan task) and at engaging the overall WAMPO-region population in the process, which will include: <ol style="list-style-type: none"> <li>Identified groups to request to participate in the planning process</li> <li>Schedule of meetings/events to engage stakeholders</li> <li>Development schedule for public-engagement materials</li> </ol> </li> <li>Create (a) logo(s) and branding for the survey effort.</li> <li>Create a public-facing website for the project, distinct from (but linked to) any online survey instrument that invited respondents may access through it.</li> <li>In accordance with the final Stakeholder/Public Engagement Plan, engage the wider public and/or stakeholders (including residents, advocacy groups, committees, and local government representatives), both to address potential concerns regarding the HTS and to increase the response rate of invited households, through means such as the following: <ol style="list-style-type: none"> <li>In-person or virtual public meetings/workshops/pop-up events, possibly utilizing interactive maps or real-time polling to gather input</li> <li>Outreach materials, such as newsletters or e-newsletters</li> <li>Social media postings</li> <li>Interviews of decision-makers</li> <li>Regularly updated (at least monthly) website and/or social media postings</li> <li>Briefing material and/or presentations at local government meetings</li> <li>Materials for distribution at public events</li> </ol> </li> <li>Make presentations of findings to regional stakeholders and to WAMPO boards/committees.</li> <li>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: <ol style="list-style-type: none"> <li>Public/stakeholder feedback and engagement</li> <li>Findings revealed during the Household Travel Survey and data analyses</li> <li>Prioritization of project resources</li> </ol> </li> </ol> <p>In coordination with WAMPO staff, public-engagement materials should be available in each of the languages identified in WAMPO's Limited English Proficiency (LEP) plan (English, Spanish, and Vietnamese).</p> |

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| Task 1C | <p>External-Trips Data/Analysis</p> <ol style="list-style-type: none"><li>1. Provide trip origin-destination (O-D) inputs for the external-trips portion of the WAMPO TDM (e.g., how many vehicles pass through the region without stopping, where within the region do trips with only one end inside of the region start/end, how many vehicles per day enter/leave the region via any given roadway).</li><li>2. The raw data processed and analyzed as part of this Task may come from any of, but are not limited to, the following sources:<ol style="list-style-type: none"><li>a. Purchased data (e.g., Location-Based Services (LBS) data, Connected Vehicles (CV) data; see Task Group 3)</li><li>b. License-plate readers on roads that cross the WAMPO TDM regional boundary</li><li>c. Intercept surveys</li></ol></li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Task 1D | <p>Analyses and Reports</p> <ol style="list-style-type: none"><li>1. Develop a draft and final report on the external-trips data/analysis from Task 1C, including but not limited to:<ol style="list-style-type: none"><li>a. An Executive Summary for WAMPO member jurisdictions, stakeholders, and the general public</li><li>b. An explanation of the purpose of the study</li><li>c. Detailed methodology</li><li>d. The study results, including raw data, cleaned data, and weighted/expanded data, and how the data were cleaned and weighted/expanded</li><li>e. Analyses of the results, including but not limited to how they may be used to update/calibrate/improve the WAMPO TDM and an assessment of the fidelity of the data</li><li>f. Summary statistics that may be useful for purposes other than updating the WAMPO TDM (e.g., in public engagement materials)</li></ol></li><li>2. Provide all data resulting from the Household Travel Survey (HTS; see Task Group 2), in (a) format(s) agreed to by WAMPO staff (e.g., Access databases, Excel workbooks, ArcGIS shapefiles/feature classes), including:<ol style="list-style-type: none"><li>a. Raw data</li><li>b. Cleaned data (e.g., removing invalid or incomplete survey responses)</li><li>c. Weighted/expanded data that can be applied to the overall WAMPO TDM region, accounting for any unrepresentativeness in the raw or cleaned data (in addition to demographic data, the production of these weighted/expanded data may be aided by comparisons to purchased data (see Task Group 3))</li><li>d. Anonymized data that may be provided to members of the general public without revealing any personally identifiable information</li></ol></li></ol> |

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|              | <p>3. Develop a draft and final report on the results of the HTS, including but not limited to:</p> <ul style="list-style-type: none"> <li>a. An Executive Summary for WAMPO member jurisdictions, stakeholders, and the general public</li> <li>b. An explanation of the purpose of the HTS</li> <li>c. The survey methodology, in detail</li> <li>d. The survey results, including raw data, cleaned data, and weighted/expanded data, and how the data were cleaned and weighted/expanded</li> <li>e. Analyses of the survey results, including but not limited to how they may be used to update/calibrate/improve the WAMPO TDM, an assessment of the fidelity of the data, and how they compare to data from other sources (see Task Group 3)</li> <li>f. Summary statistics that may be useful for purposes other than updating the WAMPO TDM (e.g., in public engagement materials)</li> </ul> |
| Task Group 2 | Household Travel Survey (HTS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Task 2A      | <p>HTS Sampling Plan</p> <ul style="list-style-type: none"> <li>1. Develop a draft and final sampling plan for the WAMPO HTS that recommends sampling methodologies, with the aim of collecting complete survey responses and trip details for all members of either at least 2,000 households from throughout the WAMPO TDM region or a number of household deemed large enough to produce statistically significant results, whichever is greater. This should include statistically significant numbers of households from categories that commonly have different travel behaviors (e.g., low-income and high-income households, households in rural and urban parts of the region, large households and small households, households with and without vehicles, households with older and younger members) or that are otherwise of interest for travel-behavior modeling/analyses.</li> </ul>    |
| Task 2B      | <p>HTS Design, Questions, and Instrument(s)</p> <ul style="list-style-type: none"> <li>1. Recommend the number of days of travel-behavior data to request from each respondent household, the days of the week on which those recorded-travel days should or should not fall, and the days of the year on which they should or should not fall.</li> <li>2. Recommend the medium(s) respondents may use to complete each step of the survey (e.g., household/person-characteristics step and trip-reporting step), such as an internet-based survey instrument, a smartphone application that uses GPS to automatically log trips (to which respondents must then make any necessary corrections and ascribe trip purposes), a toll-free phone line for</li> </ul>                                                                                                                                     |

