

KANSAS CITY AREA TRANSPORTATION AUTHORITY
REQUEST FOR PROPOSALS (RFP) #F21-7030-21A
KANSAS CITY AREA TRANSPORTATION AUTHORITY (KCATA)
ENTERPRISE PROJECT MANAGEMENT OFFICE (EPMO) CONSULTANT SERVICES

ADDENDUM #1

Issue Date: November 23, 2021

This Addendum is hereby made a part of the Request for Proposals and Project Documents to the same extent as if it were 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 on the "Receipt of Addenda" form (herein attached) and shall include the form in Volume III, "Contractual."

PROPOSER QUESTIONS/REQUESTS FOR CLARIFICATION

1. Q: Does the project team have to be local to Kansas City? What (if any) expectations does KCATA have of regular and/or dedicated onsite time at the KCATA physical offices?

A: No. Due to FTA guidelines geographic restrictions are not allowed. Firms that are not located in Kansas City may apply, however KCATA expects the work to be completed predominately onsite
2. Q: Does KCATA have an enterprise Project Tracking system?

 - a. If No, how are projects tracked?
 - b. If No, Does KCATA anticipate developing a PMO enterprise software solution at some point during the Project timeline
 - c. If Yes, what is the Software name? This would be any software being used or in the process of being built.

A: KCATA currently does not have an enterprise Project Tracking system or software. We are looking to this RFP project to recommend and develop the process, tools, and systems to implement a comprehensive, effective EPMO at KCATA that tracks project enterprise wide throughout the project life cycle with clear project metrics and performance assessment.

However, KCATA has awarded a contract for a Project Management Consultant (PMC) to manage the Design and Construction project for renovation of KCATA's Central Services Complex. The PMC is proposing to use the Procore Platform as KCATA's new Project Management and Construction Management System. KCATA will have full access to utilize that system for the EPMO if it is appropriate.
3. Q: What project management tracking tools do current KCATA PMs utilize in their daily work? (MS Project, MS Excel, MS SharePoint)

A: KCATA does not currently have a centralized project management system or project tracking system. Individual projects are currently tracked by PMs primarily utilizing Microsoft Excel and/or SharePoint. Through the scope of work outlined in this RFP, the EPMO will establish new processes and will link with the Design and Construction PMC (see above answer) and the Procurement Department to create a uniform and cohesive project tracking system agency wide.

4. Q: Are you able to provide the breakdown of projects by project type? Construction, Technology, Operations, etc.

A: Each EPMO project could be standalone, or part of a larger cross-company project which combines multiple procurement solicitations. Some projects do not require a formal solicitation. EPMO projects will have a wide-ranging variety such as facilities/construction; professional services; Information Technology (IT) related such as document management and digitization; and capital vehicle purchases.

For reference:

- 2020 = 13 Total Solicitations (3 capital projects + 10 service projects)
- 2021 = 22 Total Solicitations (2 capital projects + 20 service projects)
- 2022 = 31 Capital Projects are in the approved Budget (attached) plus other professional services

5. Q: What is the project Budget?

A: The EPMO budget will be commensurate with the final negotiated scope.

6. Q: Is the development of a EPMO tool included in this RFP?

A: Yes, See #2 above.

7. Q: How many projects (on average) are running concurrently?

A: See #4 above. Several projects will run concurrently among the different departments (i.e., design, construction, IT).

8. Q: How many PMs are currently on staff/contracted?

A: KCATA does not currently have an EPMO or EPMO PMs. KCATA does have Construction / Engineering PMS - three project managers on staff and one contracted project manager. The Design and Construction PMC/PMO will provide additional project managers as needed and as funding is available.

9. Q: Aside from the sizing metrics mentioned on the pre-proposal phone call, is there any information that KCATA can provide to responding firms in order to accurately scale the Enterprise PMO services required by KCATA?

A: The information in these RFP answers should provide the additional support requested.

10. Q: Item C in Section 2.1 states that the EPMO is intended by KCATA "to encompass all business-related project activities that include operational and capital projects." Could KCATA please confirm if this means the EPMO will cover "all" (non-engineering) enterprise functions, or just those involving procurement, technology, innovation, continuous improvement, and project management of special assignments?

