

KANSAS CITY AREA TRANSPORTATION AUTHORITY  
REQUEST FOR PROPOSALS (RFP) #18-7039-29C  
NORTH OAK CORRIDOR TRANSIT IMPROVEMENT STUDY  
ADDENDUM #1

Issue Date: July 25, 2018

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This Addendum is hereby made a part of the Request for Proposals and Project Documents to the same extent as if it was originally included therein and is intended to modify and/or interpret the bidding documents by additions, deletions, clarifications or corrections. The Contractor shall acknowledge receipt of this Addendum in their Proposal.

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**CLARIFICATIONS TO RFP**

- The additional studies and documents that are referenced in Section 2.4 of the RFP are available at <http://ftp.kcata.org/>  
Username: proquest Password: Procuregu3st
- The following shall be included in Section 4.3, "Volume II-Technical Proposal," Page 22.

**8. Exceptions and Omissions**

- a. Exceptions. The proposal should clearly identify any exceptions to the requirements set forth in this RFP. Proposers should also review the sample terms and conditions (Attachment A) and identify any exceptions to the clauses included therein. Any exceptions to the Terms and Conditions must be provided in the Proposal documents. The Proposers submittal may be considered non-responsive in the event KCATA and Proposer do not reach agreement on any exceptions noted.
- b. Omissions. The Contractor will be responsible for providing all services which are necessary within the general parameters described in this RFP, and consistent with established industry practices, regardless of whether those services are specifically mentioned in this RFP or not. The Proposer should clearly identify any omissions to the requirements set forth in the RFP.

**9. Subcontractor Utilization Plan**

- a. Subcontractors must be approved by KCATA prior to contract award. If applicable, Proposers shall provide the following information regarding unaffiliated firms that will perform a portion of the work.
  - Company name
  - Address
  - Contact person and title
  - Telephone number, facsimile number and email address
  - Indicate if an affiliate or subsidiary of another firm and provide details
  - Date business was established and number of years under present ownership/management
  - Services to be performed on this project
  - Resumes indicating experience, education, licenses and certifications of key personnel that will be involved in this project
  - Provide up to five (5) current, relevant references for contracts performing similar work. Include contract amount, contract start/end dates, type of services performed, assigned Project Manager and other key personnel.

- b. Include the following signed and dated certification statement:

*"I certify that each subcontractor has been notified that it has been listed in this proposal and that each subcontractor has consented, in writing, to its name being submitted for this RFP. Additionally, I certify that I shall notify each subcontractor in writing if the award is granted to my firm, and I will make all documentation available to KCATA upon request."*

**PRE-PROPOSAL CONFERENCE ATTENDEES (IN-PERSON & VIA TELEPHONE)**

NAME	COMPANY	EMAIL	DBE (Y/N)
Jared Gulbranson	WSP USA, Inc.	jared.gulbranson@wsp.com	N
Robert Hosack	HNTB	rhosack@hntb.com	N
John Dobies	HNTB	jdobies@hntb.com	
Michael Gardner	Taliaferro & Browne	mgardner@tb-engr.com	Y
Ashli Harris	Taliaferro & Browne	aharris@tb-engr.com	Y
Jeff McKerrow	Olsson Associates	jmkerrow@olssonassociates.com	N
Mark Swope	Transtuity	emswope@outlook.com	N
Chris Cline	Confluence	ccline@thinkconfluence.com	N
Tammy Sufi	Toole Design Group	tsufi@tooledesign.com	Y
Sarah Frost	TranSystems Corp.	smfrost@transystems.com	N
Tim Simon	Alliance Transportation Group	tsimon@emailatg.com	N
Sean Cavanaugh	Verizon Smart Communities	sean.cavanaugh@verizonwireless.com	
Georgina E. Stanley-Woldyla	SRF Consulting Group	gstanley@srfconsulting.com	
Adele Hall	SRF Consulting Group	ahall@srfconsulting.com	
Jimi Mitchell	NelsonNygaard	jimitchell@nelsonnygaard.com	N
Jessica E. Taylor	Transportation Management & Design	jtaylor@tmdinc.net	N
Erin Hogan	Transportation Management & Design		N
China Langer	Transportation Management & Design		N

