



**ADDENDUM NUMBER 2**

**Project No.** 89020221

**Title** Ciclovía/Open Streets - Fed No STP-3301 (441)

**ISSUE DATE: November 26, 2013**

The Proposal due date for this contract shall be changed to **Thursday, December 12, 2013, at 2:00 PM.**

**TO ALL PROSPECTIVE BIDDERS/PROPOSERS:**

This Addendum addresses the following questions:

Q1.	How does the DBE requirement apply to 501(c)3 nonprofit organizations that do not have owners and there do not have any way to quantify DBE?
A1.	<b>Only for profit companies can be DBE certified. However, a nonprofit could sub-contract work with a qualified entity to meet the DBE goal.</b>
Q2.	Is there flexibility with schedule implementation?
A2.	<b>Yes, there may be an opportunity to extend the deadline for completion of the events to December 2015.</b>
Q3.	Who will receive sponsorship funds that are collected for this project?
A3.	<b>The City will be the recipient of all sponsorship funds. All funds received will be solely used to implement this project.</b>
Q4.	Will there be a pre-proposal conference for this project?
A4.	<b>Yes. It is not mandatory to attend. Monday, December 2, 2013, 2 p.m. at City Hall, 414 E. 12<sup>th</sup> Street, KCMO, 20<sup>th</sup> Floor Conference Room – Public Works Department.</b>

This addendum revises referenced bid/proposal and/or specifications documents as follows:

1. Delete Prof. Service RFP and replace with **Prof. Service RFP – Addendum 2.**

**REQUEST FOR PROPOSALS**  
**FOR PROFESSIONAL, SPECIALIZED OR TECHNICAL SERVICES CONTRACT**  
**PROJECT NO. 89020221**  
**Ciclovia/Open Streets - Fed No STP-3301 (441)**  
**PUBLIC WORKS DEPARTMENT**  
**CITY OF KANSAS CITY, MISSOURI**

Date Issued: November 18, 2013

1. **Purpose.** This is a Request for Proposals for **Project No. 89020221 - Ciclovia/Open Streets - Fed No STP-3301 (441)** issued by the General Services Department of Kansas City, Missouri. Sealed Proposals are due by **Thursday, December 12, 2013**, at 2:00 PM and shall be delivered to the *Contract Administrator*. Proposers shall submit **five (5)** copies of their Proposals along with **one (1) CD**. The City reserves the right to change or extend the submission date and time for any reason.
2. **Request for Proposals.** The Request for Proposal package for this project contains the following:
  - a. Attachment A – Scope of Services
  - b. Attachment B – Schedule
  - c. Attachment C – Form 00410.01 Experience and Reference Summary
  - d. Attachment D – Employee Eligibility Verification Affidavit
  - e. Attachment E – Standard *Professional Service* Contract Parts I and II
3. **Proposal Submittals.**
  - a. To be given consideration, your proposal should include the following, completed in full:
    - (1) Detailed Cost Proposal (Budget: maximum of \$85,000.00 – points awarded for the lowest proposal). Please provide a detailed cost estimate per task. Detailed Cost Proposal must be submitted in a separate sealed envelope.
    - (2) **Attachment C - Form 00410.01 Experience and Reference Summary**
    - (3) Experience and Technical Competence
      - (a) Provide the qualifications of the employees on the team designed to this specific project
      - (b) Description of project understanding and project approach
      - (c) Description of the Project Control Plan
      - (d) Description of the earliest times and durations of time that work may commence and when it can be completed
    - (4) Capacity and Capability
      - (a) List and description of key team members' professional experience.
      - (b) List the approximate percentage of the project for each team member.
      - (c) State each key personnel's time commitment for this project.

(5) Record of Past Performance

- (a) Provide project descriptions of similar projects for the past three years and contact name with current address, email address, and telephone number for the owner of each project;
- (b) Provide project descriptions of projects for the past three years with the City of Kansas City, MO

Proposals should be limited to **ten (10)** pages in 12 point font on 8.5” x 11” paper with pages numbered. Covers, table of content, and divider tabs will not count as pages, provided no additional information is included on those pages.