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|         | <p>providing responses (wherein the operator taking the respondent's call records their answers in an internet-based survey instrument), or paper survey forms that respondents may return by U.S. mail (depending on whether the complexity of the survey logic allows for this medium).</p> <ol style="list-style-type: none"><li>3. Draft all questions that will be asked as part of the HTS, at the level of:<ol style="list-style-type: none"><li>a. Entire households</li><li>b. Individual members of those households</li><li>c. Individual trips by household members</li></ol></li><li>4. Design and program the survey instrument(s), including any and all websites or smartphone applications.</li><li>5. Develop diagrams/charts of the logic of the survey questions (e.g., "if the answer to Question 1 is 'No,' skip to Question 3").</li><li>6. Develop a draft and final technical memorandum detailing the design of the survey instrument(s) and questions.</li></ol> <p>In coordination with WAMPO staff, all HTS questions and instructions for respondents should be available in each of the languages identified in WAMPO's Limited English Proficiency (LEP) plan (English, Spanish, and Vietnamese).</p> |
| Task 2C | <p>HTS Testing</p> <ol style="list-style-type: none"><li>1. Prior to the start of the Household Travel Survey, conduct tests of the survey instrument(s) and questions, possibly, but not necessarily, by conducting a pilot survey.</li><li>2. Make any changes to the survey instrument(s) and questions that the testing indicates are called for.</li><li>3. Develop a draft and final report to WAMPO staff on the results of HTS testing.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Task 2D | <p>Means of Communication with HTS Invited Households &amp; Respondents and Any Respondent Incentives</p> <ol style="list-style-type: none"><li>1. In accordance with the final sampling plan, develop draft and final materials to send to households invited to participate in the HTS (e.g., USPS mailings or other mediums, depending on the stage in the survey process), such as:<ol style="list-style-type: none"><li>a. Notices that the HTS is upcoming and that they will be invited to participate, with a brief explanation of the purpose of the HTS</li><li>b. Invitations to participate, including links/instructions to answer questions about household/person characteristics, assigned dates on which to record all trips by household members, instructions for recording trip information, and (if applicable) any incentives offered for survey completion</li><li>c. Reminders to complete the survey, before and/or after respondents' assigned dates on which to record their trips</li></ol></li></ol>                                                                                                                                                                                                     |

