



ADDENDUM # 01

DATED: 1/16/2026

RFQ N41800

Downtown Historic District Preservation Guidelines

The Purchasing Division must inform you of the following:

1. How do you anticipate the design guidelines being used? Are they meant to be an advisory resource for property owners or a regulatory tool used to review projects in the Downtown KCK Historic Commercial District?

The goal of the design guidelines is to create a document that can be used by the public to inform façade renovations and in-fill development and to set standards that will be used by Unified Government Staff. Ideally the shared usage of the document will allow for proposed project to more closely meet with the Secretary of the Interior Standards for the Treatment and Use of Historic Buildings which will accelerate the review times and promote new developments or rehabilitation of existing buildings.

2. Can you confirm that the design guidelines should focus on properties within the boundaries of the commercial historic district listed recently on the Register of Historic Kansas Places (and recommended for listing on the National Register)?

Yes, the scope of these guidelines is only for the Downtown Kansas City, Kansas Historic District.

3. Can you elaborate further on expectations for the two deliverables: 1) comprehensive, code-based design guidelines and 2) a marketing-based summary of the guidelines for public distribution?
 - a. **Guidelines that reflect the zoning code, specifically the preservation section, best practices from the Secretary of the Interior Standards for the Treatment and Use of Historic Buildings and coordination with the zoning code update**
 - b. **This document should be written in such a way as to allow members of the public to understand and utilize the guidelines in their designs.**
4. Should the historic design guidelines incorporate the Commercial Development Design Guidelines Overlay requirements?

While the commercial development design guidelines create a solid baseline for the historic guidelines it is feasible that there will be specific cases in which the two will be in conflict with one another. It would be beneficial for the two to remain as complementary as possible, with the understanding that in some instances the historic guidelines will take precedent.

5. Will the design guidelines be used by the Landmarks Commission for COA review in the district?

Yes, the Design Guidelines will be used as part of the Historic Review Process to help inform Staff and the Landmarks Commission as to the standards to ensure all buildings receive equal treatment.

6. Is \$50,000 the total budget?

Yes.

7. When is it anticipated that the project would kick off?

Ideally, the project would start as soon as possible after being awarded the contract as to allow time for feedback and refinement.

8. The RFP states a 12-month contract; does the UG have any preferred deadlines for tasks or deliverables within that time period or is the schedule

left up to the selected consultant?

The timeline for deliverables will but left to the selected consultant with the understanding that time should be reserved for editing and feedback to ensure the best possible deliverable.

Please sign and date this amendment and return it, along with your Bid.

NAME/BUSINESS: _____

ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: (_____) _____ EMAIL.: _____

ATTENTION OF: _____

TITLE: _____

SIGNED: _____

DATE: _____

All questions should be directed to the Purchasing Department at (913)573-5440.