

REQUEST FOR PROPOSALS (RFP)  
TO LEASE KCATA'S FACILITY

AT 39<sup>TH</sup> & TROOST AVENUE

IN KANSAS CITY, MISSOURI

Date: February 14, 2025

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**February 14, 2025**

**Request for Proposals (RFP)**

**For Leasing KCATA's Facility Located At**

**39<sup>th</sup> & Troost Avenue, Kansas City, Missouri**

**1. Introduction**

The Kansas City Area Transportation Authority (KCATA) owns the building and associated grounds totaling approximately 42,000 square feet on the northeast corner of 39th & Troost Avenue in Kansas City, Missouri. KCATA is interested in finding a new tenant or tenants for the facility through this proposal process. A long-term lease agreement (minimum five years) is anticipated.

**2. Objectives**

The objectives of this RFP are to:

- Identify qualified childcare providers with the capacity to operate a childcare facility under lease to KCATA at the transit center.
- Gather information on the proposed operational plans, including staffing, curriculum, hours of operation, and safety protocols.
- Understand the financial and logistical requirements from potential tenants.
- Assess the compatibility of the proposed services and terms with the needs of the community and transit users.
- Lease KCATA's facilities to a qualified childcare operator.

**3. Facility Description:**

The KCATA transit center at 39th and Troost features:

- A designated area for childcare services with parking lot for staff and guests and building of 15,100 sq ft with the following assets: Eight classrooms including two state certified infant/toddler rooms, three assembly rooms, fully equipped kitchen, and office/reception desk.
- Access to public transit routes.
- Facilities designed to meet the needs of young children, including fenced playground area, restrooms, and camera and security system measures.
- Five offices are currently used by KCATA and would be available to the tenant in 2025.
- A site plan for the KCATA center is attached and detailed plans are available for review upon request.

- The KCATA childcare facility was formerly leased to providers of childcare services. The facility is currently available for lease subject to the temporary occupancy of the KCATA (five offices).

#### **4. Submission Requirements:**

Proponents are requested to submit the following information.

##### **A. Organization Overview:**

- Name and address of the organization.
- Contact person, title, phone number, and email address.
- Brief history and mission of the organization.
- Licenses and certifications relevant to operating a childcare facility.

##### **B. Operational Plan:**

- Proposed services and programs.
- Staffing plan, including qualifications and experience of key personnel.
- Hours of operation.
- Safety and security protocols.
- Curriculum and educational philosophy.

##### **C. Financial Information:**

- Proposed rental terms and financial expectations.
- Budget overview for initial setup and ongoing operations.
- Provide Financial Letter of Reference from bank or other financial consultant on behalf of entity reflecting financial capability for 39<sup>th</sup> and Troost lease
- Provide list of suggested maintenance items on tenant improvements.

##### **D. Community Engagement:**

- Plans for engaging with the local community.
- Strategies for making the childcare services accessible to families using public transit.

##### **E. Previous Experience:**

- Examples of the operating history of similar projects or facilities by the organization.
- References from previous or current clients.

**F. Terms of Lease:**

- Confirm the organization is willing to lease the facility for a minimum term of five (5) years.
- Confirm prior history of organization concerning operation of and track record related to the childcare services.
- Provide list of proposed repairs to the premises.
- State the organization's history of operating childcare facilities pursuant to leases with common terms under Missouri law.
- State the interest of the proponent in obtaining a leasehold interest in the five offices now occupied by the KCATA.
- Final lease rate and terms will be negotiated, but a market-rate lease is desired. The KCATA will be responsible for major building elements, but tenant will be responsible for all routine operation and maintenance, minor repairs, and security.
- The KCATA desires to encourage occupancy by a qualified childcare provider that takes advantage of Transportation Oriented Development.
- KCATA will refresh the premises tenant improvements to include minor repair of working facilities, paint, and replacement of baseboards (please see inspection opportunity in Section 10 hereof below).

**5. Submission Process:**

- A. Proponents should send their responses electronically by 5:00 pm, March 7, 2025 to the following persons at the email addresses indicated:

Brien M. Starner  
Director, Community Development & Real Estate  
Kansas City Area Transportation Authority  
816-918-9947  
bstarner@kcata.org

with a copy to:

Jerry Riffel  
Outside Counsel  
Lathrop GPM  
816-460-5712  
jerry.riffel@lathropgpm.com

- B. All submissions will be reviewed on behalf of the KCATA and determinations made regarding potential interviews and/or further discussions.
- C. KCATA reserves the right to waive informalities or irregularities in proposals, to accept or reject any or all proposals, to cancel this RFP in part or in its entirety, and to re-advertise for proposals if it is in the best interest of the Authority. KCATA shall be the sole judge of what is in its best interest with respect to this RFP.

## **6. Proposers Responsibilities:**

- A. Information contained within this RFP is presented as “to the best of our knowledge.” Firms are responsible to obtain all relevant information and base their decisions upon their independent due diligence and not from information contained herein.
- B. By submitting a proposal, the Proposer represents that:
  - The Proposer has read and understands the RFP and the proposal is made in accordance with the RFP requirements and instructions;
  - The Proposer possesses the capabilities, resources, and personnel necessary to enter into a successful lease agreement with KCATA; and
  - It is authorized to transact business in the State of Missouri.
- C. Before submitting a proposal, the Proposer should make all investigations and examinations necessary to ascertain site or other conditions and requirements affecting the full performance of the contract.

## **7. Evaluation Criteria:**

Responses will be evaluated based on the following criteria:

- Experience and qualifications of the organization.
- Quality and comprehensiveness of the operational plan.
- Financial stability and proposed terms.
- Alignment with community needs and transit access.
- References and past performance.
- Whether the rentals proposed for the initial term meet market rates for comparable childcare facilities in the Kansas City metro.

## **8. Restricted Communications**

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 the personnel listed in this RFP) during the period beginning on the date of proposal issue and ending on the date of the selection of a preferred tenant. Any such contact may be grounds for disqualification of the Proposer.

## **9. Selection of Potential Tenant**

- KCATA may request face-to-face interviews with selected respondents.
- From the responses received, KCATA may select one or more respondents whose proposals best meet KCATA's objectives with whom KCATA may enter lease

negotiations. Ultimate approval of any lease to a potential tenant will be subject to approval of the lease by the KCATA's Board of Commissioners.

- This RFP does not guarantee a contract will be awarded.
- KCATA reserves the right to reject all proposals.

#### **10. Presubmission Conference**

- Potential proponents are encouraged to attend an inspection of the KCATA facilities on Wednesday, February 25. The review of the facilities will be led by Brien Starner. Please contact either Brien Starner or Jerry Riffel to indicate your interest in attending.
- For any questions or further information regarding this RFP, please contact Jerry Riffel or Brien Starner as referenced in Section 5 above.

#### **11. Non-discrimination:**

Proposers shall not discriminate on the basis of race, color, national origin, or gender in the performance of this project.

Attachment A