**PROPOSER QUESTIONS**

REFERENCE	PROPOSER QUESTION	KCATA RESPONSE
General	What is the anticipated contract budget?	\$125,000 - \$150,000
General	The RFP indicates a 12-month budget. Is this a set time frame?	Proposers should indicate in their proposed schedule and project timeline. KCATA would expect the Proposer to provide sound reasons for their plans.
General	Is KCATA planning to use the results of this study to apply for potential grant opportunities?	Yes, KCATA anticipates the study recommending service and infrastructure improvements for which grant assistance would be needed.

REFERENCE	PROPOSER QUESTION	KCATA RESPONSE
SECTION 2 -- SCOPE OF WORK	What number of open houses and public meetings are expected?	Public involvement will be a critical component of the project. At least 3 public meetings are anticipated.
Section 2.3.A.4, "Task 4"	Does KCATA have access to recent customer surveys related to transit/mobility needs in the Northland/North Kansas City area?	A systemwide on-board survey was conducted in 2018. Results can be tabulated by route.
SECTION 2 -- SCOPE OF WORK	What expectations are there for KCATA staff responsibilities vs. consultant staff responsibilities regarding public involvement?	The consultant team will be responsible for scheduling, providing content, and presenting at public meetings. KCATA will provide staff assistance at meetings and will assist with identifying stakeholders.
Section 2.3.A.6, "Task 6" and 2.3.A.7, "Task 7"	Have key stakeholders and community representatives (or champions) been identified?	KCATA has relationships with several key stakeholders in the Northland, but a comprehensive stakeholder list has not been built for this project. KCATA will seek consultant assistance with this task.
SECTION 4 – PROPOSAL SUBMISSION, EVALUATION AND AWARD	How will be social media be handled?	KCATA expects each consultant team to propose the best means to reach out to the public using social media and other formats.
Section 4.5, "Proposal Evaluation Criteria"		
SECTION 4 – PROPOSAL SUBMISSION, EVALUATION AND AWARD	What is the approval process for deliverables?	The deliverables will be accepted by KCATA staff management team and key items will be presented to the KCATA Board of Commissioners. The consultant should expect to make a presentation to each of the three jurisdictions, although this will be at the discretion of those jurisdictions, and the KCATA Board.
Section 4.7, "Consultant Selection"		
ATTACHMENT B – SAMPLE CONTRACT/TERMS AND CONDITIONS	May we include a request to negotiate the terms and conditions of Attachment B upon selection in our proposal?	Please reference the additional language above that was inadvertently omitted from the RFP. KCATA is open to negotiating the terms and conditions (except for the required federal clauses). KCATA requests that Proposers include any exceptions to the Contract and its Terms and Conditions in their proposal. Redlined changes are recommended. KCATA cannot recommend contract award until an agreement is successfully negotiated.

REFERENCE	PROPOSER QUESTION	KCATA RESPONSE
ATTACHMENT B – SAMPLE CONTRACT/TERMS AND CONDITIONS	Pursuant to Attachment B, “Contract Terms and Conditions,” #3 – ARCHITECT-ENGINEER RIGHTS AND RESPONSIBILITIES, must the proposing team include an architect or engineer licensed in the state of Missouri? If so, may a Prime Consultant who is not a licensed architect or engineer fulfill such a requirement through the engagement of a licensed subconsultant?	This study will have a focus on transit service planning as well as conceptual infrastructure and economic development concepts. An architect or engineer may be helpful for these tasks but is not necessarily required.

#### **ATTACHMENTS**

- Receipt of Addenda form (to be included with Proposal)

**END OF ADDENDUM 1**

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RECEIPT OF ADDENDA

Proposers shall return this form when submitting their proposal. The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Bidder 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 Invitation for Bid as required.*

Addendum #1 Dated July 25, 2018 Date Received \_\_\_\_\_

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

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

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

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

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