

Missouri  
Department  
of Transportation



Pete K. Rahn, Director

105 West Capitol Avenue  
P.O. Box 270  
Jefferson City, MO 65102  
(573) 751-2551  
Fax (573) 751-6555  
www.modot.org

**ADDENDUM 002  
REQUEST FOR PROPOSALS  
kcICON Workforce Training Services  
RFP NUMBER: 6-071205**

Offerors shall acknowledge receipt of Addendum 002 (TWO) by signing and including it with the original proposal. The due date for receipt of proposals remains unchanged by this Addendum. Accordingly, the following clarifications, questions and answers are believed to be of general interest to all potential Offerors. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority  Rebecca L. Jackson, CPPO, CPPB General Services Procurement Manager
Contractor/Offeror Signature    (Signature of person authorized to sign)	Department of Transportation   (Authorizing Signature)
Date Signed:	Date Signed: November 21, 2007

**Pre-Proposal Conference Participants:**

Brenda L. Williams, Catholic Charities of KC-SJ  
Susan Engel, Catholic Charities of KC-SJ  
Ken Searcy, Pstrada

**kcICON Advisory Committee Members and MoDOT Representatives:**

Marty Matthews (Chair), Heavy Contractors Association  
Lizzie Brown, Chouteau Courts Public Housing  
David Kendrick, KC Building Trades  
Alise Martiny, National Association of Women in Construction  
Mell Henderson, MARC  
Margaret Roberts, Metro Organization for Racial and Economic Equity  
AJ Byrd, MoDOT District 4, Community Liaison  
Brian Kidwell, MoDOT District 4, Project Director  
Jennifer Benefield, MoDOT District 4, Community Relations Coordinator  
Lester Woods, Jr., MoDOT Central Office External Civil Rights  
Charryse Berry, MoDOT Central Office External Civil Rights  
Donnetta Cole, MoDOT Central Office External Civil Rights  
Rose Cooper, MoDOT Central Office External Civil Rights  
Rebecca L. Jackson, MoDOT Central Office, Procurement Manager

Lester Woods opened the pre-proposal conference with the introduction of all participants.

Marty Matthews, Chairperson of the kcICON Advisory Committee, explained the partnership agreement parameters and the commitment from the Missouri Department of Transportation (MoDOT) to allocate partial wage reimbursement for the kcICON project through on the job training wage reimbursements to contactors.

Brian Kidwell, MoDOT kcICON project manager, announced the very recent selection of the design-build contractor for the Interstate 29/35 corridor improvement project. The Paseo Corridor Constructors comprises joint-venture partners Clarkson Construction Company, Massman Construction Company, Kiewit Construction Company, Parsons USA and TranSystems Corporation. The winning team had 2/3 of the \$30 million already committed to design teams and potential subcontractors meeting the 13% DBE goal established in the contract. Our goal is to reward the contractor for employing these individuals from the kcICON Workforce Training Services program so the individuals can make viable construction apprenticeships with mentoring through the process for a life long career in the construction industry.

Rebecca Jackson, MoDOT Central Office General Services Procurement Manager, completed the review of the important aspects of the request for proposal (RFP). Clarifications noted through this process are as follows:

**Page 3** – It is extremely important that all offerors provide one original and eight copies of their response to the location identified in the RFP by the deadline date and time. In addition, respondents must ensure their response includes the completion of the Proposal information required on this page.

**Pages 4 through 8** – The contents of each section were reviewed. Specific clarification was provided for **Page 7, Section 2, Paragraph B.5.** – The Client Services Budget of \$3,000 for Supportive Services may be utilized for clients while they are achieving the 1,000 hours of OJT.

**Page 10, Section 3, Paragraph F** – The contents of this section were reviewed. One correction was noted in Section F, Paragraph 2, Line 4, the last word shall be changed from **contact** to **contract**.

**Page 11, Section L** - In addition, respondents need to understand that if any proprietary information is included in their proposal, it should be kept to a minimum. Any other proposal content is an open record once a final contract is executed.

**Page 13, Section 4, Paragraph A.4.** – This section was covered in detail. Additional information provided is the fax number for the RFP contact, Rebecca Jackson and is 573-526-1218.

**Page 13, Section 4, Paragraph B** – Respondents were reminded that all proposals should be limited to a maximum of twenty pages with a two-page maximum abstract. Additional clarification, the responses to Addendum one and two shall not be included in the page count of the response.

**General Points of Interest and Comments:**

All response documents and information will remain confidential until a contract with the successful respondent is executed.

Any other questions related to the RFP process should be directed to Ms. Jackson using the information provided in Section 4, Paragraph A.4.