A: Yes, the EPMO will cover all company-wide projects as stated in 2.3A:

It is envisioned that EPMO will incorporate design, construction, operations, and administrative projects under one, organizational EPMO to create a uniform and cohesive project management system agency wide that includes project selection, analysis, implementation, and performance assessment.

In addition to managing "non-engineering" enterprise project management functions, the EPMO will be responsible for incorporating Design and Construction projects in the overall agency project selection, analysis, and performance assessment processes. Development, implementation, and technical management of construction projects will be the responsibility of the Design and Construction PMO.

11. Q: What level of staffing has KCATA prepared for the EPMO? Are there budgeted internal KCATA employee positions already contemplated or created for the EPMO?

A: There is no staffing in place or projected at this time. It is envisioned the awardee will perform the EPMO tasks and department start-up, and projected long-term staffing needs will be determined via this process.

12. Q: Would a contractor or subcontractor who has an active and in good standing repayment agreement for past federal taxes still considered delinquent, pursuant to 48 CFR Parts 1, 4, 9, 12 and 52?

A: The regulations in 48 Code of Federal Regulations (48 CFR) that address this are found in Part 9.405, Part 9.406-2)(b)(1)(v), and Part 9.407-2(a)(7).

13. Q: Does the KCATA expect the bidders proposal to include anticipated costs for the software tool(s) recommended for the EPMO?

A: We anticipate this RFP will include software costs but will consider all options to perform the work in the best way possible.

14. Q: Should the mandate for all employees and contractors working for the Federal government to be vaccinated for COVID-19 take affect by January 2022, would that apply to all subcontractors/ contractors working on this project as well regardless of vendor company size?

A: Currently all employees and vendors working regularly onsite at KCATA (1 day or more per week) are required to be COVID-19 vaccinated or test every 14 days, as well as mandatory daily temperature checks, wearing masks indoors, and social distancing. Our COVID-19 policies (attached) are subject to change and all policies are expected to be followed by vendors.

15. Q: Will KCATA remain responsible for overseeing the development and procuring of the RFPs?

A: Yes.

16. Q: Staffing Clarification questions related to Section 2.3 subsection A.

Section 2.3, "Outcomes" states: "The selected consultant firm will provide staffing for the Enterprise Project Management Office sufficient to manage assigned operational and capital projects. KCATA has procured a construction project management firm to work on specific construction projects. It is envisioned that EPMO will incorporate construction, operations, and administrative projects under one, organizational EPMO so as to improve project selection and analysis, implementation, and performance assessment.

- How will the projects currently in progress, or those that come up during the implementation of the EPMO be managed?

A: Projects underway or in progress will remain the primary responsibility of KCATA staff but details of the project, including administrative documents, specifications, drawings, and those reflecting the status of the work will be shared with the contract awardee. The EPMO is expected to be familiar with and have ability to share in the coordination of all KCATA projects. There will be a plan implemented for transferring specific projects, as necessitated, with the assistance of key KCATA personnel.

- Is the expectation that the winning consulting firm would provide staff to manage these projects while also designing, building, and implementing the EPMO?

i. If yes, we assume since the projects are not defined yet, the cost of these Project Managers (PM's) would be priced separately from the current RFP. Is that correct? If so, would there be RFP(s) for the staffing of the PM's? Or would there be an addendum to this contract?

A: Yes. As additional work or new projects are identified, contract amendments or work orders may be issued on a project-by-project basis.

ii. If no, since we have no insight into size, scope, skills, and expertise needed, or timing of any of the projects, can you please provide how many PM's at what levels you project needing for 2022?

A: See the answer for number in projects in Question #4.

- If the staffing of Project Managers for projects not related to actually developing and establishing the EPMO will be the responsibility of the consultant firm, since we have no insight into size, scope, skills needed, timing, and we have no way of holding a PM available throughout a year, we assume the resumes for these PM's will be required as the projects are approved. Is that correct?

A: Correct.

17. Q: Clarify DBE impact to RFP. The RFP indicates there is no DBE goal established for the project and encourages all DBEs, SBEs, MBEs and WBEs to submit proposals as a Prime Contractor or Subcontractor. Section 3.11 outlines the KCATA approach to DBEs. If a DBE participates as a prime or subcontractor, is the expectation that the standards for DBE with KCATA are still followed to enable the DBE Spend Credit to be received by KCATA?

