KANSAS CITY AREA TRANSPORTATION AUTHORITY

Request for Proposal (RFP) F23-7019-39C

IDIQ On-Call Transit Planning Consultant Services

Pre-Proposal Conference

August 8, 2023 • 9:00 am CDT

**Microsoft Teams Meeting**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YjBhM2ZjZjEtZDY0Ny00MmFmLTkzYWMtNmI4ZmFkNGI0ZjJh%40thread.v2/0?context=%7b%22Tid%22%3a%22480ebbb8-3e12-4c68-8c28-65b42d53b64d%22%2c%22Oid%22%3a%22e503212e-ba41-4287-85be-15dcd6f7189c%22%7d)

Meeting ID: 211 959 398 753
Passcode: LGknwe

[Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)

[Learn More](https://aka.ms/JoinTeamsMeeting) | [Meeting options](https://teams.microsoft.com/meetingOptions/?organizerId=e503212e-ba41-4287-85be-15dcd6f7189c&tenantId=480ebbb8-3e12-4c68-8c28-65b42d53b64d&threadId=19_meeting_YjBhM2ZjZjEtZDY0Ny00MmFmLTkzYWMtNmI4ZmFkNGI0ZjJh@thread.v2&messageId=0&language=en-US)

1. **Introductions (Laura Anderson)**
2. **Sign-In Sheet – complete and return (attached with this Agenda on Page 3)**
3. If your firm will be participating in this Teams meeting, please complete the attached sign-in sheet for each person who will be in attendance. Return the sign-in sheet to Laura Anderson via email at landerson@kcata.org prior to the meeting date/time.
4. *Contact information provided by your firm will be added to Procurement’s email distribution list for future solicitations relative to these services.*
5. **Overview of Project Goals/ Q&A (AJ Farris)**
6. **Diverse Business Enterprise Goals (Whitney Morgan)**
7. KCATA will evaluate each work order prior to issuance to verify funding sources and availability of diverse firms to determine a diversity goal. Proposers are requested to include diverse firms as part of their proposed teams, whether a diverse goal is set or not. See Section 3.11 for additional information regarding KCATA’s policy.
8. DBE/SBE/MBE/WBE/SLBE firms are encouraged to submit proposals as a prime contractor or as a partner.
9. **Procurement Schedule for RFP # F23-7019-39C – page 6 of RFP (Laura Anderson)**

 Questions, Comments, Clarifications Due to KCATA August 15, 2023 @ 4:00 pm

 KCATA’s Response to Questions, Comments, Clarifications August 22, 2023 @ 4:00 pm

 ***RFP Closing August 31, 2023 @ 2:00 pm***

 Interviews (Tentative and if Required) September 15-22, 2023

1. **Proposal Submittals (Laura Anderson)**

a. Proposal Checklist -- Page 27 (Attachment A)

b. Price Proposal – Page 53 (Attachment D)

c. Documents available on FTP Site

* Sample Terms & Conditions – Page 28 (Attachment B)
* Affidavits and Certifications
* Price Proposal Page

d. FTP Site Information

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| --- | --- |
| Project Name | IDIQ On-Call Transit Planning Consultant Services  |
| Project Number | F23-7019-39C |
| Site URL | <https://kcata.sharepoint.com/sites/FTP/pro/idiq/SitePages/Home.aspx> |
| Bidder Email | bid\_f237019-39c@kcata.org |
| Bidder Password | !?t6ZTHDPW (Exclamation - Question - tango - Six - ZULU - TANGO - HOTEL - DELTA - PAPA - WHISKEY) |

***NOTE:******This site is not compatible with Firefox or Safari browsers.*** *After accessing the SharePoint site, you must type in the email address that is provided above (not your own) – you cannot use the hyperlink. Please note the “underscore” in the email. The complete password is comprised of the highlighted portion only.*

1. **Additional Questions/Comments**

 The verbalized responses to questions are non-binding and are intended for informational purposes only. Potential contractors or parties who have questions regarding the project must submit them in writing to Laura Anderson at ladams@kcata.org.

**QUESTIONS ARE TO BE DIRECTED TO PROCUREMENT PERSONNEL ONLY**

*No person or entity submitting a proposal in response to this Request for Proposals nor any officer, employee, agent, representative, relative or consultant representing such a person (or entity) may contact through any means, or engage in any discussion concerning the award of this contract with any member of KCATA’s Board of Commissioners or any employee of KCATA (excluding Procurement staff) during the period beginning on the date of proposal issue and ending on the date of the selection of a Contractor. Any such contact would be grounds for disqualification of the Proposer.*

Request for Proposal (RFP) F23-7019-39C

IDIQ On-Call Transit Planning Consultant Services

**SIGN-IN SHEET – PLEASE PRINT**

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