

**Addendum #2
March 24, 2020**

**RFP 20-997
Architectural and Engineering Services**

**Housing Authority of Kansas City
920 Main Street, Suite 701
Kansas City, MO 64105**

NOTICE TO ALL RESPONDENTS

The following addendum to the Request for Proposal comprises this addendum and is hereby made part of the RFP.

Additional information is provided below in response to questions for this project:

- 1. Are we still required to submit paper copies of our proposal or will electronic submissions suffice?**
 - A. Submit all proposals electronically. Attach one file as your primary proposal and attach a separate file with your fee proposal. Electronic submissions must be received no later than 2:00 pm CDT, March 30, 2020.*

- 2. Will HAKC select more than one firm?**
 - A. Maybe, depending on the strengths and capacity of the firm(s) selected.*

- 3. May the respondent include outside firms as part of a team?**
 - A. Yes, for example an engineering firm.*

- 4. Should references to be provided for all members of the respondent's team?**
 - A. Qualifications, certifications, and references of any outside firm or team member should be submitted with the response and will be evaluated along with those of the lead architectural firm.*

5. Is it possible that a team member might perform all of the work on a particular task order rather than the lead architectural firm?

A. *Yes, for example, only a mechanical engineer might be required on a large HVAC replacement project. However, this RFP is primarily an architectural procurement.*

6. Is a total fee proposal required with the submission for the initial task of the office space design?

A. *Do not submit a total fee proposal for the initial task, only your hourly rates. Once a firm is selected and a task order issued, we will request your estimate of total fee for that task, but your billings will reflect application of your hourly rates.*

7. Can you provide a link for the Kansas City, Missouri Business License application?

A. <https://www.kcmo.gov/home/showdocument?id=3701>. This is processed by the City of KCMO, not the Housing Authority.

8. Is there a page limit to the submitted response?

A. *No.*

9. Do all the forms in the back of the RFP need to be completed and submitted?

A. *Pages 14 – 25 must be completed. You may substitute your own spreadsheets, in listing references, other team members, or prior jobs for example, if that is easier and provides the same information. The remaining information in the RFP is for informational purposes.*

10. Is being an MBE/WBE firm, or having one on the team a factor in the scoring?

A. *Being an MBE/WBE firm is a not specific scoring criteria that is assigned a number of points. It is taken into account in the overall scoring of the firm.*

11. What other work do you have coming up?

A. *Space planning, building assessment, and design work for HAKC's new office space is the initial project. These may be divided into special tasks. With our large stock of existing buildings, many in excess of 50 years of age, rehabilitation projects are ongoing and will comprise the largest number of task orders. If we are in partnership with a developer and they have selected their own architect, we may engage the firm selected with the RFP to provide plan and specification review services.*

There are no other changes at this time.

This written response is being submitted to the Housing Authority of Kansas City, Missouri in conjunction with the Request for Proposal (RFP) 20-997 dated March 13, 2020.

I hereby represent that I am a duly authorized agent for the company identified below, AND THAT I HAVE RECEIVED THE ADDENDUM #2.

Company: _____

Authorized Signatory: _____
Printed Name

Title: _____

Signature: _____

Date: _____

NOTE: THIS COVER PAGE MUST BE ATTACHED TO THE WRITTEN BID SUBMITTED IN RESPONSE TO THIS RFP.