A: DBE credit will be counted for all DBE primes, subcontractors and suppliers as detailed in Section 3.11.

18. Q: Within the Purpose definition, the Federal Transit Administration (FTA) project procurement and management requirements are referred to as highlighted below:

Section 2.2, "Purpose." The purpose of this procurement is to select a consultant firm to assist KCATA in the establishment and implementation of an Enterprise Project Management Office (EPMO) structure within the agency. The successful firm will be awarded a one (1) year contract with up to one additional one (1) year extension. The selected consultant will assist with the development of a comprehensive Enterprise Project Management Office system by building upon existing standards and procedures and assure compliance with Federal Transit Administration (FTA) project procurement and management requirements.

- a. Does KCATA have an internal resource that will review/participate in the EPMO development that can assure compliance with these requirements?
- b. Does KCATA currently get audited for compliance with these requirements? Are those results something that can be shared, or the schedule of the audit defined?

A: KCATA, as a whole, undergoes a triennial review from FTA every three years that looks at all aspects of the organization. There are other audits specific to areas (Procurement, DBE, ADA Compliance, etc.) that may occur at any time. Depending on funding, large projects may also be subject to having a Project Management Oversight Consultant (PMOC) that is hired directly by FTA to oversee all elements of the project. Each department at KCATA is responsible for understanding and following the FTA compliance requirements and will be available to assist the EPMO with understanding these.

19. Q: For the identification and starting of projects in the current environment, what is the current criteria that defines operational or capital projects that will be assigned to the EPMO? Trying to understand how the operational and capital projects are currently identified and assigned.

A: This criteria definition will be defined by the EPMO process, but generally projects are identified in the annual operating and capital budgets.

20. Q: It was our understanding from the pre-proposal call that there were two distinct PMO's – a Design and Construction PMO and the EPMO for which this RFP has been released. Can you please clarify/confirm that this is correct? It was also stated that 3-4 major construction projects were expected in 2022, and would be out of scope for the Project Management Consultant coming in for the Design and Construction PMO, what is the criteria for if the construction project will be managed in the Design and Construction PMO vs the EPMO?

A: The EPMO will have oversight of all KCATA company-wide projects.

A Project Management Consultant (PMC) contract has been awarded to oversee the Design and Construction Their scope is to provide PMs for oversight of A&E design contracts and construction projects including two to three major campus construction projects (related to the TIME2020 grant award). This team will report to our Chief Engineer, and dotted line into the EPMO.

Additional work by this PMC is not guaranteed at this time.

21. Q: Will the current Project Management Consultant (PMC) awarded the TIME 2020 project be allowed to submit a proposal for the EPMO RFP?

A: No.

22. Q: Will a subcontractor on another project be allowed to submit a proposal (as a Prime or Subcontractor) on this EPMO project?

A: Yes, as long as there is no conflict of interest between their work on either project.

ATTACHMENTS

- Attachment A: 2022 Approved Capital Budget
- Attachment B: KCATA's COVID-19 Policy Regarding Contract/Temporary Workers, Contractors, Vendors and Visitors
- Attachment C: Distribution List and Pre-Proposal Conference Attendees

