



ADDENDUM # 01

DATED: 4/30/2025

RFP41401

Performance Audit for Planning Review and Approval Process

The Purchasing Division must inform you of the following:

1. Does the Unified Government have a max budget or some expected fee range for this project? **\$50,000**
2. Does the UG have any expectations regarding onsite vs remote performance of this project? Related to this, will the presentation of the final deliverable (the report) be in person or remote? **BOTH ARE ACCEPTABLE**
3. Section 1.19 mentions the winning bidder will submit a performance bond, if required. Will it be required and if so, how much? **NOT REQUIRED.**
4. The scope of work mentions conducting surveys with the development community and the business community. Do you have expectations around how many surveys are conducted for each of those? Expected response rate? **NO SPECIFIC NUMBER, MAKE RECOMMENDATIONS WITH PROPOSAL.**
5. The scope of work mentions benchmarking for best practices to other municipalities. Do you have a list of which ones you'd like to be compared to or will you let the winning bidder decide? How many localities are you expecting to be included? **OVERLAND PARK,**

**LENEXA, OLATHE, KANSAS CITY MISSOURI, LEES
SUMMIT, MISSOURI**

6. Section 7.07 discusses references but does not mention letters of reference, but Section 8.01d says evaluation criteria includes letters of reference. If bidders are being evaluated on having letters of reference should that be listed as a proposal response requirement? Please clarify if letters of reference are needed. **LETTERS OF REFERENCE NOT NEEDED, JUST CONTACTS FOR SIMILAR WORK.**
7. The scope mentions significant efforts are underway to optimize existing technology systems – are these efforts primarily internal or external? **MOSTLY INTERNAL.**
8. Could you please provide an estimate regarding the percentage of the work the district expects to be completed on-site versus remotely? **BOTH ARE ACCEPTABLE.**
9. Is there a particular reason why the Unified Government wants to pursue this audit (e.g, customer service issues, bottlenecks, etc.)? **BEST PRACTICES TO ADDRESS COMPLAINTS BY DEVELOPMENT COMMUNITY.**
10. Is there expectation when the work should be completed? **MAKE A PROPOSAL FOR HOW MANY MONTHS TO DO WORK.**
11. With regard to the cost proposal, will hourly rates by level that encompass all listed components be acceptable? **YES, BUT THE BUDGET IS \$50,000.**
12. Does the County intend for the Performance Audit to be conducted under attest standards or consulting standards? **CONSULTING.**
13. The RFP references that the audit will make recommendations of operation efficiency in part “by reviewing a variety of initiatives underway”. What are those initiatives and at what stage are they currently with regard to development or implementation? **IMPLEMENTATION OF WORK PROCESSES IN ACCELA.**
14. What are the functions and features of the electronic plan submission

system launched in February 2025? **NO ADDITIONAL FEATURES WERE LAUNCHED IN 2025 EXCEPT TO MOVE TO A CLOUD VASED VERSION OF ACCELA. ONLINE PERMITTING IS BEING CONSIDERED FOR THE NEXT PHASE.**

15. Has any sort of previous study been performed with regard to operating efficiency and effectiveness of the Development Process? If so, will that information be made available? **NO**
16. Under timelines, first bullet point, please define “new subdivision applications,” meaning a new housing development and/or the platting of land? **PLAT FOR NEW SUBDIVISION**
17. What access will the selected team be afforded to the Accela Civic Platform and software? **A DEMONSTRATION OF ACCELA CAN BE PROVIDED AND EXISTING EMPLOYEES WILL BE ABLE TO SHOW THE CONSULTANTS THE SYSTEM.**
 - a. How would that access occur? For example, on-site utilizing UG network and hardware only? **YES, ONLY UG NETWORK AND HARDWARE**
18. Survey of the development and business communities. Will the UG provide the name of these members to the consultant team, have members of the business community been contacted and asked to participate in the process? **NO SPECIFIC NUMBER, MAKE RECOMMENDATIONS WITH PROPOSAL.**
 - a. Approximately how many are to be interviewed?
19. Will the UG provide assistance with these meetings through the use of UG facilities (meeting rooms, etc.) **YES**
20. How many UG employees in each department will need to be interviewed? **3 EMPLOYEES (DIRECTOR OF PLANNING, ADMINISTRATIVE COORDEINATOR, AND LEAD PLANNER).**
21. Does the software currently utilized by the UG have the capability to generate the reports showing the process and timelines of all these projects over the 3 years being requested? **REPORTS FOR THE**

PAST THREE YEARS TIMELINE ARE NOT AVAILABLE ELECTRONICALLY.

22. What is the timeline for project completion? The contract says 1 year with possible extensions (we assume for ongoing monitoring and support.) **THE ASSESSMENT WILL BE DONE WITHIN A SET TIMEFRAME PROPOSED BY RESPONDENT AND ACCEPTED BY UG. THE TERM OF 1 YEAR IS IN THE EVENT ADDITIONAL WORK IS IDENTIFIED.**
23. What is expected in terms of working with the Mayor's Business Task Force? **REVIEW THEIR MINUTES AND RECOMMENDATIONS.**
24. Does the Wyandotte Co/KCK envision a benchmark comparison with comparable jurisdictions or best practices based on industry norms? If so, how many peers are suggested? **OVERLAND PARK, LENEXA, OLATHE, KANSAS CITY MISSOURI, LEES SUMMIT, MISSOURI**
25. Section 6.02.2: What is the max number of recommendations to the governing body and stakeholders desired? Should presentations be virtual or in-person? **MAX OF 2, EITHER VIRTUAL OR IN PERSON**
26. Per Section 8.04, d.: Are letters of reference from previous clients needed? **NOT LETTERS, JUST CONTACTS FOR SIMILAR WORK**

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.