The Proposal also may contain any narrative, charts, tables, diagrams or other materials in addition to those called for herein; to the extent such additions are useful for clarity or completeness of the Proposal. Any supplemental information or documents (i.e., not required by this RFP) that are included in the proposal should be marked as an Attachment and clearly identified in the Table of Contents. Attachments should clearly indicate on each page the paragraph in the Proposal to which they pertain.

- 4. Prohibited activities by former City employees and officials.** Section 2-1018 of the City’s Code prohibits former elected City officials and former executive or administrative employees of the City from trying to influence a decision of the City on behalf of an employer or client for one year after that former employee or official leaves the City’s employ. By submitting a proposal, Proposer affirms that Proposer and its team members and employees are in compliance with the requirements of Section 2-1018. Failure to comply with the requirements of Section 2-1018 may cause the Proposal to be rejected.
- 5. Selection.** City will select what in its sole judgment it determines to be the Proposal that will be in the best interests of the City.
- 6. Change in RFP and Contract.** The City reserves the right at any time to add to, delete, modify or enlarge this RFP, including any specifications and/or statement of work, the proposed contract, the terms and conditions and any subsequently executed contract. Any changes to the RFP or contract are subject to the approval of the Missouri Department of Transportation and the Federal Highway Administration, if applicable.
- 7. Discussions and Negotiations with Proposers.** Proposals may be evaluated and award made with or without discussions and/or negotiations with Proposers. The City also reserves the right to discuss and negotiate anything and everything with any Proposers at any time. The City reserves the right to request additional information from any or all Proposers. Negotiations by the City will not be deemed a counter offer or a rejection of any original Proposal.
- 8. Rejection of Proposals.** The City reserves the right to reject any and all proposals.
- 9. Disclosure of Proprietary Information.** A Proposer may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:

- a. marking each page of each such document prominently in at least 16 point font with the words “Proprietary Information”;
- b. printing each page of each such document on a different color paper than the paper on which the remainder of the Proposal is printed; and
- c. segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words “Proprietary Information” in at least 16-point font, along with the name and address of the Proposer.

After either a contract is executed pursuant to the RFP, or all Proposals are rejected, if access to documents marked “Proprietary Information”, as provided above, is requested under the Missouri Sunshine Law, the City will notify the Proposer of the request, and it shall be the burden of the Proposer to establish that such documents are exempt from disclosure under the law. Notwithstanding the foregoing, in response to a formal request for information, the City reserves the right to release any documents if the City determines that such information is a public record pursuant to the Missouri Sunshine Law.

- 10. Closed Records.** All Proposals and documents and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Act until a contract is executed or until all Proposals are rejected.
- 11. Withdrawal of Proposals.** Proposers may withdraw their Proposals prior to the date and time set for receipt of Proposals only with the written consent of the City. Proposers will be bound by their Proposals for 120 days from the date set for receipt of Proposals. Proposals cannot be withdrawn within this 120 day period.
- 12. Waivers.** The City Manager or his delegate at any time may waive any requirements imposed by this solicitation or by any City regulation when failure to grant the waiver will result in an increased cost to the City and the requirement waived would be waived for all Proposers for this solicitation and it is in the best interest of the City to grant the waiver. The City Council at any time may waive any requirements imposed in this solicitation by the City's code of ordinances when it finds failure to grant the waive would be detrimental to preserving the public health, welfare, safety or essential operations of the city; or the waiver is necessary in order to participate in a purchasing pool or cooperative or a contract derived from a purchasing pool or cooperative; or the good, supply, material, equipment or service is from a sole source; or failure to grant the waiver would result in an increased cost to the City, the requirement is one that would be waived for any bidder or proposer responding to the solicitation, and it is in the best interest of the City to grant the waiver; or it is otherwise in the best interests of the City for any other reason as determined by the City Council. The City reserves the right to waive any irregularities and/or formalities as deemed appropriate. **Any changes to the RFP or contract are subject to the approval of the Missouri Department of Transportation and the Federal Highway Administration, if applicable.**
- 13. Affirmative Action.** It is the policy of the City that any person or entity entering into a contract with the City, will employ applicants and treat employees equally without regard to their race, color, sex, religion, national origin or ancestry, disability, sexual orientation, gender identity or age. The City’s Affirmative Action ordinance requires that any person or entity who employs fifty (50) or more persons and is awarded a contract from the City totaling more than \$300,000.00 must:

- a. Execute and submit an affidavit, in a form prescribed by the City, warranting that the contractor has an affirmative action program in place and will maintain the affirmative action program in place for the duration of the contract.
- b. Submit, in print or electronic format, a copy of the contractor's current certificate of compliance to the City's Human Relations Department (HRD) prior to receiving the first payment under the contract, unless a copy has already been submitted to HRD at any point within the previous two calendar years. If, and only if, contractor does not possess a current certification of compliance, contractor shall submit, in print or electronic format, a copy of its affirmative action program to HRD prior to receiving the first payment under the contract, unless a copy has already been submitted to HRD at any point within the previous two calendar years.
- c. Require any subcontractor awarded a subcontract exceeding \$300,000.00 to affirm that subcontractor has an affirmative action program in place and will maintain the affirmative action program in place for the duration of the subcontract.
- d. Obtain from any subcontractor awarded a subcontract exceeding \$300,000.00 a copy of the subcontractor's current certificate of compliance and tender a copy of the same, in print or electronic format, to HRD within thirty (30) days from the date the subcontract is executed. If, and only if, subcontractor does not possess a current certificate of compliance, contractor shall obtain a copy of the subcontractor's affirmative action program and tender a copy of the same, in print or electronic format, to HRD within thirty (30) days from the date the subcontract is executed.

If you have any questions regarding the City's Affirmative Action requirements, please contact HRD at (816) 513-1836 or visit the City's website at [www.kcmo.org](http://www.kcmo.org).

- 14. Proposal Costs.** All costs incurred by a Proposer in preparation of Proposer's submittal (including costs associated with interviews) will be borne by the Proposer. The City is not responsible for any costs associated with this proposal submission.
- 15. Ownership of Proposals.** All proposals and supplementary material will become the property of the City when submitted.
- 16. Disclaimer.** The information contained in this RFP, attachments hereto and any addenda that may be issued is provided to assist prospective Proposers in the preparation of proposals. The City assumes no responsibility for the use of this information by Proposers and does not guarantee the accuracy of the information.
- 17. Evaluation Criteria.** Any evaluation criteria or weighting of criteria is used by the City only as a tool to assist the City in selecting the best proposal for the City. The City may change criteria and criteria weights at any time. Evaluation scores or ranks do not create any right in or expectation to a contract regardless of any score or ranking given to any Proposer.

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design.

Experience and Technical Competence 40 Points Max

Capacity and Capability 30 Points Max

Past Record of Performance 20 Points Max

Budget 10 Points Max

- 18. Disadvantaged Business Enterprise (DBE) Program Requirements.** The DBE goal for this project is **10%**. DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov), in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.
- 19. Pre-Proposal Conference.** The Public Works Department will hold a pre-proposal conference on **Monday, December 2, 2013**, at 2:00 PM, in the 20<sup>th</sup> floor conference room, located at 414 East 12<sup>th</sup> Street, City Hall, Kansas City, Missouri 64106.
- Attendance at the pre-proposal conference is *encouraged* for all Proposers on this Project.
- 20. Questions.** Forward all questions in writing to the following Project Manager and Contract Administrator. Questions received less than **five (5)** days prior to the Submittal Date may not be answered. Interpretations or clarifications considered necessary by the Project Manager in response to such questions will be issued by Addenda to all Proposers. Oral or other interpretations or clarifications shall be without legal effect, even if made at a Pre-Proposal Meeting.

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*For persons with disabilities needing reasonable accommodations please contact Meg Conger at 816-513-6589. If you need to use the Relay Service, please dial 711.*