END OF ADDENDUM

**ATTACHMENT A
KCATA'S CAPITAL BUDGET SUMMARY (ONLY 2022 APPROVED)**

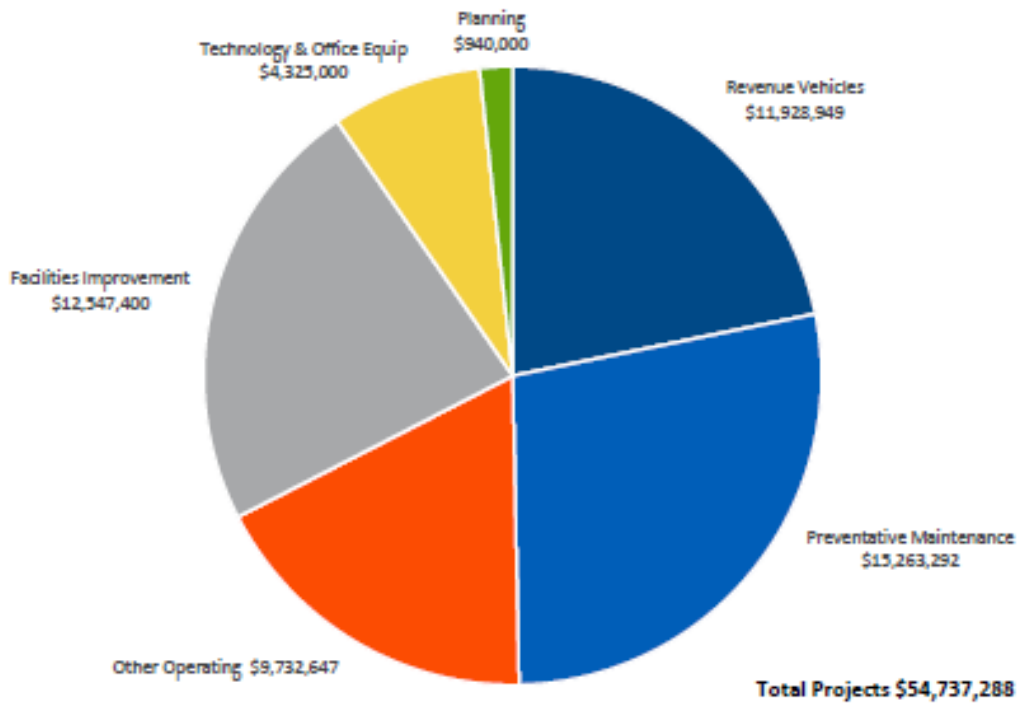
	2022	2023	2024	2025	2026	TOTAL
OPERATIONS/PASSENGER AMENITIES						
REVENUE VEHICLES & EQUIPMENT						
Revenue Vehicles	\$ 10,398,949	\$ 11,048,656	\$ 5,750,920	\$ 8,833,339	\$ -	\$ 36,031,864
AIM Proj - Cost-Effective ADAS	750,000					750,000
Contactless Fare Validation AIM Project	540,000					540,000
LowNo BEB Project	240,000	\$ 688,019	\$ 59,000	\$ 10,000		997,019
	<u>11,928,949</u>	<u>11,736,675</u>	<u>5,809,920</u>	<u>8,843,339</u>	<u>-</u>	<u>38,318,883</u>
PREVENTIVE MAINTENANCE & CC PASSENGER AMENITIES:						
Regional Shelter/Bench, Solar Lighting Replacement	15,263,292	15,263,292	15,263,292	15,263,292	15,263,292	76,316,460
KCMO Stops Concrete Bus Pads	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Charlotte 2 Way Conversion	500,000					500,000
Vision Zero Transit Access Improvements	100,000	2,000,000				2,100,000
TMC MAX Stop Relocation	1,000,000					1,000,000
35th & Prospect MAX Station	725,000					725,000
Grand Ave Bike Ped Bridge	850,000	495,000	155,000			1,500,000
7th St Corridor Transit Improvements	850,000	1,050,000				1,900,000
Other	1,136,000					1,136,000
	<u>6,241,000</u>	<u>4,545,000</u>	<u>1,155,000</u>	<u>1,000,000</u>	<u>1,000,000</u>	<u>13,941,000</u>
NON-REVENUE AND SERVICE VEHICLE REPLACEMENT						
	50,000	290,000				340,000
ROCK ISLAND CORRIDOR						
	1,401,647	1,399,772	1,401,322	1,399,772	1,400,197	7,002,710
STREET CAR RIVERFRONT EXPANSION						
	2,040,000	10,060,000	10,070,000	5,205,000		27,375,000
TOTAL OPERATIONS/ PASSENGER AMENITIES	\$ 36,924,888	\$ 43,294,739	\$ 33,699,534	\$ 31,711,403	\$ 17,663,489	\$ 163,294,053
FACILITIES						
FACILITY IMPROVEMENTS						
Northland Workforce & Training Center	4,500,000	50,000				4,550,000
10th & Main RideKC Regional Office Bldg.	600,000	600,000	1,000,000			2,200,000
Central Campus Upgrades (TIME 2020)	2,045,000	10,780,000	6,320,000			19,145,000
Facility State of Good Repair Upgrades	669,900	808,400		1,280,000		2,758,300
	<u>7,764,900</u>	<u>12,238,400</u>	<u>7,320,000</u>	<u>1,280,000</u>	<u>-</u>	<u>28,603,300</u>

