



**1<sup>st</sup> ADDNDUM TO  
REQUEST FOR QUALIFICATIONS  
FOR PRELIMINARY DESIGN AND ENVIRONMENTAL ANALYSIS SERVICES**

IN RELATION TO THE  
"SOUTH LOOP LINK" PROJECT  
(OVER I-670 FROM GRAND BOULEVARD TO WYANDOTTE STREET)

DATE OF ISSUANCE:  
September 14, 2022

Port KC has received certain questions and requests for clarification with respect to the referenced Request for Qualifications. Those questions/requests received to-date, and Port KC's responses thereto are as follows:

**1. Who is on the selection committee?**

The selection committee is anticipated to include one (1) representative from each of the following five (5) entities. Those individuals serving on behalf of the listed entities have not yet been selected.

City of Kansas City, Missouri  
Port KC  
Missouri Department of Transportation  
Downtown Council  
Downtown Kansas City Civic Ventures, Inc.

**2. Please clarify what is meant by "...responding firms are not permitted to make any direct or indirect contact with members of the Selection Committee, Port KC staff, or media on the subject of this RFQ..."**

Port KC understands that the nature of the project and media interest may necessitate discussion of the project, and that it would be difficult to know who one can permissibly speak to, or not, until such time as the selection committee members have been identified. This is not intended to be a blanket prohibition on discussions with respect to the project. Rather, it is intended to prohibit discussions with respect to the RFQ itself. Responding firms should not engage in any discussions which a reasonable person could construe as an attempt to influence any selection.

**3. Page 10 of the RFQ states that "the SOQs shall be limited to no more than thirty (30) pages, inclusive of any attachments, shall utilize Times New Roman 12-point font, and shall be organized and tabbed as set forth herein."**

**a. Are the requirements intended for 30 pages single-sided or double-sided?**

Single-sided.

**b. The organization described would call for 6 tabs, potentially impacting the number of pages available. Would Port KC consider allowing tabs to be excluded from the 30-page count?**

Cover pages, bindings, tab dividers, and the like will not be counted against the 30-page limit.

- c. **There is no mention of a cover or binding for the hard copies – Would Port KC consider allowing a cover separate from the page count to enclose/bind the required Sections A-F?**

Cover and/or binding pages are permissible. Cover pages, bindings, tab dividers, and the like will not be counted against the 30-page limit.

- d. **Would Port KC consider allowing larger font sizes for headers/subheaders and smaller font sizes for text used in graphics/tables/footnotes as long as the body font is 12 point Times New Roman?**

Yes. Larger and/or smaller font sizes are permissible. The 12-point font is applicable solely to any substantive content within the body of the submissions.

- e. **Could fonts other than Times New Roman be used for text that isn't body text, e.g. in headers/subheaders/graphics, etc.?**

Yes.

- f. **Some charts will require an 11X17 format – may we include 2-3 pages at 11X17, and can those be considered 1 page each?**

Yes. Charts which by their nature require a larger format may be included and each page thereof will be regarded as one (1) page for purposes of the size limit.

**4. The RFQ doesn't state a goal for MBE/DBE/WBE firms. Is there a utilization goal for this contract?**

No. The services to be obtained per the RFQ are to be funded with private funding. As there is no public funding invested into the project at this particular phase, M/W/DBE goals have not yet become applicable. Responding firms are, of course, free to include M/W/DBE firms as part of their project teams should they so desire, but this will not be factored (negatively or positively) with respect to any ranking of submittals. While not applicable to this particular RFQ, responding firms and the general public can be assured that future phases funded in whole or in part with any public funds – federal, state and/or local – *will* include M/W/DBE requirements, as applicable.

**5. The RFQ asks for a discussion “of existing capacity and capability to successfully complete the Project including a statement of availability for the responding firm’s team members” to be provided in Section E. Experience of the Team. Would Port KC consider moving this discussion to Section D. Staffing instead since this answer appears to be regarding staffing of team members?**

Port KC has no preference. If responding firms wish to address existing capacity and capability as part of their staffing tab, or vice versa, they are free to do so. So long as the required information is provided, it will not positively or negatively impact the ranking of any submittal.

**6. The RFQ mentions a minimum qualification of at least 10 years of experience in conducting successful NEPA projects with USDOT/FHWA/MoDOT. Is that explicit to the staff assigned to the project or to the firm itself?**

The firm itself. Specific staff with less than 10 years' experience are eligible to participate on the project so long as the responding firm meets the minimum qualifications.