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|         | <ol style="list-style-type: none"><li>2. Invited-respondent-facing website, as developed under Task 2B, including access to any internet-based survey instrument(s), linked to the general-public-facing website from Task 1B.</li><li>3. Toll-free phone line that invited households may use either to provide survey responses or to ask questions about the HTS.</li><li>4. Any smartphone application used to gather trip information, as developed under Task 2B.</li><li>5. A dedicated e-mail address for receiving messages related to the HTS, both from respondents and from the general public, possibly, but not necessarily serving as a means to submit survey responses.</li><li>6. A dedicated USPS PO Box for receiving mail related to the HTS, both from respondents and from the general public, possibly, but not necessarily, serving as a means to submit survey responses.</li><li>7. In accordance with the final sampling plan, and contingent on WAMPO staff and Kansas Department of Transportation (KDOT) agreement, supply any incentives (monetary or otherwise) that will be offered to invited households to motivate them to complete all parts of the survey.</li></ol> <p>In coordination with WAMPO staff, all invited respondents should have the option of receiving and providing information in each of the languages identified in WAMPO's Limited English Proficiency (LEP) plan (English, Spanish, and Vietnamese).</p> <p>Contingent on WAMPO staff agreement, the communication and survey mediums referenced in this Task description may be modified, depending on consultant recommendations of which mediums to employ and how to employ them.</p> |
| Task 2E | <p>Conduct the HTS</p> <ol style="list-style-type: none"><li>1. In accordance with the final sampling plan, distribute the survey recruitment materials developed under Task 2D to invited households.</li><li>2. In accordance with the final sampling plan, distribute reminders to complete the survey to invited households, including those that have completed some but not all steps of the survey.</li><li>3. Maintain and monitor the WAMPO HTS internet-based survey instrument, logging submitted survey responses and checking for technical difficulties.</li><li>4. Maintain and monitor usage of any smartphone application used for the WAMPO HTS, logging submitted survey responses and checking for technical difficulties.</li><li>5. Answer calls (or, if applicable, respond to text messages) to any toll-free phone line associated with the WAMPO HTS, including taking survey responses over the phone, if applicable.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|              | <ol style="list-style-type: none"><li>6. Monitor any e-mail account created to receive HTS-related messages from either respondents or the general public, logging any survey responses submitted this way (if applicable) and, in consultation with WAMPO staff, addressing any questions or issues that are raised.</li><li>7. Monitor any PO Box created to receive HTS-related mail from either respondents or the general public, logging any survey responses submitted this way (if applicable) and, in consultation with WAMPO staff, addressing any questions or issues that are raised.</li><li>8. In accordance with the final sampling plan, monitor both the general rate at which complete survey responses are received and the rates at which complete survey responses are received from various subsets of the region's households (defined by geographic location and/or household characteristics). On the basis of this information, and contingent on WAMPO staff agreement, adjust the sampling strategy during the survey period in order to improve the odds of meeting the final sampling plan's goals for survey response/completion rates.</li><li>9. In accordance with the final sampling plan, provide survey respondents with any incentives (monetary or otherwise) that they are owed.</li><li>10. Collect all survey responses, regardless of the medium through which they are provided, in (a) database(s) for cleaning/weighting/expanding/analyzing under Task 1D.</li></ol> |
| Task Group 3 | <p>Data Purchases</p> <ol style="list-style-type: none"><li>1. Following a thorough review of the available options and conditional upon the agreement of WAMPO staff, purchase Location-Based Services (LBS) data, Connected Vehicles (CV) data, data used by businesses in the WAMPO region, and/or other third-party data (or access thereto) to support the other activities in this Scope of Services.</li><li>2. Uses of this data (which will fall under other Task Groups) may include, but are not limited to:<ol style="list-style-type: none"><li>a. Providing trip origin-destination (O-D) inputs for the external-trips portion of the WAMPO TDM (e.g., how many vehicles pass through the region without stopping, where within the region do trips with only one end inside of the region start/end, how many vehicles per day enter/leave the region via any given roadway)</li><li>b. Weighting and expanding the results of the Household Travel Survey</li><li>c. Calibrating the WAMPO Travel Demand Model</li></ol></li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Task Group 4 | <p>Quality Assurance/Quality Control (QA/QC)</p> <ol style="list-style-type: none"><li>1. In accordance with the final Quality Control Plan (see above), carry out QA/QC procedures throughout this project that fulfill all pertinent federal and state requirements for QA/QC.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| Task Group 5 | Integrating Results into the WAMPO Travel Demand Model <ol style="list-style-type: none"><li>1. Use the data and analyses resulting from the above Task Groups to prepare inputs to the WAMPO TDM. This may include, but is not limited to, updating parameters and coefficients.</li></ol> |
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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, with indications of the Task Group(s) from the Scope of Services in this RFP that each individual will primarily work on. 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, with indications of the Task Group(s) from the Scope of Services in this RFP that each individual will primarily work on.
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, by Task Group, including:
  - a. Actual cost.
  - b. Man-hours, itemized to include worker categories (project manager, programmer, etc.), estimated hours, rates per hour, and total costs.
  - c. Supplies and materials.
  - d. Travel.

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- e. Subconsultant(s), if necessary. (Please note that the same detailed cost information must be shown for each subconsultant.)
- f. Overhead.
- 9. Review, complete, and submit the completed versions of the following RFP Attachments with the proposal:
  - RFP Attachment 1 (UTILIZATION OF DISADVANTEAGED BUSINESS ENTERPRISES (DBE) PROVISION)
  - RFP Attachment 2 (DISADVANTAGED BUSINESS ENTERPRISES (DBE) CONTRACT GOAL)
  - RFP Attachment 3 (KANSAS DEPARTMENT OF TRANSPORTATION SPECIAL ATTACHMENT)
  - RFP Attachment 4 (STATE OF KANSAS CONTRACTUAL PROVISIONS ATTACHMENT)
  - RFP Attachment 5 (KDOT TRAVEL POLICY)

### **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 or CD 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 **5:00 PM CDT on September 26, 2025**.

***Chad Parasa, Executive Director***  
***Wichita Area Metropolitan Planning Organization***  
***271 W 3<sup>rd</sup> 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.

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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 with and expertise regarding travel surveys
  - Demonstrated familiarity with the WAMPO region
  - Quality of professional staff assigned and adequacy of resources
- Cost (20%)
  - Proposed fees

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: July 28, 2025

Pre-proposal conference: August 7, 2025, 10:00 AM

Deadline to submit questions to WAMPO: September 17, 2025

WAMPO responses to questions issued no later than: September 19, 2025

Proposals due: September 26, 2025, at 5:00 PM CDT

Selection Committee meetings: October 2025

Consultants notified: October-November 2025

Consultant contract approval: December 2025

Project start: January 2026

Project end: December 2028

### **Pre-Proposal Conference**

A Pre-Proposal Conference will be held on August 7, 2025, 10:00 AM CDT, at 271 W 3<sup>rd</sup> Street, Room 210, Wichita, Kansas 67202. Participants also may join via Microsoft Teams

