



UNIFIED GOVERNMENT OF WYANDOTTE COUNTY PUBLIC WORKS DEPARTMENT

ENGINEERING DIVISION

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ADDENDUM NO. 2 ENGINEERING, ARCHITECTURE, PLANNING AND RELATED ON-CALL SERVICES PROJECT NON N41150 October 17, 2024

The following changes and amendments are made a part of the Contract Documents and Solicitation for the **ON-CALL SERVICES**. All other items and conditions of the Contract Documents remain unchanged.

Questions

1. Question on “Other Technical Areas” on page 8. Would the entire “other Technical Areas” be one 4-page section? Or would various Technical Areas (e.g., Computer Engineering, Environmental Planning, etc.) each be afforded their own 4-page section under the broader section of “Other Technical Areas”?
 - a. Each sub-set category within the “Other Technical Areas” category would have its own 4-page section. You may submit multiple “other” technical areas if you feel they are useful to the UG and fall within the scope of this Notice of Need.
2. We understand from page two of the NON N41150 that hard copies shall be provided but not bound in any way. Can you please clarify how you would like to receive these hard copies? (i.e., completely loose, binder clip, three-ring binder, etc.)
 - a. Please use a binder clip on the documents to keep them together. We don’t want them in a three-ring binder, bound in folders, spiral binding, stapled or completely loose.
3. We are working on putting together a response for the NON N41150 and wonder if we are supposed to include all the disciplines in the NON. Do we need to form a team or submit solo?
 - a. You do not need to submit qualifications for every discipline. Only submit for areas of true expertise of your firm. It is the intent of the UG to select a variety of large, medium, and small firms. We wish for firms to submit solo and not as a “team”.
4. Are there any points for DBE/WBE/MBE/SBE firms?
 - a. All firms are encouraged to submit but can’t guarantee selection. Selection isn’t based on weighted selection criteria, but ranking will be based on but not limited to the following items in no particular order of importance; experience in Kansas and Metro area, experience working with local governments, qualifications of staff, quality of work product, and skill to provide the service required.
5. Can you share the range of construction costs for projects – specifically in the architectural/landscape/planning categories?
 - a. Few thousand dollars to hundreds of thousands.
6. Is there a cap for project construction costs that would trigger needing to go through a formal RFP process?
 - a. There is no written hard cap for construction costs that would trigger a separate formal RFP. The UG reserves the right to go out for separate RFP.
7. How many firms will be selected for the pool in each category?
 - a. No definitive number has been decided. Depends upon the number of submittals per category received, sizes of firms and expertise in the field selected.
8. The information in the NON regarding flash drives on page 2 and page 10 is slightly different. Do you prefer the PDF of General Qualification information and the PDFs for each individual technical

qualification be on the same ONE flash drive or are TWO individual flash drives preferred? One for the General information and one for the technical submittals?

- a. Only one (1) flash drive should be submitted with both the general and technical submissions and pricing of your firm.
9. Page 8 of the NON states that the Proposed contract shall run to December 31, 2026, with two (2) one-year extension at the UG's sole discretion" but the sample professional services agreement on page 15 states: "The terms of this agreement shall remain in force until December 31, 2027. This agreement may be extended for up to two (2), one-year periods at the sole option of the Unified Government." Could you please clarify the period of service?
 - a. The correct date is December 31, 2027. The Professional Service Agreement is the executable document that is legally binding for all approved submissions. The date shown on page 8 of the solicitation for the proposed contract is incongruent with the date listed in the Professional Services Agreement and shall be hence forth considered the same as the Professional Services Agreement.
10. Can the UG clarify what section the Supplier Certification Regarding Debarment should appear in within the proposal? Would this be included in the General Section Submission or the Technical Discipline Submission? And would this be included in the 12-page or 4-page limit (depending on which section it's included in)?
 - a. The cover page, tab pages, debarment suspension form, addendum signature pages, and any other required documents do not count toward the page limit for the general or technical sections.
 - b. The debarment and any other required documents should be added into the general section.
11. To clarify, the UG requests a printed copy ONLY for the Letter of Interest and the Statement of Qualifications but NOT for Technical Discipline sections?
 - a. The UG requests a printed copy of all documents, general section, technical section, and any other required submittal documents.
12. Would the UG allow for electronic (emailed) submittals, instead of hard and flash drive copies? If not, would the UG consider receiving an electronic submittal by the deadline, if followed up by mailed hard copies that may arrive after the deadline?
 - a. Emailed submissions will not be accepted.
 - b. All submittals shall be received in full by the submission deadline to be included in rating and review by staff.
13. The Personnel Classification categories provided in the Hourly Rate Schedule do not match those we use as an engineering and planning firm. If we follow the format of the form, would we be allowed to adjust these categories to match our own classification structure?
 - a. The hourly rate schedule is an example. Submit personnel classifications for how you would bill hourly for projects.
14. Are the categories on page 5 accurate – there is a slight difference on page 27 (Exhibit A)? Should the category/section numbering follow the order/number they are in?
 - a. All categories and numbering for said categories should follow the Consultant Utilization Plan for submittals. Exhibit A: Basic Services and Related Matters is simply a list of potential assignments and not meant as an all-inclusive list of potential scope of work services; any minor deviations between the Consultant Utilization Plan and the Exhibit A: Basic Services and Related Matters are merely illustrative of other technical areas of submittal.
15. Regarding the format of Statement of Qualifications, would it be acceptable to include resumes of key personnel in the 12-page general section and use the 4-page technical discipline section for sample projects with references? It will be difficult to fit both resumes and project descriptions in 4 pages.
 - a. We will accept resumes to be submitted as part of the general section.

16. Can we include a cover page in the PDFs for the hourly rate schedule and the technical discipline sections? If yes, will it count towards the 4-page limit in the technical discipline sections?
 - a. Cover pages are allowed and will not count toward the page limit.
17. In the signature block on the addendum cover page is the project manager line to be filled in with the name of our firm’s project manager or the name of UG’s project manager?
 - a. The signature should be from someone employed by the submitting firm.
18. Please clarify/confirm that the only printed part of the submission is the hourly rate schedule (printed and submitted in separate envelope; not included in the flash drive) and the General section Submission? The Technical Discipline sections are not to be printed. Is this correct?
 - a. Please include a printed submission of all documents, pricing, general and technical. The pricing should be in a separate sealed envelope. Please include all documents, pricing, general and technical on the flash drive.
19. In reviewing the RFP, question/concern about Article VI – General Provisions, Item 10 – Ownership of Information as it relates to Items 22 – Disclaimer of Liability and 23 – No Limit of Liability. These when considered together, seem problematic and wondering if the County could clarify these?
 - a. Your concerns are understood. I suggest, based on these concerns, that you might wish to submit a proposed contract amendment with your proposal(s). Should you wish to submit a requested exemption/amendment to the professional services contract please follow section I.A.1.h of the *Format of Submittals* to do so. Requested exemptions/amendments to the professional services contract will be reviewed separately by legal and selection of a consultant by the notice of need review committee does not guarantee acceptance of these requested contract changes.

Dated at Kansas City, Kansas this **October 17, 2024**.

Project Manager

Signature of Bidder

Date

Title

Company Name