



UNIFIED GOVERNMENT OF WYANDOTTE COUNTY PUBLIC WORKS DEPARTMENT

ENGINEERING DIVISION

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ADDENDUM NO. 1 ENGINEERING, ARCHITECTURE, PLANNING AND RELATED ON-CALL SERVICES PROJECT NON N41150 October 9, 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.

Clarifications

This meeting was informational purposes only and thus was not mandatory to attend to be eligible for submitting for this solicitation.

The date shown on page 8 of the solicitation for the proposed contract is incongruent with the date listed in the Professional Service Agreement. The professional service agreement is the executable document that is legally binding for all approved submissions.

The section should read,

“Proposed contract shall run to December 31, 2027, with two (2), one-year extension at the UG’s sole discretion.”

Questions

1. Does the cover page count towards the 12-page limit?
 - a. No, 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.
2. Can multiple firms submit together for a particular discipline?
 - a. No, all firms should submit individually and not as a joint venture.
3. Can consultants submit for other technical areas not listed?
 - a. Yes, the UG welcomes submittals under the “Other section” which are believed to be of potential future use to the departments currently engaged in this solicitation.
4. Will firms with prior municipal experience be given preference during the selection process?
 - a. It is the intent of the UG to select a variety of large, medium, and small firms. However, as noted on page 10 of the solicitation, we are looking for the firm to discuss their experience within the greater KC Metro area as well as with the UG as part of their general submittal section.
5. What is the submission page size? Is there a required orientation?
 - a. The acceptable page size is 8.5” x 11” for submissions in portrait/landscape orientation.
6. Should there be one contact person for the firm or for each discipline the firm applies for?
 - a. It is requested that contact information be provided for one person within the firm for future coordination and communication efforts. Feel free to provide contact information for a main point of contact within each discipline description if you wish.
7. It has been brought to our attention that a number of consulting firms are not registered with our procuring department and therefore may have not received notice of this solicitation.

- a. We would like to direct your firm to the following website so that you might register for future notifications of solicitations and addendums issued by the UG procuring department. Below is the link to the eProcurement website to register.

<https://purchasing.wycokck.org/eProcurement>

- 8. Only one (1) flash drive should be submitted with both the general and technical submissions of your firm.
- 9. The hourly rate schedule is an example. Submit personnel classifications for how you would bill hourly for projects.
- 10. If a particular technical skill is listed under multiple categories, submit your qualifications for each category. Different departmental reviewers will be assigned to categories based on their area of expertise.

Dated at Kansas City, Kansas this **October 9, 2024**.

Project Manager

Signature of Bidder

Date

Title

Company Name