



**REQUEST FOR QUALIFICATIONS**

**LAND PLANNING, URBAN DESIGN,  
AND ARCHITECTURE SERVICES**

**DATE OF ISSUANCE:  
February 16, 2023**

## REQUEST FOR QUALIFICATIONS

### LAND PLANNING, URBAN DESIGN, AND ARCHITECTURE SERVICES

## SECTION I. GENERAL BACKGROUND

### INTRODUCTION

The Port Authority of Kansas City, Missouri (“Port KC”), a political subdivision authorized under Chapter 68, RSMo, and chartered by the City of Kansas City, Missouri, is seeking the services of a Missouri licensed architecture firm (“Architect”) and hereby requests submission of qualifications for Land Planning, Urban Design, and Architectural Review services (“Qualification Statement”). Services required involve assisting with master planning, performing architectural and land planning design reviews; consulting; park and recreational use master planning and design, creating governmental submittals for planning, zoning, and platting; and reviewing site plans and architectural plans for mixed use properties that Port KC owns or has long term land leases on or near the Missouri River in Jackson County, Missouri, commonly known as Berkley Riverfront, and generally depicted on “Exhibit A” of this RFQ.

### PORT KC BACKGROUND

Port KC’s mission is to grow the economy of Kansas City’s port district through transportation, global commerce and development.

Port KC possesses broad governmental and business enterprise powers for promoting economic development and job creation. The most important of these powers include the following:

- To acquire, own, construct, redevelop, lease, maintain, and conduct land reclamation, residential, commercial and mixed-use development, industrial parks, facilities, terminals, terminal facilities and any other type of port facility;
- To promote and expand inland and river port commercial throughput of cargo and freight;
- To identify and pursue redevelopment opportunities at blighted and historic preservation sites;
- To redevelop the Downtown Kansas City Riverfront to promote and develop new opportunities for residence, commerce and leisure; and
- To promote the full integration of multi-modal transportation assets to increase commercial opportunities locally, nationally and internationally.

### INVITATION

Port KC is seeking the services of an architecture firm to provide comprehensive services related to land planning, urban design, and architecture services at Berkley Riverfront. Architect agrees that Architect does not obtain any right in or expectation to a contract with Port KC or a vested interest or a property right in a contract with Port KC, regardless of the amount of time, effort and expense expended by Architect in responding to this RFQ. Architect shall be solely responsible and liable for any and all costs incurred by Architect.

The Qualification Statement must demonstrate that Architect is well-experienced and qualified to effectively provide the services outlined below; that the Architect preferably has experience on the specific parcels owned or leased by the Port KC at Berkley Riverfront; and that the Architect can demonstrate the staffing and other resources necessary to begin work on or before April 1, 2023.

## SECTION II. INSTRUCTIONS AND CONDITIONS

### EXAMINATION OF ALL RFQ DOCUMENTS AND REQUIREMENTS

Each Architect shall carefully examine all RFQ documents and thoroughly familiarize themselves with all RFQ requirements prior to submitting a Qualification Statement to ensure that Architect's Qualification Statement meets the intent and requirements of this RFQ.

Before submitting a Qualification State to Port KC, each Architect shall be responsible for making all investigations and examinations that are necessary to ascertain any and all conditions and requirements that affect the requirements of this RFQ. Failure to make such investigations and examinations shall not relieve the Architect from Architect's obligation to comply, in every detail, with all provisions and requirements of the RFQ.

By submitting a Qualification Statement to Port KC, Architect certifies that Architect has provided Port KC with written notice of all ambiguities, conflicts, mistakes, errors or discrepancies that Architect has discovered in the RFQ.