# **Request for Proposals**

## *Household Travel Survey*

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([https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OTA1YTl4N2EtYmQ2YS00ZTFiLWJiNTUtNWJlMzg1NzUwYzE4%40thread.v2/0?context=%7b%22Tid%22%3a%22a4c75a93-8624-40e1-bc4a-a8fcef8ad5e9%22%2c%22Oid%22%3a%226851bb92-3daa-4975-8643-17310730fb05%22%7d%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTA1YTl4N2EtYmQ2YS00ZTFiLWJiNTUtNWJlMzg1NzUwYzE4%40thread.v2/0?context=%7b%22Tid%22%3a%22a4c75a93-8624-40e1-bc4a-a8fcef8ad5e9%22%2c%22Oid%22%3a%226851bb92-3daa-4975-8643-17310730fb05%22%7d%22%7d)) or call in via conference call # 1-469-206-8517, with conference I.D. 55876730#.

### **Notification of Award**

It is expected that a decision selecting the successful firm will be made in October-November 2025. 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.

### **Use of Disadvantaged Business Enterprise (DBE) Firms**

WAMPO is required by the Kansas Department of Transportation (KDOT) to follow the KDOT DBE review process for all procurement processes, as per the KDOT MPO DBE Program Guidance, effective June 2011. WAMPO encourages the use of Disadvantaged Business Enterprise (DBE) firms in this project. This project has a DBE goal of 12%. For a subcontractor's work to count towards this goal, they must be a KDOT-Certified DBE firm at the time the proposal is submitted.

### **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.

### **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

# **Request for Proposals**

## *Household Travel Survey*

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December 2025. 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.

## **Request for Proposals**

### *Household Travel Survey*

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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 3<sup>rd</sup> Street, Suite 208  
Wichita, Kansas 67202  
[chad.parasa@wampo.org](mailto:chad.parasa@wampo.org)

# Attachment #1

07-18-80-R26  
Sheet 1 of 7

## REQUIRED CONTRACT PROVISION

### FEDERAL AID CONTRACTS UTILIZATION OF DISADVANTAGED BUSINESSES

#### I. INTRODUCTION.

The specific requirements for the utilization of Disadvantaged Business Enterprises, hereinafter referred to as DBEs, are set forth in this Required Contract Provision and are imposed pursuant to 49 CFR Part 26, hereinafter referred to as the regulations. This provision meets or exceeds the regulatory requirements. The regulations always take precedence over normal industry practice.

#### A. ASSURANCE.

The Contractor, subrecipient, or subcontractor shall not discriminate on the basis of race, color, national origin, religion, age, disability, income status, veteran status or gender in the performance of the Contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT assisted Contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract, or such other remedy as the Kansas Department of Transportation deems appropriate.

#### B. DEFINITIONS.

For the purpose of this Required Contract Provision, the following words and phrases shall have the meanings as stated herein:

(1) Disadvantaged Business Enterprise (DBE) means a small business concern which is independently owned and controlled by one or more socially and economically disadvantaged individuals and which KDOT has certified as a DBE.

(2) Small business concern means a small business as defined by Section 3 of the Small Business Act and relevant regulations except that a small business concern shall not include any firms or affiliated firms owned and controlled by the same socially and economically disadvantaged individual or individuals whose value has average, annual gross receipts in excess of \$22,410,000 over the previous three fiscal years.

(3) Owned and controlled means a business:

- (a) Which is at least 51 percent unconditionally owned by one or more socially and economically disadvantaged individuals, and
- (b) Whose management and daily business operations are controlled by one or more such individuals.

(4) Socially disadvantaged individual means a person who is a citizen or lawful permanent resident of the United States, has suffered social disadvantage in education, employment, or business, and who is a(an):

- (a) Black American (a person having origins in any of the black racial groups of Africa);
- (b) Hispanic American (includes a person of Mexican, Puerto Rican, Cuban, Central or South American, or any Spanish or Portuguese culture or origin, regardless of race);
- (c) Native American (includes a person who is American Indian, Eskimo, Aleut or Native Hawaiian);
- (d) Asian-Pacific American (includes a person whose origin is from the original people of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands);

- (e) Subcontinent Asian American (includes a person whose origin is India, Pakistan, Bangladesh, Bhutan, Nepal, Sri Lanka, or the Maldives Islands);
- (f) Member of a group, or any other individual of any race or sex, found to be both economically and socially disadvantaged; or
- (g) Women.

(5) Economically disadvantaged means an individual who has a personal net worth of less than \$750,000 excluding the value of their ownership share of the applicant firm and personal residence. The individual has had diminished access to capital and credit compared to non-disadvantaged persons.

(6) Commercially useful function means the qualifying DBE owner performs manages and supervises subcontract work.

(7) Race and gender neutral measure means one that is used to assist any small business.

## **II. DBE CONTRACT GOALS.**

**A.** KDOT strongly encourages all contractors to utilize DBE firms as subcontractors, suppliers, manufacturers, truckers, and brokers whenever possible and feasible. Greater voluntary participation will result in lower and fewer DBE contract goals. KDOT will set DBE contract goals only to meet the portion of its annual goal that is not met by race and gender neutral means and voluntary participation.

