

KANSAS CITY AREA TRANSPORTATION AUTHORITY

Request for Proposals (RFP) #F23-7001-31A
Consultant to Develop an Updated Strategic Plan

ADDENDUM #1

Issue Date: December 28, 2022

This Addendum is hereby made a part of the Invitation for Bid 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 on the "Receipt of Addenda" form (herein attached) and shall include the form in their Bid Submittal documents.

BIDDER QUESTIONS/REQUESTS FOR CLARIFICATION

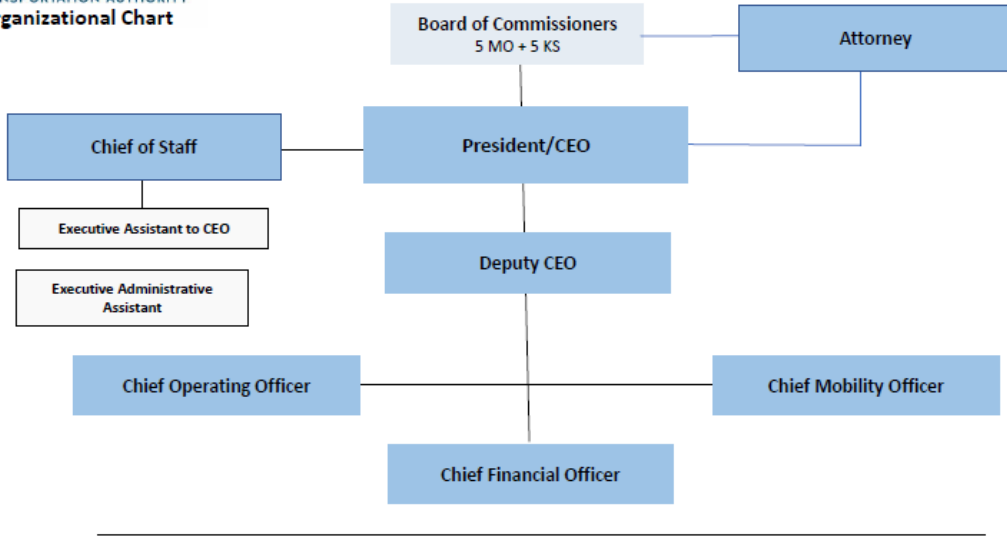
1. Q: What is the estimated budget for this project?
A: We do not share specific budgets particularly when cost is part of the evaluation. The cost range for this work is anticipated to be between \$150,000 and \$250,000.
2. Q: Does the project represent a continuation of a past or current effort or is this a new initiative? If you have used a similar process in the past, what parts do you wish to retain, and which parts do you wish to improve or discard?
A: This is a new effort that uses the previously developed strategic plan as a starting point. The process to be used going forward is not tied to any previous process.
3. Q: Do you have an incumbent who provides similar services to those described in the RFP? If yes, what advantage, if any, would such a vendor have in competing for the current project?
A: The KCATA used consultant support to prepare the prior strategic plan, but that consultant is not currently under contract to KCATA. This current RFP represents a new independent procurement and any and all qualified firms are encouraged to propose and will be considered on an equal basis on the merits of their submission and the selection criteria.
4. Q: Has KCATA conducted an employee assessment recently, and if so, can that information be shared with the selected proposer?
A: We have not.
5. Q: Can KCATA share a current org chart?
A: Attached is a chart showing the organization of KCATA's Executive Team. A more detailed organizational chart that is subject to change will be shared with the selected vendor.

6. Q: Can KCATA describe the makeup of the evaluation committee members?
- A: The evaluation committee membership will not be shared but will be made up of individuals familiar with KCATA and the region's transportation and transit needs.
7. Q: Due to the close proximity to the end of year/holiday, would KCATA consider extending the proposal due date?
- A: No.
8. Q: DBE goal: We have two firms on our team that are DBE certified in other states. They will apply to the Missouri Regional Certification Committee to request reciprocity to become certified in Missouri. This process probably will not be completed by January 6. Are we allowed to submit the bid with proof that they are in the process to be certified in Missouri?
- A: Regarding DBE certification, please provide a copy of the email or whatever is provided when they apply to MRCC. KCATA does DBE certifications as well – they can certify through our team, and it might be quicker than MoDOT or the City of KCMO. Whitney Morgan's contact information is on the front page of the RFP.
9. Q: Rates for Pricing: The bid information was not specific—should these be FAR rates?
- A: Your rates should be the fully burdened rates that include your OH. The OH should be FAR compliant.
10. Q: All the forms are dated 2023. We will be completing the forms prior to 2023. Should we cross that out and put 2022, especially on the Forms to be notarized?
- A: Yes, please change the date to 2022 if you are completing prior to January 1. I changed it since proposals aren't due until 1/04.
11. Q: E-Verify: One is subcontractors is a one-person form. Is E-Verify required for a one-person firm?
- A: Missouri E-Verify is even applicable to sole proprietors. Submit a letter on their letterhead that explains they are a one-person business.

ATTACHMENT

- KCATA Organization Chart
- Receipt of Addenda Form

END OF ADDENDUM



KCATA Executive Team

KANSAS CITY AREA TRANSPORTATION AUTHORITY (KCATA)

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RECEIPT OF ADDENDA

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

We hereby acknowledge that the Addenda noted below was received all information has been incorporated into the Bid as required.

Addendum #1 dated December 28, 2022 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 _____