Only the 2022 Capital Budget has been approved by KCATA's Board of Commissioners

**KANSAS CITY AREA TRANSPORTATION AUTHORITY
CAPITAL BUDGET SUMMARY
2022 THROUGH 2026**

	2022	2023	2024	2025	2026	TOTAL
CONCRETE REHAB/UPGRADES	4,100,000	-	-	-	-	4,100,000
FACILITIES & MAINT EQUIPMENT	682,500	418,500	46,000	-	-	1,147,000
TOTAL FACILITIES	<u>\$ 12,547,400</u>	<u>\$ 12,656,900</u>	<u>\$ 7,366,000</u>	<u>\$ 1,280,000</u>	<u>\$ -</u>	<u>\$ 33,850,300</u>
<u>TECHNOLOGY & OFFICE EQUIPMENT</u>						
INFORMATION TECHNOLOGY						
IT Software	460,000	985,000	35,000	235,000	-	1,715,000
IT Hardware	115,000	205,000	125,000	275,000	-	720,000
	575,000	1,190,000	160,000	510,000	-	2,435,000
OTHER OFFICE EQUIPMENT						
Document Management Solution	1,250,000	1,250,000	-	-	-	2,500,000
Radio System Tower Enhancement	2,500,000	500,000	-	-	-	3,000,000
	3,750,000	1,750,000	-	-	-	5,500,000
TOTAL TECHNOLOGY AND OFFICE EQUIPMENT	<u>\$ 4,325,000</u>	<u>\$ 2,940,000</u>	<u>\$ 160,000</u>	<u>\$ 510,000</u>	<u>\$ -</u>	<u>\$ 7,935,000</u>
<u>PLANNING</u>						
Rock Island Corridor Planning	150,000	-	-	-	-	150,000
EV Streetcar Corridor Planning	300,000	150,000	-	-	-	450,000
NKC Streetcar Study A & E	190,000	-	-	-	-	190,000
Northland Workforce & Training Center Planning	150,000	-	-	-	-	150,000
Green Connection Corridor Planning	150,000	-	-	-	-	150,000
TOTAL PLANNING	<u>\$ 940,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,090,000</u>
GRAND TOTAL	<u>\$ 54,737,288</u>	<u>\$ 59,041,639</u>	<u>\$ 41,225,534</u>	<u>\$ 33,501,403</u>	<u>\$ 17,663,489</u>	<u>\$ 206,169,353</u>

Project Expenditures by Type - 2022



**Kansas City Area Transportation Authority
Capital Project Narratives
2022 Capital Financial Plan**

Preventive Maintenance **\$ 15,263,292**

Capital costs of revenue vehicle maintenance.

Bus Replacements and Bus Equipment **\$ 11,928,949**

To acquire buses based on eligible replacement dates, LowNo battery electric, driver assistance system and contactless fare validation projects.

Northland Workforce & Training Center **\$ 4,450,000**

Acquire property with local funding sources for the Workforce Development and Training Center in the Northland (implementation funded as part of the Workforce and Infrastructure Program).

Concrete Rehab/Upgrades **\$ 4,100,000**

Removal and replacement of existing concrete pavement throughout the central service complex. Concrete in some areas is over 20 years old, spalled and cracked and poses a safety hazard.

Radio Tower Enhancement **\$ 2,500,000**

KCATA utilizes an extensive radio system for bus operations, safety, and general communication needs throughout the service area. This system was purchased in 2003 and underwent a significant upgrade in 2017. Following the upgrade, consultants recommended a Phase 2 for the project that would include adding additional tower sites to the existing network to eliminate coverage gaps and to extend the system to cover the entire service area. In 2019, KCATA consultants completed a study of coverage and potential improvements and submitted a recommendation to expand the system by adding 4 additional radio towers. This multi-year project funds the system expansion as recommended.