Respondents were encouraged to carefully read the response requirements in Section 4 to ensure that all required information is presented for the purposes of a thorough evaluation.

**The following describes the questions and answers provided during the pre-proposal conference.**

**Question:** Can we contact the project contractor?

**Response:** Tom Kellerman is the contact and he can be contacted via email by visiting kcICON.org. It would be premature at this time for potential respondents to contact the project contractor. Respondents should describe how they would formulate their relationship with the project contractor if they are awarded the kcICON Workforce Training Services contract.

**Question:** What is considered a DBE and why aren't MBE's considered in this RFP?

**Response:** A DBE is a Disadvantaged Business Enterprise. Since this is a Federal project, FHWA only recognizes certified DBE firms but this includes minority and women-owned businesses. The recognized DBE firms must be certified through the Missouri Regional Certification Committee (MRCC), which includes MoDOT, City of Kansas City, Lambert Airport, KCATA and the Metro in St. Louis.

**Question:** Can you define JAC and apprenticeship?

**Response:** Committee member, David Kendrick, stated there are eight crafts that make up the JAC recognized by the US Department of Labor Office of Professional Training and is the introduction into a pre-apprenticeship training. Registration through the JAC is a benchmark of the employee through the acceptance of the employer, a committee and the employee's relationship in a training program for a career. Once an employee has presented the committee and/or the employer of their acceptance, there is a contract written and registered with the US Department of Labor. This is an established benchmark that he/she is a registered apprentice. From a layman's standpoint, this is a certification process.

Committee member, Alise Martiny, agreed to provide this definition and specific information related to the Joint Apprenticeship Committee and the Kansas City area contacts. The following information is the information obtained.

A Joint Apprenticeship Committee (J.A.C.) is a committee formed by equal representation from Labor and Management. The J.A.C. is responsible for the administrative portion of the training of Apprentices and Journeypersons and also administrates the Training Funds. The contact information for the union apprenticeship and training programs listed in kclCON RFP are:

Carpenter Joint Apprenticeship Program  
Brent Ward – Director  
105 W. 12<sup>th</sup> Avenue  
North Kansas City, MO 64116  
816 471-0883

Construction Craft Laborers Apprenticeship Program  
Bill Marsh - Director  
8944 Kaw Drive  
Kansas City, KS 66111  
913 441-6100

Cement Masons Joint Apprenticeship Program  
Ed Pekarek – Director  
105 W. 12<sup>th</sup> Avenue  
North Kansas City, MO 64116  
816 471-0880 x 1332

Operating Engineers Apprenticeship Program  
Bob Matter – Director  
22770 Route 273  
Weston, MO 64098  
816 640-2336

Electricians Workers Local # 124  
Pete Cooper – Director  
303 East 103<sup>rd</sup> Street  
Kansas City, MO 64114  
816 942-3242

Painters District Council # 3  
Dan Hink - Director  
105 W. 12<sup>th</sup> Avenue  
North Kansas City, MO 64116  
816 471-0880 x 1309

Iron Workers Apprenticeship Program  
Larry Scott - Director  
105 W. 12<sup>th</sup> Avenue  
North Kansas City, MO 64116  
816 471-0880 x 1310

Teamsters Apprenticeship Program  
Jed Cope, Business Manager Teamsters # 514  
4501 Emanuel Cleaver II Blvd.  
Kansas City, MO 64130  
816 921-1700

**Question:** After the certification, would there be a performance or written test to show what the participant has learned.

**Response:** Committee member, Alise Martiny, responded that to enter the pre-apprentice program, the participant is a beginner and through the training they are taught the trade or skill and when they enter the apprenticeship program they may be ahead because of the training they have already received. The desired outcome of the Workforce Training program is the participants will be prepared to enter an apprenticeship program.

**Question:** How do we learn what tools are required for the individual trades?

**Response:** Representatives from the individual crafts could provide a list of specific tools if participants in the program will be trained for a specific craft.

**Question:** Is the committee looking for a program that would provide skills to a trainee that are successful in the program, get a position on the project and reach journeyman status and maintain the pre-apprenticeship through apprenticeship.

**Response:** Yes.

**Question:** Is the committee looking for one offeror to provide all services or if it could be a collaboration between different offerors.

**Response:** Partnership is okay. The goal of the program is to identify obstructions and provide programs that would eliminate the obstructions to successful employment as an apprenticeship. Once the individual graduates the pre-apprenticeship program, the participant is employed with the Contractor on the project. The weight of the training in the craft shifts from the Pre-apprenticeship program to the project Contractor. At this point, the Workforce Training Services Contractor would shift their focus to providing client services to assist the participant while performing on the job.