### TIMELINE

The following timeline shall be applicable unless modified by Port KC pursuant to addendum to this RFQ:

- RFQ Issued: February 16, 2023
- Deadline for Questions: March 6, 2023 - 5:00 PM (CT)
- Due Date for Qualification Statements: March 13, 2023 - 12:00 PM (CT)
- Port KC provides all Qualification Statements to Selection Committee: March 13, 2023
- Selection Committee Shortlists the Qualifications Statements: March 2023
- Interviews of Shortlisted Architects (if desired by Selection Committee): March 2023
- Contract Negotiations and Contract Execution: March 2023

Site Visit. Any Architect wishing to visit and inspect Berkley Riverfront must contact Krishan Purvis, [kpurvis@portkc.com](mailto:kpurvis@portkc.com) and Joe Perry, [jperry@portkc.com](mailto:jperry@portkc.com) to make appropriate arrangements. Any site visits must be completed prior to March 10, 2023. Architects are encouraged to plan accordingly and allow time for the scheduling of a mutually workable date and time. Port KC may elect to facilitate individual site visits or group site visits based on the level of interest and Port KC staff availability.

Questions. Any general questions, requests for clarification or notices of ambiguities, conflicts, mistakes, errors or discrepancies in this RFQ must be submitted to [info@portkc.com](mailto:info@portkc.com) before March 6, 2023 at 5:00 PM (CT). All questions, requests and notices will be routed from to the appropriate Port KC staff member(s) without further action by the inquirer. All questions and answers will be distributed anonymously, to all potential Architects.

With the exception of the site visit and questions, Architects shall not contact individual Port KC staff members for purposes of discussing this RFQ. Failure to follow this procedure may result in an Architect's disqualification.

Submittal. Architects shall submit one (1) electronic copy and three (3) hard copies of their Qualification Statement. Qualification Statements will be accepted by Port KC at 110 Berkley Plaza, Kansas City, Missouri, 64120, until **March 13, 2023 at 12:00 PM (CT)**. Any qualifications, modifications, or revisions received by Port KC after that date and time will not be considered. It is the Architect's responsibility to ensure timely receipt by Port KC at the location designated herein.

Notwithstanding anything herein to the contrary, Port KC reserves the right to change or extend any and all dates including the due date for Qualification Statements for any reason and at any time, including after the Due Date for Qualification Statements shall have expired.

### **MINIMUM SCOPE OF SERVICES**

Port KC will authorize all services to be provided by means of task orders fully describing the scope and limits of representation of the selected Architect. Services are anticipated to include those listed here, in addition to any others that Port KC may negotiate with the selected Architect.

- Land planning services
- Design review
- Creation of urban design and planning guidelines
- Developing plans and submissions for governmental entitlements such as permits, zoning, platting, and land use plans
- Park and recreation master planning and design
- Construction drawings
- Make presentations and reports to Port KC staff and Board of Commissioners
- Other duties related to the above task at the direction of Port KC

Services will include consultation with Port KC staff and authorized Port KC vendors relating to architecture, land planning, and urban design.

### **REQUIREMENTS FOR SUBMISSION**

Qualifications: The response should describe clearly and accurately the current capability, knowledge, experience and qualifications of each person who will perform the services requested, including but not limited to the following:

- List years in business and any previous names of the firm or organization.
- Description of Architect's firm including size of firm, location, number and nature of the professional staff to be assigned to Port KC; staff experience and training, including a brief resume for each key person, and whether there are any complaints or disciplinary actions pending pertaining to the listed person and their specific parcels on which work will be performed.
- Experience in assisting similar size entities, including any and all services for government agencies.

- List of at least three references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
- Additional services offered through your firm.
- Listing of current litigation, outstanding judgments and liens.
- The Architect must be licensed and in good standing with the State of Missouri and include a statement to this fact.
- Background information on all key personnel who will be involved in performing the services requested, including for any person proposed to perform the requested service who is a licensed professional in any State, such person. Individuals performing services under this contract could have educational backgrounds, certifications, and licenses in any number of disciplines including architecture, landscape architecture, urban design, and planning; please list the individuals' education, practical experience, certifications, and licenses in these listed and other related fields.
- Summary of current workload and statement of capability and commitment to carry out the proposed scope of services.