**B.** An eligible DBE is one who KDOT has certified and who is listed in the KDOT DBE directory located on the internet at: <http://www.ksdot.org/doingbusiness.asp>. KDOT also prints a paper directory quarterly, and Contractors may ask the KDOT Office of Civil Rights for a copy of the printed directory. However, as it is only published quarterly, Contractors should be aware that the printed directory may list DBE's who were decertified after the directory was printed, and these DBE's would not be considered eligible DBE's in a letting that followed decertification or when examining good faith efforts. Also, the printed directory will not list DBE's who have been certified after the directory was printed, but KDOT will consider these DBE's in a letting and when examining good faith efforts. Thus, the electronic directory controls as it is the most current information KDOT has available. Any bid proposal listing a firm that is not a KDOT certified DBE at the time of bidding will be considered nonresponsive.

**C.** Contractors shall, as a minimum, seek DBE firms working in the same geographic area in which they seek subcontractors for a given solicitation.

**D.** Contractors are required to make good faith efforts to replace a DBE subcontractor that is unable to perform successfully with another DBE firm. In order to ensure compliance with this requirement, any substitution of DBE subcontractors after the Contractor has submitted a bid to KDOT, must be approved by KDOT Office of Civil Rights. Substitutions will only be allowed for good and sufficient reasons. KDOT must receive a letter from the original DBE stating the reason for the DBE's inability to perform.

**E.** Contractors are also encouraged to use the services of banks owned and controlled by disadvantaged individuals.

**F.** When projects are State or Contractor tied, KDOT will construe DBE participation as if the tied projects are one project. To check DBE participation on tied projects the following method will be used:

(1) Add the DBE goal dollar amount for the individual tied projects. This becomes the required minimum dollar amount to be subcontracted to DBEs.

(2) If the total dollar amount actually subcontracted to DBEs on the tied contracts is equal to or greater than the minimum dollar amounts as computed above, it will be determined that the DBE goals have been met.

(3) If a State of Kansas funded project is tied to a federal aid funded project, the DBE contract goals can only be met by DBE subcontractors on the Federal Aid Project.

### **III. MEETING DBE CONTRACT GOAL CRITERIA.**

The award of the Contract will be conditioned upon satisfaction of the requirements herein established. The apparent low bidder must either meet or exceed the DBE goals for the contract or satisfy KDOT that good faith efforts were made to meet the goals prior to the bid letting.

#### **A. REQUIRED DBE PARTICIPATION INFORMATION.**

All bidders are required to submit to KDOT with the bid proposal the DBE participation information described below on the form provided in the proposal.

(1) The names of KDOT certified DBE firms that will participate in the Contract (if none, so indicate);

(2) A description of the work each named DBE firm will perform (if none, so indicate);

(3) The actual dollar amount anticipated to be paid to each named DBE firm (if zero dollars, so indicate); except

(4) If the named DBE firm is a supplier, enter 60% of the actual dollar amount anticipated to be paid (if zero dollars, so indicate);

(5) The actual dollar amount (not to exceed 10 percent of DBE subcontract) to be paid ahead of work as DBE mobilization.

(6) For federal aid contracts with a zero DBE goal, list all subcontractors to be utilized, including DBE firms, if any.

#### **B. GOOD FAITH DETERMINATION.**

It is the bidder's responsibility to meet the DBE contract goals or to provide information to enable KDOT to determine that, prior to bidding, the bidder made good faith efforts to meet such goals.

(1) Good Faith Information Submittal. If the low bidder's required DBE information indicates that the DBE contract goals will be met, the contract will proceed toward award and the low bidder need not submit any further DBE information. Good faith documentation must be submitted within two working days of the bid opening. Example: if bids are opened on Wednesday at 2 p.m., the good faith documentation must be at KDOT Office of Civil Rights before 5 p.m. on Friday.

(2) KDOT Review. KDOT will review all information submitted to determine if the low bidder has met the DBE contract goals and, if not, whether the low bidder made sufficient good faith efforts to meet such goals. The determination of good faith efforts is made on a case-by-case basis and depends on the particular circumstances of the procurement. The issue KDOT will consider is whether the bidder took those steps, a reasonable bidder would have taken to actively and aggressively obtain DBE participation sufficient to meet the goal. A KDOT determination that the low bidder's information failed to show sufficient good faith shall be just cause for rejection of the bid. If the low bid is rejected, the above procedure will be applied to the next lowest bidder, and other bidders if necessary, until a bidder is found that meets the DBE contract goals or establishes that good faith efforts were made to meet the goal. KDOT reserves the right to reject all bids and re-advertise the Contract.

(3) Establishing Good Faith Efforts. To demonstrate good faith efforts to meet DBE contract goals, submit to KDOT documentation on the factors listed as (a) through (g). KDOT has assigned a percentage to each factor that shows the relative importance of each factor to KDOT and to the other

factors. These percentages are a guide only; the circumstances of a particular procurement may justify different percentages or consideration of factors not mentioned. In evaluating the reasonableness of the low bidder's efforts, KDOT may consider whether other bidders met the goal or failed to meet the goal. In evaluating the reasonableness of the low bidder's efforts, KDOT will consider all documentation submitted; yet, documentation created during the bidding process is more credible than documentation created after the letting.

