KANSAS CITY AREA TRANSPORTATION AUTHORITY

ADDENDUM #1 TO RFP #16-8017-51

KCATA LEGAL SERVICES

DECEMBER 2, 2016

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The information contained in this Addendum should be considered incorporated into the original Request for Proposals (RFP) dated November 18, 2016. Receipt of all addenda must be noted on the “Receipt of Addenda Received” form attached.

**CLARIFICATIONS TO RFP:**

1. Section 2.2, “Scope of Services”

*Proposers may submit proposals for one or more areas work described in the Scope of Services. A separate Cost Proposal form must be completed for each area.*

1. Section 2.2.B.3, “Labor Law”

*The first paragraph should read: “KCATA’s labor contract with ATU Local 1287 will expire on December 31,* ***2017.****”*

1. Section 2.2.F.1, “General Guidelines…”

A. Paragraph d, “Reporting,” shall be changed to read:

 *“Reporting – law firm shall forward copies of all relevant documents to KCATA in a timely manner. The law firm shall provide regular reports* ***(frequency to be determined based on activity)*** *concerning the progress of the litigation/project and should include:*

* *Notification of conference, mediation, trial and deposition dates.*
* *Summaries of interviews and depositions.*
* *Summaries of important documents and medical records.*
* *Status of the case and activities still to be accomplished.*
* ***A column identifying any new activity on the matter.****”*
1. Section 2.2.F.2 “Invoicing Procedures”

A. Paragraph b, “Invoice Format” shall include the following language:

 “*KCATA will provide Contractor with the appropriate billing codes to be used for the matter.”*

*Paragraph d.(4) is changed to read:*

*“****KCATA’s Travel Policy for Contractors is included as Attachment C. All travel on KCATA’s behalf must be pre-approved, in writing.*** *Any airfare required will only be reimbursed at the coach fare. Lodging and meals required for out-of-town travel are to be reasonable and will be reimbursed at the rates defined in the travel policy.”*

1. Attachment D, “Cost Proposal Form”

*Attachment D.2 (Attached) is to be submitted by firms wishing to submit proposals for Bond Counsel services.*

QUESTIONS/ANSWERS

Section 2.2.B, “Employment and Labor Law”

Q: How many charges of discrimination were filed against KCATA in 2015 and 2016 (year to date)?

*A: For 2015 there were three cases filed. For 2016 there have been four to date.*

Q: Are administrative charges of discrimination handled in-house, or does outside counsel handle those?

*A: They are handled by outside counsel.*

Q: Does KCATA have Employment Practices Liability insurance coverage, and if so, who is the carrier and does the policy contain any restrictions on choice of outside counsel?

*A: Yes, and Yes.*

Q: What is your average legal spend on employment charges and/or litigation per year?

*A: For 2015 estimated expenses were $45,000. For 2016, to date expenses are estimated at $25,000.*

**ATTACHMENTS:**

* “Receipt of Addenda” form – to be included in Volume III of Qualifications/Proposal submittal
* Attachment D-2, “Cost Proposal Form for Bond Counsel Services

**END OF ADDENDUM**

**CERTIFICATE OF ADDENDA RECEIVED**

KANSAS CITY AREA TRANSPORTATION AUTHORITY

RFP #16-8017-51

KCATA LEGAL SERVICES

Proposers shall return this **Certificate of Addenda Received** form as part of “Volume III – Contractual.” The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Proposer non-responsive.

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*We hereby acknowledge that the Addenda noted below have been received and all information has been incorporated into the Request for Proposals as required.*

Addendum #1 Dated December 2, 2016 Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Addendum #2 Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Addendum #3 Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTACHMENT D-2
COST/PRICE Proposal FOR BOND COUNSEL SERVICES
RFP #16-8017-51 – KCATA Legal services

|  |  |
| --- | --- |
|  | RATES |
| INITIAL CONTRACT TERM | OPTION YEARS |
| SERVICES | Year One02/17-01/18 | Year Two02/18 – 01/19 | Year Three02/19 – 01/20 | Option Year #102/20 – 01/21 | Option Year #202/21 – 01/22 |
| All Inclusive Bond Issue Services |  |  |  |  |  |
| Hourly Rate OR |  |  |  |  |  |
| Maximum Fee OR |  |  |  |  |  |
| Fixed Fee |  |  |  |  |  |
|  |  |  |  |  |  |
| Other Services (Please Specify) |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Other Expenses (Please Specify) |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***OPTIONAL:*** *If the Offeror wishes to propose an all-inclusive discounted fee for the required services, please state an hourly rate and a maximum rate. The Offeror may include a discussion of any methods of compensation or budgeting they have employed in the past with other similar public issuers or would be willing to employ in the future, which are intended to provide quality legal services in a cost-effective manner.*

The undersigned, acting as an authorized agent or officer for the Offeror, does hereby agree to the following:

1. The offer submitted is complete and accurate, including all forms required for submission in accordance with the terms and conditions listed in this Request for Proposals and any subsequent Addenda. The offeror shall immediately notify the KCATA in the event of any change.

2. We hereby agree to provide the services on which prices are listed above and in accordance with the terms and conditions listed in the KCATA RFP.

Company Name (Type/Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Type/Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_