Insurance: Architect must submit a statement regarding professional errors and omissions insurance coverage, general coverage, and workers compensation. Port KC strongly prefers an all risk policy with no or minimal exclusions.

Conflicts of Interest: Architect must identify any existing or potential conflicts of interest which are currently known or anticipated, as well as representation of parties or other relationships that would be of a nature disapproved by Port KC, such as representation of parties involved in litigations

## **SELECTION PROCESS**

Qualifications Statements will be evaluated by a selection committee of not less than three (3) Port KC staff members selected by Port KC's President & CEO (the "**Selection Committee**").

Upon receipt of the Qualification Statements, the Selection Committee will review each Qualification Statement to determine consistency with the requirements of this RFQ, and may summarily reject any Qualification Statements that are deemed non-responsive by virtue of their non-compliance or non-conformity.

The Selection Committee will develop a shortlist of the best Qualification Statements. The Selection Committee may determine that interviews with one or more Architects is necessary, but no Architect will be entitled to an interview except upon request of the Selection Committee. During any interviews, the Architect will present their Qualifications in keeping with the goals and criteria described in this RFQ. The Selection Committee will then rank the shortlisted Qualifications Statements.

Port KC will enter into negotiations with the top ranked Architect. In the event they are unable to agree upon terms, Port KC will proceed down the list by ranked order until such time as the terms of a contract have been successfully negotiated or Port KC elects, in its sole discretion, to terminate the RFQ.

Any evaluation criteria or weighting of criteria is used only as a tool to assist in selecting the best Qualification Statement. Evaluation scores or ranks do not create any right in or expectation to a contract with Port KC regardless of any score or ranking given to any Qualification Statement. In other words, even

if the Selection Committee gives a Qualifications Statement the highest rank, the Architect still has no expectation of a contract with Port KC and Port KC may choose to contract with any other Architect regardless of the score or rank of the other Architect.

Port KC will develop the criteria for scoring and ranking Qualification Statements and may change criteria and criteria weights at any time including after the due date for Qualification Statements.

### **RESERVATION OF RIGHTS IN SELECTION PROCESS**

The Selection Committee, in reviewing and ranking Qualification Statements, and Port KC, in negotiating the terms of any contract with the ranked Architects, may do any or all of the following:

- Interview none, one, some or all of the Architects who submit Qualification Statements;
- Discuss and negotiate anything and everything with any Architect or Architects at any time;
- Request additional information from any or all Qualification Statements;
- Pick and choose services the combination of services desired.
- Expand or decrease the scope of services.
- Expand or decrease the properties where the services are provided.

Without limiting the foregoing, Port KC reserves the absolute and unconditional right to reject any or all Qualification Statements received in response to this RFQ at any time prior to the execution of any contract. No Architect obtains any right in or expectation to a contract with Port KC or a vested interest or a property right in a contract with Port KC, regardless of the amount of time, effort and expense expended by the Architect, and regardless of ranking. Architect shall be solely responsible and liable for any and all costs incurred by Architect.

### **WAIVER OR MODIFICATION OF RFQ REQUIREMENTS**

Port KC, in its sole discretion, may waive or modify everything or anything contained in this RFQ at any time including after the Qualification Statement due date. If Port KC modifies the RFQ after the due date for Qualification Statements, Port KC may, in its sole discretion, solicit new qualifications in an amended RFQ from anyone or everyone regardless whether a person submitted a Qualification Statements in response to the original RFQ.

Port KC reserves the right to cancel this RFQ in part or in its entirety, and to re-solicit qualifications if it is in the best interest of Port KC as determined by Port KC in its sole discretion.

### **EVALUATION CRITERIA**

The Selection Committee will evaluate the qualifications with respect to the following criteria, in addition to any others they may determine to be relevant:

### **FORM AND CONTENT OF QUALIFICATION STATEMENTS**

Qualification Statement shall be limited to no more than thirty (30) single-sided 8.5x11 pages, inclusive of any attachments, shall utilize Times New Roman 12-point font, and shall be organized and tabbed as follows:

- TAB A Business / Firm Profile and Legal Structure**
- TAB B Experience**
- TAB C Approach**
- TAB D References**

All information requested or required to be provided by this RFQ shall be provided under the applicable Tab.