(a) The bidder negotiated in good faith with interested DBEs. It is the bidder's responsibility to consider the available pool of certified DBEs when determining subcontract or supply needs. It is the bidder's responsibility to furnish DBEs with information about plans or specifications to facilitate the bid. Include names of DBEs considered, information given to the DBE, if any, and an explanation of why agreements could not be reached for DBEs to perform the work. (25%)

(b) The bidder selected portions of work for which KDOT has capable, certified DBE's to perform. This may include breaking out work items or subcontracting items the prime contractor normally performs. (20%)

(c) The bidder used good business judgment in rejecting a DBE quote, considering both price and capabilities. If a DBE quote represents a reasonable price for performing the work, the bidder should use that quote even though the DBE quote is higher than a non-DBE quote. However, bidders do not have to use excessive or unreasonable quotes. Before determining that a DBE quote is excessive, the bidder should inquire as to the reason for the disparity between the DBE and non-DBE quotes. The bidder should also evaluate what impact, if any, using a higher DBE price would have on the bidder's overall project bid. A higher DBE price may not be excessive or unreasonable if the price differential is a very small part of the project bid. (20%)

(d) The bidder solicited capable, certified DBEs through pre-bid meetings, advertising, telephone, mail, facsimile, e-mail, or a combination of the foregoing. The solicitation must have occurred within sufficient time to allow a DBE to respond. Follow up all initial contacts, whether the contact was solicited or unsolicited. If a DBE expresses an interest in the contract or a desire to quote and fails to submit a quote, follow up that contact, whether the contact was solicited or unsolicited. Receiving substantial unsolicited quotes may not be considered actively and aggressively pursuing DBE participation. (10%)

(e) The bidder assisted interested DBEs in obtaining equipment, supplies, or materials for the project being bid. (10%)

(f) The combinations of DBEs the bidder considered in trying to meet the goal. It is acceptable to use a portion of several DBE bids. (10%)

(g) The bidder assisted interested DBEs in obtaining bonding, credit, or insurance on the project being bid. (5%)

(4) Staff of KDOT's Office of Civil Rights and the Chief of Construction and Maintenance will review the documentation submitted and either accept or reject the good faith effort submittal.

(5) At the bidder's request, KDOT's Director of Operations will hold an informal hearing to discuss the bidder's good faith effort submittal. The bidder may have legal counsel present, at the bidder's expense. After the appeal hearing, the Director of Operations will issue the Agency's final administrative decision on whether the bidder made a good faith effort. The decision will be in writing and will explain the basis for the Agency's decision. This will be final agency action and a final order under the Kansas Act for Judicial Review and Civil Enforcement of Agency Actions, K.S.A. 77-601 *et. seq.* Any petition for judicial review shall be served on the Secretary of Transportation, Kansas Department of Transportation, 700 S.W. Harrison St., Topeka, KS 66603-3754.

### **C. COUNTING DBE PARTICIPATION TOWARD DBE CONTRACT GOALS.**

DBE participation shall be counted toward meeting the DBE contract goals pursuant to this contract as follows:

(1) A contractor may count toward its DBE contract goals the total dollar value of a contract paid to an eligible DBE, including an approved DBE protégé.

*NOTE: At the time the bid is submitted on the DBE goal sheet, list the actual amount intended to be paid to the DBE. On Form 259, submitted after award, list the same amount as in the contract line item. If this amount differs from the DBE subcontract amount, list the latter amount on the bottom of the form with an explanation.*

(2) A DBE, bidding as a prime contractor, may count toward its DBE contract goals the total dollar value of the work actually performed by the DBE prime contractor, including the cost of supplies and materials the DBE obtains. *Example: A DBE contractor bids as a prime contractor. The contract specifies a \$10,000.00 DBE goal. The DBE prime contractor performs \$50,000 of the work with its own forces. The DBE prime contractor has met the \$10,000 goal.*

(3) A contractor may count toward its DBE goals a portion of the total dollar value of a subcontract with an eligible DBE joint venture equal in proportion to the percentage of ownership and control of the DBE partner in the joint venture. *Example: A contract specifies a \$5,000.00 DBE contract goal. Prime contractor bids \$100,000.00 subcontracting with a joint venture DBE/non-DBE contractor for \$20,000.00 of the work. The percentage of ownership and control of the DBE/non-DBE joint venture is 25% DBE and 75% non-DBE. The prime contractor may count \$5,000.00 (\$20,000.00 x .25; i.e. total dollar value times the percentage of DBE ownership) toward the DBE contract goal, thus fulfilling the DBE requirements of the contract.*

(4) If a non-DBE contractor and DBE contractor form a joint venture and bid as a prime contractor, the joint venture contractor shall fully meet the DBE contract goals specified in the project special provision. The joint venture contractor may count toward its DBE contract goals the total dollar value of the work actually performed by the DBE participant in the joint venture.

*Example: A non-DBE contractor forms a joint venture with a DBE contractor and the joint venture bids the project as a prime contractor. The DBE contract goal is \$10,000.00. The DBE participant in the joint venture performs \$50,000 of the work with its own forces. The joint venture has met the \$10,000 goal. Example: A non-DBE contractor forms a joint venture with a DBE contractor and the joint venture bids the project as a prime contractor. The DBE contract goal is \$100,000.00. The DBE participant in the joint venture performs \$80,000 of the work with its own forces. The joint venture must obtain the remaining \$20,000 in goal through use of another certified DBE firm, or show good faith efforts if the joint venture fails to meet the \$100,000 goal.*

(5) A contractor may count toward its DBE goals 60 percent of its expenditures for materials and supplies obtained from a DBE regular dealer, and 100 percent from a DBE manufacturer. A letter must be submitted to KDOT, detailing the amount, but the amount does not count as a subcontracted percentage.