Building 1 Renovation **\$ 2,045,000**

Complete upgrade of Building 1 Operations Center.

Riverfront Streetcar Extension **\$ 2,040,000**

Design and Construction of a 0.55 mile Extension of the downtown streetcar from 3rd and Grand to the Berkley Riverfront in Kansas City, Missouri. This will be a partnership project with Kansas City Streetcar Authority, City of Kansas City, Missouri and Port KC. Project is funded with a Federal BUILD grant award (\$14.2 Million). Funding: \$14.2 Build, Port KC \$5 million, \$500,000 KCSA, \$500,000 Section 5307 from KCATA.

BRT MAX Stations **\$ 1,575,000**

Design and construction of two new bus rapid transit stations on the Troost and Prospect MAX lines at 25th Street on Charlotte in cooperation with Truman Medical Station and 35th & Prospect in cooperation with

**Kansas City Area Transportation Authority
Capital Project Narratives
2022 Capital Financial Plan**

Vision Zero Transit Access Improvements and KCMO Concrete Bus Pads **\$ 1,500,000**

Construction of improvements at six key transit intersection in KCMO and in partnership with KCMO. Transit components consist of access and information upgrades including ADA ramps along major transit corridors to reduce pedestrian accidents. Concrete bus pads will be constructed at key stops in KCMO.

Cooperative Projects Debt Payment **\$ 1,401,647**

KCATA share of the debt payment costs for the purchase of the Rock Island Corridor.

Electronic Document Management **\$ 1,250,000**

One of KCATA's primary agency wide goals is to work towards a paperless environment. A robust document management system is essential in order to transition to paperless. This project includes the design, purchase, configuration, and installation of a robust document management system that is capable of helping KCATA achieve a paperless environment.

7th Street Corridor Transit Improvements **\$ 1,136,000**

KCATA is managing the 7th St project on behalf of the Unified Government to upgrade bus stops and improvements to pedestrian connections in the 7th Street Corridor connecting Wyandotte County with Johnson County from downtown KC, KS to downtown Mission, KS. The project is funded with \$909,800 of KS Surface Transportation Program funds, matched with UG local funds.

Regional Shelter/Bench, Solar Lighting Replacement and KCMO Concrete Bus Pads **\$ 1,000,000**

Replace existing standard shelters, benches, solar lighting panels and add advertising panels that will generate advertising revenue. Demo and installation of these items at 100 bus stops per year.

Planning **\$ 940,000**

Planning funds are being requested for the following projects: East West Streetcar Corridor, North Kansas City Streetcar Study and A&E, Northland Workforce & Training Center and Green Connection Corridor Planning, and to continue the Rock Island Corridor planning.

Grand Ave Bike Ped Bridge **\$ 850,000**

Design and construction of the Grand Ave. Ped Bridge to the Berkley Riverfront from 2nd and Grand in KCMO. Subject to a cooperative agreement with KCMO. Funding to come from KCMO, KCSA and KCATA. To be managed by KCMO.

Facilities and Vehicle Maintenance Equipment **\$ 682,500**

Replacement of equipment and systems that are well passed the end of their useful life. Equipment and machinery breakdowns reduces productivity and increases costs because a third party is hired to make repairs that could be done in house. Replacement of the following is requested. Radio/Camera shop AC and electrical upgrades, Bldg. 3 Makeup Air Unit, Shop Gas and Spot Heaters, Wood Chipper, Kaivac Machines, Service Line Vacuum System, Alignment Machine, Lifts, Straddle Stacker and Electric Pallet Jack.

**Kansas City Area Transportation Authority
Capital Project Narratives
2022 Capital Financial Plan**

Central Service Complex State of Good Repair Upgrades **\$ 669,900**

Upgrades to plumbing and electrical, lightning protection installation, touchless faucet and hand dryer upgrades, drinking fountain upgrades, carpet replacement, and other upgrades throughout KCATA central service complex to keep facilities in a state of good repair.

