



REQUEST FOR QUALIFICATIONS

COST CERTIFICATION SERVICES

DATE OF ISSUANCE:

June 10, 2024

SECTION I. GENERAL BACKGROUND

INTRODUCTION

The Port Authority of Kansas City, Missouri (“Port KC”), a political subdivision authorized under Chapter 68, RSMo, is seeking the services of highly qualified firms specializing in providing certification of costs incurred by its development partners on Port KC’s bond-financed development projects. (“Cost Certification Firms”). Port KC seeks to identify those Cost Certification Firms providing such services for purposes of maintaining a list of firms that can provide those services on an on-call, as-needed basis. While Port KC reserves the right to use one or more Cost Certification Firms, Port KC anticipates that the Cost Certification Firm selected for a particular Development Project (defined below) will be utilized for the duration of that particular Development Project.

PORT KC MISSION

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. These powers include issuing taxable revenue bonds (“Bonds”) for the purpose of acquiring, owning, constructing, and redeveloping various commercial, industrial, residential, and multi-use facilities that promote the general welfare of Kansas City, Missouri (“Development Projects”).

OBJECTIVE OF RFQ

Port KC typically leases its Development Projects to third-party development entities (“Development Entities”) and makes the proceeds of its Bonds available to those Development Entities for purposes of funding the costs of the Development Projects.

Various contractual agreements obligate the Development Entities to submit “Requisition Certificates” to Port KC whereby they report the costs that have been incurred with respect to the Development Projects and request reimbursement from the proceeds of the Bonds. These costs include any expense directly related to the Development Projects, including but not limited to land acquisition costs, hard costs and soft costs. The Development Projects each include an approved budget, which will guide the Cost Certification Firms in identifying which categories of expenses are reimbursable. Port KC utilizes a standardized form for the Requisition Certificates, which can be found attached to this RFQ as **Appendix A**.

While Port KC has a handful of Development Projects that do not specify the frequency with which those Requisition Certificates are to be submitted, its current practice is to require that they be submitted on a quarterly basis, until such time as construction of the Development Project has been completed and all costs reported.

INVITATION

Interested Cost Certification Firms are invited and encouraged to submit their Statement of Qualifications in response to this RFQ.

The Statement of Qualifications that must be utilized is attached to this RFQ as **Appendix B**. While interested Cost Certification Firms are free to supplement with such additional materials/information as they may desire, any Statement of Qualifications not including **Appendix B** will be rejected.

SECTION II. INSTRUCTIONS AND CONDITIONS

EXAMINATION OF ALL RFQ DOCUMENTS AND REQUIREMENTS

The Cost Certification Firms shall carefully examine all RFQ documents and thoroughly familiarize themselves with all RFQ requirements prior to submitting their Statement of Qualifications.

By submitting a Statement of Qualifications to Port KC, the applicable Cost Certification Firm certifies that it has provided Port KC with written notice of all ambiguities, conflicts, mistakes, errors, or discrepancies that the Cost Certification Firm has discovered in this RFQ.

TIMELINE

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

- RFQ Issued: June 10, 2024
- Deadline for Questions: June 24, 2024 at 5:00 p.m. (CT)
- Due Date for Statement of Qualifications: July 1, 2024 at 5:00 p.m. (CT)
- Port KC provides all Statements of Qualification to Review Committee: July 2, 2024
- Qualified vendor list released: July 8, 2024

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 on or before June 24, 2024 at 5:00 p.m. (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 Cost Certification Firms via an addendum to this RFQ posted on Port KC's website.

Submittal. Cost Certification Firms shall submit one (1) electronic copy of their Statement of Qualifications to info@portkc.com on or before July 1, 2024 at 5:00 p.m. (CT). Any submittals received after that date and time will not be considered or placed on the approved vendor list.

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

SCOPE OF SERVICES

Routine services are anticipated to include those listed here:

1. Intake

Port KC will provide the Cost Certification Firm with a copy of the various agreements executed in conjunction with the Development Project, specifically including the approved budget.

When and as Requisition Certificates are ready to be submitted, Port KC or the relevant Development Entity will (a) forward the same (including any documentation submitted in connection therewith) to the Cost Certification Firm, (b) provide the name and contact information for the applicable Development Entity with respect to the Requisition Certificates, and (c) identify any special issues related to the Requisition Certificates that may be relevant to the Cost Certification Firm in the performance of its work.

The Cost Certification Firm will not be responsible for contacting the Development Entity for purposes of enforcing the requirement that they submit Requisition Certificates. The Cost Certification Firm's role will be limited to reviewing only those Requisition Certificates which Port KC or the relevant Development Entity provide to the Cost Certification Firm.

2. Review

The Cost Certification Firm will review the Requisition Certificate and the documentation provided in connection therewith. In the event the Cost Certification Firm has questions or requires additional information to properly and fully evaluate the Requisition Certificate and the propriety of any costs included therein, the Cost Certification Firm will contact the Development Entity and request the same within a reasonable time period as determined by the Cost Certification Firm. In the event the Development Entity does not comply within the required time limits, or fails to fully provide the documentation requested by the Cost Certification Firm, the Cost Certification firm will notify Port KC.

3. Report

The Cost Certification Firm will issue a report to Port KC with respect to each Requisition Certificate it reviews, noting the amount recommended for certification by Port KC. In the event the report does not identify any costs that the Cost Certification Firm believes should be disallowed or questioned, the report will include the Cost Certification Firm's recommendation as to whether the Requisition Certificate should be approved as submitted.