(a) A manufacturer is a firm that operates a facility that produces goods from raw material on the premises.

(b) A regular dealer is a firm that owns, operates, or maintains a store, or warehouse where materials are stocked and regularly sold to the public. A regular dealer of bulk items (sand, gravel, etc.) need not stock the product if it owns or long-term leases distribution equipment. The supply of structural steel, steel assemblies and petroleum products do not count toward any KDOT DBE goal. A dealer must be responsible for material quality control and must deliver with its own or long term leased equipment to count toward the DBE goal.

(6) A contractor may count toward its DBE goals the following expenditures to DBE firms that are not manufacturers or regular dealers:

(a) The commission charged for providing a bona fide service in the procurement of essential personnel, facilities, equipment, materials or supplies required for the performance of the contract, provided the commission is reasonable and customary.

(b) The commissions charged for bonds or insurance provided by a DBE broker for the specific performance of the contract, provided the fee is reasonable and customary. A letter must be submitted detailing the amount, but does not count as a subcontracted percentage.

(7) A contractor may count toward its DBE goals the amount paid to a DBE trucker for transportation or delivery services.

(a) A DBE trucker who picks up a product at point A and delivers the product to the contractor at point B provides a delivery service. The full amount paid for this service counts toward the DBE goal.

(b) Some DBE truckers are also a regular dealer (supplier) of a bulk item. In this case, the amount paid for the material delivered will count as 60 percent toward the DBE goal. The DBE trucker is responsible for the quality of the material.

(c) For DBE truckers or suppliers to be credited toward DBE contract goals, the contractor must submit a letter to KDOT detailing all information formerly found on Form 259, prior to the start of the trucking or supply of material and requesting DBE subcontract credit.

#### **D. COMMERCIALLY USEFUL FUNCTION.**

The prime contractor is responsible for ensuring that DBE firms under subcontract to meet a DBE goal perform a commercially useful function (CUF). Failure to fulfill this obligation is a breach of contract and KDOT may invoke the sanctions listed in Section IV (Sanctions). The three criteria for a CUF are:

(1) The DBE firm shall manage the work through personal direct supervision by the DBE owner or a skilled, knowledgeable, full-time superintendent. Management includes scheduling work, ordering equipment and materials, hiring and firing employees, and submitting all required forms and reports. The DBE is not in compliance with this provision if the DBE subcontracts out part or all of the work to another entity.

(2) The DBE shall own all equipment, long term lease all equipment, or own some equipment and long term lease the remaining equipment except for specialized equipment as noted below.

(a) If the DBE leases equipment, the DBE shall have a written lease that gives the DBE full control of the equipment during the lease period. The DBE shall use its own workers to operate leased equipment.

(b) A DBE may enter into long term leases with companies operating as prime contractors. The DBE is not in compliance with this provision if the DBE leases equipment from the prime contractor on the project for that project only.

(c) Exception for specialized equipment: The DBE may lease short term specialized equipment such as a crane from another contractor or third party if this equipment is necessary for the DBE to perform its work and the equipment is of such a nature that it is not economically feasible or practical for the DBE to lease the equipment long term. The contractor shall bill the DBE for this equipment and the DBE shall pay the contractor for the equipment. The DBE is not in compliance with this provision if the contractor deducts from the DBE's pay estimate specialized equipment costs rather than submitting an invoice to and receiving payment from the DBE.

(3) The DBE shall negotiate the cost of, arrange delivery of, and pay for materials, supplies, labor, and equipment. Invoices shall be billed to the DBE and paid by the DBE.

(4) KDOT will not count towards goal or give DBE contract goal credit for the following:

- (a) Monies the prime contractor pays directly for supplies, materials, labor or equipment on the DBE's behalf except for two-party checks approved under Section III.E below.
- (b) Costs deducted from a DBE's pay estimate for supplies, materials, labor or equipment the prime contractor or its affiliate provided.
- (c) Costs incurred for equipment the DBE leases from the contractor on the project if the DBE is using the equipment for that project only and the equipment is not part of a long term lease agreement.
- (d) Costs associated with a portion of a bid item that the Agency is unable to measure clearly.
- (e) Costs incurred for work subcontracted outside normal industry practices, just to meet a goal.

(5) KDOT's determination that a DBE is not performing or did not perform a CUF is not appealable to the US Department of Transportation. KDOT's determination will be final agency action and a final order under the Kansas Act for Judicial Review and Civil Enforcement of Agency Actions, K.S.A. 77-601 *et. seq.* Any petition for judicial review shall be served on the Secretary of Transportation, Kansas Department of Transportation, 700 S.W. Harrison St., Topeka, KS 66603-3754.

