



ADDENDUM # 01

DATED: 3/13/2025

RFP 41264

Organizational and Operational Assessment of the Public Works Department

The Purchasing Division must inform you of the following:

1. On page 22, Resource Evaluation – Does the Department currently have established levels of service or would these need to be developed as a part of this analysis? **The department has established levels of service, they would be evaluated and benchmarked against comparable organizations for this study.**
2. On page 26, evaluation criteria are listed – Is there a particular weighting used for scoring proposals based on these criteria or point thresholds for each?

Understanding – 10 points

Methodology – 10 points

Management Plan (and timeline) – 10 points

Experience and Qualifications – 40 points

Cost – 30 points

3. Is there a budgeted amount for this project? **\$75,000**
4. Would Unified Government prefer proposers use the bullets listed under Section 7.01 or Sections 7.02 – 7.08 as proposal headings? **Either.**

5. Would the Unified Government be able to share an organizational chart? **Yes, please see attached.**
6. Does the Unified Government have a desired timeline for this project? **To be completed in 4-5 months.**
7. On page 22, Department Profile – “Develop a comprehensive department profile: document department’s structure, services provided by each division, budget, infrastructure and asset inventory, workload data, management systems, and staffing levels, using data collection and employee interviews.” I assume we are not conducting asset inventories, just profiling whatever they’ve collected? **Correct.**



Troy W Shaw

1 of 2 (15)

Troy W Shaw

County Engineer
City Hall

Andrew H Roddy

Program Supervisor
City Hall

3

Christian D Cooley

IS Manager
Courthouse

6

David G Reno

PW Community En...
City Hall

1

Dewayne A Smith

Manager
Fleet Complex

14

Diana L Miles

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Jeffrey S Miles

Director
Kaw Point Treatment...

5

Jonathan H Wiles

Lead Engineer/Proj...
City Hall

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Kristofer S Finger

Senior Engineer/Le...
Kaw Point Treatment...

1

Russell R Owen...

Manager
Fleet Complex

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Sarah R Shafer

Senior Lead Engineer
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Troy W Shaw

2 of 2 (15)

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Richard W Ledge...

Engineer/Project Mgr I
City Hall

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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.