#### **OWNERSHIP OF QUALIFICATION STATEMENTS**

By submitting its Qualifications Statement, Architect hereby agrees that Architect's Qualifications Statement and any supplementary material submitted by the Architect shall become property of Port KC.

#### **DISCLOSURE OF PROPRIETARY INFORMATION**

An Architect may attempt to restrict the disclosure of scientific and technological innovations in which the Architect has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Architect by marking each response of each such document prominently with the words "**PROPRIETARY INFORMATION**" in red, bold 20-point font.

After either a contract is executed pursuant to the RFQ, or all submittals are rejected, if access to documents marked "**PROPRIETARY INFORMATION**", as provided above, is requested under the Missouri Sunshine Law, Port KC will notify the Architect of the request, and it shall be the burden of the Architect to establish that such documents are exempt from disclosure under the law.

If the Architect elects to challenge a formal request for such information made to Port KC and if the Architect is unsuccessful in keeping such information closed, the Architect shall pay for any and all costs, attorney fees and fines that are a result of Architect's attempt to keep the information closed.

Notwithstanding the foregoing, in response to a formal request for information, Port KC reserves the right to release any documents if Port KC determines that such information is a public record pursuant to the Missouri Sunshine Law. Port KC shall have no liability to any Architect or anyone else for releasing any Proprietary Information of a Architect even if Port KC is negligent in releasing or disclosing any Proprietary Information of any Architect.

#### **CLOSED RECORDS**

All Qualification Statements including interviews, presentations and documents, and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Law until a contract is executed or until all Qualification Statements are rejected by Port KC. If Port KC amends this RFQ, Qualification Statements submitted in response to the original RFQ may remain closed records until a contract is executed or all qualifications submitted in response to the amended RFQ are rejected.

### **SECTION III. BUSINESS/FIRM PROFILE AND LEGAL STRUCTURE**

The Qualification Statements must include the following information as listed below:

1. Legal Name, address, phone, fax, e-mail, Federal ID#, and website address.
2. Brief history of business/firm including date the business/firm was established under the current name.
3. List all services provided by the business/firm.
4. Number of total employees including number of total employees in Kansas City, Missouri and number of employees in Greater Kansas City Area.
5. Type of ownership, or legal structure of business/firm.
6. Proof of licensing by the State of Missouri's Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects.
7. List any civil or criminal actions and unresolved disputes/allegations pending against the business/firm or any key personnel related in any way to its services, along with a summary of the same.
8. Provide a brief history of the business/firm's contractual litigation, arbitration, and mediation cases for the last five (5) years.
9. Identify whether the business/firm has ever been disqualified from working for any public or quasi-public entity and, if so, provide an explanation of the circumstances.

#### **SECTION IV. EXPERIENCE**

Summarize the Architect's qualifications, experience and special expertise in providing the type of services identified in this RFQ, include resumes of key personnel.

The Qualification Statement must include the following information as listed below:

1. Listing of all partners and their respective roles.
2. Organizational chart for the assigned project personnel.

#### **SECTION V. APPROACH**

Provide a brief overview of the Architect's design philosophy, methods and practices and how they would meet the needs identified in this RFQ. Describe how communication and reporting would occur between your firm and Port KC.

Identify any services included within the list of Minimum Project Standard which the Architect is unable or unwilling to provide with an explanation for the same. Include any additional services the Architect is able to provide.



## SECTION VI. REFERENCES

Architects are required to provide three (3) client references, including contact information, for similar properties that the Architect has serviced within the past five (5) years. Port KC reserves the right to contact references without prior notice to Architect.

It is preferred that at least one (1) client reference be a government sector client.

# EXHIBIT A

