



ADDENDUM NO. 1

TO

REQUEST FOR QUALIFICATIONS

COST CERTIFICATION SERVICES

DATE OF ISSUANCE:

June 25, 2024

This Addendum No. 1 is being issued for the purpose of responding to questions posed by interested Cost Certification Firms.

Question #1: Is it a monthly requisition review?

Answer: Port KC does not receive certificates from each project each month, but it does receive at least one requisition certificate every month. Most of Port KC's projects require developers to submit requisition certificates quarterly, but some submit more/less frequently.

Question #2: Are the requisitions typically all similar in size? If not, would it be acceptable to provide a quote depending on size/line items of requisition?

Answer: The size/extent of the requisition certificates vary. Per the terms of the RFQ, Port KC strongly prefers a flat fixed fee structure. A flat fixed fee structure allows for the possibility that some requisition certificates might be larger, and some much smaller. In the event the Cost Certification Firm is unable or unwilling to commit to a flat fixed fee structure, the Cost Certification Firm must instead identify its preferred rate structure.

Question #3: How deep do we need to go into the contract documents (i.e. allowability of costs)?

Answer: A deep review of contract documents is not anticipated or expected. The selected Cost Certification Firm will be provided a copy of the approved budget for the project and will be tasked with determining whether (1) the claimed expenses were incurred (per paid receipts/invoices) and (2) whether the claimed expenses fall within the categories of expenses including within the project budget.