10th and Main Development **\$ 600,000**

Begin development (design) for construction of office space for RideKC headquarters at 10th and Main in KCMO as part of a TOD Development- specific uses for the funding will be TBD once a development partner is secured. ATA funds would supplement Developer project funds and facilitate ATA planning and ATA facilities.

Information Technology Software **\$ 460,000**

The following software will be implemented: KCATA's budgeting process is largely manual using excel spreadsheets and email for distribution, budget creation and editing, and reporting. Budgeting software is needed in an effort to streamline and automate this process. A fully electronic budgeting solution that will interface with the current financial system; a knowledgebase system for the Call Center that will allow agents to quickly find and disseminate information and to build off the knowledge and experience of coworkers; and Online Chat software upgrade will provide connectivity improvements to ATA's phone system and provide improvements to the call center and to the remote work/soft phone functionality.

Other Passenger Amenities **\$ 180,000**

Conversion of Charlotte Street between Truman Road and 12th Street to 2-way operation in partnership with KCMO. Sidewalk replacement is needed at the Independence Transit Center to improve access and upgrade signage. City of Independence will use CMAQ, suballocated section 5307 and Indep local funds on the project.

Information Technology Hardware **\$ 115,000**

Replacement of Transportation's Operations Control Center (OCC) computers that have reached the end of their useful life and are due to be replaced with new systems. The use of technology is a key component of the OCC's daily tasks and operations of dispatch and support staff. Laptops for road supervisor vehicles are being replaced and audio video equipment is needed for the training department.

Non-Revenue Vehicle Replacement **\$ 50,000**

Security vehicle replacement.

ATTACHMENT B
KCATA'S COVID-19 POLICY 9/12/2021



COVID-19 POLICY UPDATE

September 12, 2021

All Employees, Contract/Temporary Workers, Contractors, Vendors and Visitors:

Kansas City Area Transportation Authority has updated COVID-19 policies and safety protocols to protect against COVID-19 at KCATA offices and facilities during the pandemic.

Effective immediately, all employees, contract/temporary workers, contractors, vendors, and visitors must comply with each of the following guidelines while on-site at KCATA facilities:

1. Wear a mask.
2. Maintain mandatory physical distancing -- stay at least 6 feet apart.
3. Wash hands and maintain proper hygiene.
4. Outside personnel should limit the number of persons to the minimum required to complete the task.
5. Temperature Checks are required prior to entering the internal KCATA facilities when on campus beyond a delivery of supplies or materials. Self-check temperature machines can be found at key entrance locations. Contractors should be able to enter Building 1 Lobby - directions can be provided at the Guard Shack Security Entrance near 17th & Forest.
6. All employees, contract/temporary workers, contractors, vendors, and visitors that regularly report to a KCATA work site one (1) or more days per week for any amount of time each day will be required to either be COVID-19 vaccinated or COVID tested every 14 days. POLICY DETAILS ARE ATTACHED.
7. DO NOT COME ON CAMPUS if any of the following are true:
 - o you are experiencing COVID-19 symptoms.
 - o you have pending COVID testing results due to an exposure or suspected positive.
 - o you are unvaccinated and have been asked to quarantine due to a known COVID confirmed positive exposure.
 - o you have been diagnosed COVID positive within the last 14 days, are symptomatic, have had a fever in the last 72 hours without the use of fever reducing medications.

These guidelines are subject to updates and KCATA asks you to maintain communication with your KCATA contact or KCATA Procurement for ongoing updates and with any questions. Please sign and acknowledge receipt and verify you and/or your employees will be in compliance with the above guidelines at all relevant times and return this document to KCATA Procurement by September 26, 2021.

I understand vendors entering KCATA facilities may be asked to show compliance with this policy and guidelines. Failure to comply may result in your contract being terminated.

VERIFICATION OF COMPLIANCE

The undersigned hereby verifies that he/she understands and will comply at all times with the above COVID guidelines and policy while in or on KCATA facilities.