In the event the report identifies any costs that the Cost Certification Firm believes should be disallowed, Port KC will notify the Development Entity of the disallowed costs and allow the Development Entity a reasonable opportunity to respond in writing. That response, if any, will be provided to the Cost Certification Firm, after which the Cost Certification Firm will make its final recommendation as to whether the Requisition Certificate should be approved as submitted, or whether certain costs included therein should continue to be disallowed.

Port KC anticipates that the Cost Certification Firm's services with respect to a given Requisition Certificate will, barring exceptional circumstances, be completed within thirty (30) days of intake.

While the above constitutes what Port KC anticipates to the standard scope of work, additional services may be identified and included within the task order, should Port KC deem warranted.

REVIEW PROCESS

Statements of Qualification will be reviewed by a committee selected by Port KC's President & CEO (the "Review Committee").

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

Those Cost Certification Firms meeting the requirements of this RFQ and determined to be qualified by the Review Committee will be placed on Port KC's approved vendor list and will thereafter remain on the list until such time as Port KC may elect to reissue the RFQ or terminate its approved vendor list.

Inclusion on Port KC's approved vendor list does **not** guarantee the utilization of any particular Cost Certification Firm. Port KC shall determine which Cost Certification Firm is to be utilized on a case-by-case basis, but the selected Cost Certification Firm shall have the right to reject any particular task order at its discretion. No Cost Certification Firm obtains any right in or expectation to any contract with Port KC or a vested interest or a property right in any contract with Port KC, regardless of the amount of time, effort and expense expended by the Cost Certification Firm in responding to this RFQ. Each Cost Certification Firm shall be solely responsible and liable for any and all costs incurred by it in responding to this RFQ.

RESERVATION OF RIGHTS IN REVIEW PROCESS

Port KC reserves the absolute and unconditional right to reject any or all Statements of Qualification received in response to this RFQ.

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 Statement of Qualifications Due Date. If Port KC modifies the RFQ after the Statement of Qualifications Due Date, Port KC may, in its sole discretion, solicit new qualifications in an amended RFQ from anyone or everyone regardless of whether the Cost Certification Firm submitted a Statement of Qualifications 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 at its sole discretion.

OWNERSHIP OF STATEMENTS OF QUALIFICATION

By submitting its Statement of Qualifications, the Cost Certification Firm hereby agrees that its submittal and any supplementary material submitted in connection therewith shall become property of Port KC.

Appendix A

Requisition No. ____

Date: _____, 20__

**REQUISITION CERTIFICATE
SERIES _____ BOND**

TO: _____, AS TRUSTEE UNDER THE TRUST INDENTURE DATED AS OF _____, 20__
(THE "INDENTURE") BETWEEN THE PORT AUTHORITY OF KANSAS CITY, MISSOURI AND THE
TRUSTEE, IN CONNECTION WITH THE BOND LEASE AGREEMENT DATED AS OF _____, 20__
(THE "LEASE AGREEMENT"), BETWEEN THE PORT AUTHORITY OF KANSAS CITY, MISSOURI, AND
_____, (THE "COMPANY")

The undersigned Authorized Company Representative of the Company hereby states and certifies that:

1. A total of \$_____ is requested to reimburse the Company for the amounts set forth on **Schedule 1** in connection with the Bond transaction described in the Indenture, to be used to pay for Project Costs (as defined in the Indenture), as more fully described in the Lease Agreement.

2. Each of the items for which payment is requested are or will be desirable and appropriate in connection with the development, construction and improvement of the Project, have been or will be properly incurred and will be a proper charge against the Project Fund, and will be paid by the Company in accordance with **Schedule 1**, and have not been the basis of any previous requisition from the Project Fund.

3. As of this date, except for the amounts referred to above and any claims contested pursuant to **Section 10.10** of the Lease Agreement, to the best of my knowledge, there are no outstanding disputed statements for which payment is requested for labor, wages, materials, supplies or services in connection with the acquisition, purchase, or installing of the Project which, if unpaid, might become the basis of a vendors', mechanics', laborers' or materialmen's statutory or similar lien upon the Project or any part thereof.

[SIGNATURES APPEAR ON NEXT PAGES]

By: _____

Name: _____

Title: _____

PORT AUTHORITY OF KANSAS CITY, MISSOURI

By: _____

Authorized Port KC Representative

SCHEDULE 1 TO REQUISITION CERTIFICATE

PROJECT COSTS

Payee and Address

Description

Amount

\$ _____

Appendix B

Statement of Qualifications – Cost Certification Firms

A. Business Identity

Business Name: _____

Business Contact: _____

Business Address: _____

Phone: _____

Email: _____

B. Business History

Years Operating: _____

Narrative of Business History/Services: _____

C. Public Sector Experience

Identify all public sector clients (state, local, and other political subdivisions) for whom the Business has provided similar services in the last 5 years:

D. Business References

Identify at least three (3) references (public sector preferable) that can attest to the work performed on their behalf by Business in the last 5 years:

Name: _____

Contact Information: _____

Nature of Services Provided: _____

Time Period of Services Provided: _____

Name: _____

Contact Information: _____

Nature of Services Provided: _____

Time Period of Services Provided: _____

Name: _____

Contact Information: _____

Nature of Services Provided: _____

Time Period of Services Provided: _____

E. Professionals

Identify key permanent staff members, including names, job descriptions, titles, and relevant educational and professional experience for those individuals that might reasonably be anticipated to perform services for Port KC. Resumes may be provided in lieu of a narrative, if preferred.

F. Fee Structure

Port KC will issue a proposed task order to the Cost Certification Firm selected for a particular Development Project. Port KC strongly prefers that the budget be expressed as a flat fixed fee. In the event the Cost Certification Firm is unable or unwilling to commit to a flat fixed fee structure, the Cost Certification Firm shall instead identify its preferred rate structure.