#### **E. BUSINESS INTEGRITY**

Any person or entity will be found to be out of compliance with this required contract provision if any investigation reveals a commission or omission of any act of such serious or compelling nature that the act indicates a serious lack of business integrity or honesty. Such commission or omissions include, but are not limited to:

- (1) Violating any applicable law, regulation, or obligation relating to the performance of obligations incurred pursuant to an agreement with a recipient under a KDOT financial assistance program or,
- (2) Making, or procuring to be made, any false statement or using deceit to influence in any way any action of KDOT.

#### **F. TWO PARTY CHECKS.**

To comply with the current regulation, KDOT is implementing the following two party check procedures. The prime contractor is responsible for following the procedure and for ensuring that DBE subcontractors follow the procedure.

- (1) The DBE owner shall make the request for a two party check to the Office of Civil Rights and shall explain the benefit to the DBE firm.
- (2) The prime contractor shall send the check to the DBE owner who will endorse and forward the check to the supplier. This should be done within the 10 day prompt pay timeframe.
- (3) The amount of the check should not exceed the amount of material paid by KDOT on the latest estimate. *For example if the estimate was taken on 7/23, pay the material bill through 7/23 not through 7/31.*
- (4) Two party checks shall be issued only long enough to establish credit for the DBE firm.
- (5) KDOT will not count towards goal or give DBE contract goal credit for two party checks that have not been pre-approved by KDOT.

#### **IV. SANCTIONS.**

If KDOT finds any contractor, sub-contractor, DBE, joint venture, or mentor/protégé to be out of compliance with this required contract provision, KDOT may impose one or more of the following sanctions:

- (1) Withhold payment of progress payments until the contractor or DBE contractor complies with the payment requirements of this Special Provision.

- (2) Remove the non-complying DBE from the DBE directory until the DBE shows the company is meeting the requirements necessary to perform a CUF, including payment of all bills.
- (3) Deny goal credit as previously stated for failure to replace a non-performing DBE with another DBE (unless good faith effort was made), failure to meet the requirements necessary to perform a CUF, or failure to follow two party check procedures.
- (4) Assess and deduct as liquidated damages the monetary difference between the DBE goal amount and the amount actually paid to the DBEs for which KDOT has allowed DBE goal credit.
- (5) Reject the bidder's bid if the bidder failed to meet the DBE goal and failed to show good faith effort to meet the goal.
- (6) Refer the matter to the Office of the Attorney General, the US Department of Justice, or both for follow-up action.
- (7) Enforce all other remedies KDOT has under other contract provisions such as contract termination, contractor suspension, contractor debarment, and sanctions for failing to pay promptly.

01-26-09 OCR (DW/CDB)  
Jul-09 Letting

# Attachment #2

Project No. \_\_\_\_\_  
Contract No. \_\_\_\_\_

07-19-80-R12 (MPO)  
Sheet 1 of 1

## REQUIRED CONTRACT PROVISION DBE CONTRACT GOAL

The DBE Goal to be subcontracted to KDOT-Certified DBE firms on this contract is 12 %.

List all KDOT-Certified DBE subcontractors to be utilized. For each DBE subcontractor, identify the line item(s) of work from the Unit Prices List and the percentage of the work proposed to be subcontracted to the DBE. The DBE subcontractor must be currently certified in Kansas in order to perform work as a DBE on the contract.

## IDENTIFICATION OF DBE PARTICIPATION

| Name of KDOT-Certified DBE Subcontractor | Type of Work | Percentage of work |
|------------------------------------------|--------------|--------------------|
|                                          |              | %                  |
|                                          |              | %                  |
|                                          |              | %                  |
|                                          |              | %                  |
|                                          |              | %                  |
|                                          |              | %                  |

Total KDOT-Certified DBE % \_\_\_\_\_

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(Prime Bidding Consultant Name and Address)

**If the Percentage of Work is zero, please attach the Prime Bidding Consultant's Good Faith Effort documentation.**

A list of KDOT-Certified DBEs can be found in the Directory of Disadvantaged Business Enterprises at KDOT's website: <http://kdotapp.ksdot.org/dbecontractorlist/>



## 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 #4

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

Attention Contract Partners:

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

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

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

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

[KDOT.DesignContracts@ks.gov](mailto:KDOT.DesignContracts@ks.gov) and [KDOT.ConPR@ks.gov](mailto:KDOT.ConPR@ks.gov).

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

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

Please notify your sub-consultants of these rates.

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

Receipts are required for Airport parking (limited to \$14/day), Tolls, Rental vehicles (economy class only), and Equipment Rentals (consultant- owned), equipment, vehicles, reproduction/printing, CADD,

GPS, etc., charged as Direct Expense must have an audited rate to be used. Direct equipment expenses without an audited rate for meetings will not be allowed, neither will meals, beverages or snacks. Please note that actual receipts are required rather than just credit card statements to the extent possible.

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

Thank you.



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

07/26/2024

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Date

C: Ami Fulghum, Chief, Bureau of Fiscal Services

# Attachment #5

State of Kansas  
Department of Administration DA-146a  
(Rev. 07-19)

## 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 vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), 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:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor 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. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor 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 contractor 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) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor 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 contractor 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 State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do 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 State of Kansas or its agencies 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 contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies 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 State of Kansas and its agencies 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 contractor shall bear the risk of any loss or damage to any property in which the contractor 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 State 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.