Company Name

Signature – Authorized Company Representative

Date

Print Name

**ATTACHMENT C
RFP DISTRIBUTION AND PRE-PROPOSAL ATTENDEES**

**KCATA RFP #F21-7030-21A – EPMO CONSULTANT SERVICES
Distribution List and Pre-Proposal Conference Attendees**

Interest Response	Pre-Proposal Attendee	Firm Name	Contact	Phone	Firm Contact	DBE
*	*	Amazing Traditions	Kerri VanMeveren	(816) 260-1067	kerri@amazingtraditions.com	Y
*	*	Burns & McDonnell	David H. Thurston	816-399-9653	dthurston@burnsmcd.com	
*	*	Construction Management Partners LLC	Marvin Johnson	(314) 713-3429	marvinjohnson@cmpstf.com	Y
*	*	Kwame Building Group	Michael Thompson	314-520-8422	mthompson@kwamebuildinggroup.com	Y
		3T-Design & Development, LLC	Ruth Turner	816-516-5977	Rturner@3T-kc.com	Y
		HDR Consulting Engineers	Joe Drimmel	816-360-2701	joseph.drimmel@hdrinc.com	Y
		ADEXO USA	Walle Amusa	(314) 581-4149	walleamusa@gmail.com	Y
		MHR International Inc.	MICHAEL ROSS	(404) 880-9602	scarstarphen@mhrinternational.com	Y
*	*	Project Controls Group Inc	Marvin Woods	(314) 647-0707	mwoods@projectcontrolsgroup.com	Y
		Adams-Gabbert & Associates, LLC	Denise Kruse	(913) 735-4390	dkruse@adamsgabbert.com	Y
		LAD Consulting, LLC		(316) 841-8628	lillian@ladconsulting.net	
		Neil Hoosier & Associates, Inc.		(845) 517-4476	neil@nhassociates.com	
		P/STRADA, LLC	Patrice Manuel	(816) 256-4577	info@pstrada.com	Y
		Professional Services & Resources, Inc.	Natasha Conley	(573) 636-9696	nconley@psrtech.com	Y
		Belleweather, Ltd	Kay Saunders	816-554-9400	saunderks@belleweather.com	
		Proudfoot	MICK Montesi		mmontesi@proudfoot.com	
*	*	OLH, Inc.	Mollie Fortino	470-242-0189	mfortino@olhinc.com	Y
*	*	OLH, Inc.	Gina Bennett-Norris		gbennett@olhinc.com	
*	*	OLH, Inc.	Phil D'Ambrogi		pdambrogi@olhinc.com	
*	*	Core Catalysts LLC	Jim Wadella	913-752-9406	jim.wadella@corecatalysts.com	
*	*	S.L. King Technologies	Sidney Sparks	678-628-9473	ssparks@slking.com	
*	*	Integrated Marketing Systems (IMS)	Brannon Cody	888-467-3151	bcody@imsinfo.com	
*	*	Digital Workplace Company	Rad H. Pasovschi, CEO	978-828-7772	rpasovschi@digitalworkplacecompany.com	
*	*	Advanced Digital Technology & Analytics	Michael DeMiers	512-692-1255	michael.demiers@us.gt.com	
*	*	Definitive Business Solutions	John Sammarco	703-626-0221	jsammarco@definitiveinc.com	
*	*	Turner & Townsend	Emma Kravitz	929-316-8336	emma.kravitz@turnertown.com	
*	*	Infosys Public Services, Inc.	Gary Massey	512-299-8894	gary.massey@infosys.com	
*	*	Stellar Services, Inc.	Michael Debiak	732-995-6320	mdebiak@stellarservices.com	
*	*	AMPM Consulting, LLC	Kevin Corwin	636-312-4480	kevinc@askampm.com	
*	*	K.L. Scott & Associates LLC	Tony L Tolliver	404-692-5552	tony.tolliver@kiscottassociates.com	
*	*	Precise Operations Management, LLC	Janet Lockridge	816-269-0363	phoperationsmgmt@gmail.com	

KANSAS CITY AREA TRANSPORTATION AUTHORITY

REQUEST FOR PROPOSALS (RFP) #F21-7030-21A

KANSAS CITY AREA TRANSPORTATION AUTHORITY (KCATA)
ENTERPRISE PROJECT MANAGEMENT OFFICE (EPMO) CONSULTANT SERVICES

RECEIPT OF ADDENDA

Proposers shall return this form when submitting their proposal 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. As additional addenda are issued by, please notate date received below.

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 November 23, 2021 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 _____