**The following describes the questions and answers from inquiries received before the deadline date of November 20, 2007.**

**Question:** The RFP states that a minimum of 30 individuals complete 1,000 hours in the first year. Can the offeror estimate, work with and receive a payout for more than 30 individuals in the earlier stages of the training program?

**Response:** The total dollars available for this program are the maximum amount of funds available per participant, per milestone. If the respondent feels they can accomplish the goals of the program at a lower cost per participant/milestone, they must describe the strategy for accomplishing this including the cost per milestone achieved per participant and the total number of participants who would successfully complete the program

**Question:** What are the expectations in year two and three? Would the provider continue working with the same 30 individuals or would there be an expectation to work with an additional 30 each year? What would the payout schedule in year two and three?

**Response:** This RFP is designed for the success of 30 individuals throughout the course of the project, however, if a respondent feels they can be successful with more candidates they should describe their anticipated success strategy and the number of successful participants they can achieve using the maximum amount of funds available per participant and per milestone as described in the RFP.

**Question:** Is the primary intent to get a minimum of 30 individuals engaged in an apprenticeship program and successfully reach journeyman or journeywoman status or is it to get as many individuals as possible into an apprenticeship program?

**Response:** See the response to the above question.

**Question:** Please give clarification and a breakdown on budget items seven and ten. Why is item ten not a direct cost but item seven is?

**Response:** This was an oversight and Item 10 should be included as a direct cost. A revised budget form is attached. In responding, utilize the attached revised form versus the form provided in the original RFP.

**REVISED**  
**SECTION (5): PRICE PAGE**

**(A) Pricing:**

Provide a firm, fixed price per person with the Not to Exceed amount of \$4,000 per person for the training program and a Not to Exceed amount of \$3,000 per person for Client Support Services.

Training Program     \$ \_\_\_\_\_     Client Support Services     \$ \_\_\_\_\_

In addition to providing the above information, you must complete the below budget spreadsheet and provide a detailed back-up budget plan for your company.

**BUDGET INFORMATION** (Applicable to all grants/service areas)

**BUDGET FOR FUNDS REQUESTED:** The Offeror shall indicate below all fees for providing services over the next three years in accordance with the provisions and requirements stated herein: (Please refer to the Instructions Page attached behind this pricing page for additional information in completing the pricing page.)

	Budget Year 1	<i>Cost Sharing/Match Summary</i>		Projected – Budget Year 2	Projected – Budget Year 3
<b>1. Personnel</b>	\$	<b>1. Cash Contribution</b>	\$	\$	\$
<b>2. Fringe Benefits</b> <i>(Rate ___%)</i>					
<b>3. Travel</b>		<b>2. In - Kind Contribution</b>			
<b>4. Equipment</b>					
<b>5. Materials and Supplies</b>		<b>3. Total Cost Sharing/ Match</b> <i>(Rate _____%)</i>	\$		
<b>6. Contractual</b>					
<b>7. Other (i.e. tools, work apparel, etc)</b>					
<b>8. Training Cost/Stipends (Client Support Services)</b>					
<b>9. Total, Direct Cost</b> <i>(Lines 1 through 8)</i>	\$			\$	\$
<b>10. Administrative Cost</b>					
<b>11. TOTAL Funds Requested</b> <i>(Lines 9 and 10)</i>	\$			\$	\$

(Signature/Title)\*\*

(Date)

\*\*An Officer of the company submitting the proposal must sign on the line above.

## **INSTRUCTIONS FOR COMPLETION OF BUDGET INFORMATION**

*Budget is subject to review each year with potential for termination contingent on annual results.*

### ***SECTION A – Budget Summary by Categories***

1. **Personnel:** Show salaries to be paid for project personnel.
2. **Fringe Benefits:** Indicate the rate and amount of fringe benefits.
3. **Travel:** Indicate the amount requested for staff travel.
4. **Equipment:** Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per unit cost of \$5,000 or more.
5. **Materials and Supplies:** Include the cost of consumable materials and supplies to be used during the project period.
6. **Contractual:** Show the amount to be used for (1) procurement contracts (except those which belong on other lines such as supplies and equipment); and (2) sub-contracts/grants.
7. **Other:** Indicate all direct costs not clearly covered by lines 1 through 6 above, including consultants. Note: Cap on supplies (tools& work apparel) for trainees/ \$500.00 per registrant.
8. **Training/Stipend Cost:** (Client Services)
9. **Total, Direct Costs:** Add lines 1 through 8.
10. **Administrative/Marketing Cost**
11. **Total Federal funds Requested:** Show total of lines 9 and 10