

REQUEST FOR QUALIFICATIONS/PROPOSALS  
FOR DESIGN PROFESSIONAL SERVICES  
CONTRACT

FOR

STREETCAR RIVERFRONT EXTENSION

AND

MULTI-MODAL FEASIBILITY STUDY

KANSAS CITY STREETCAR AUTHORITY



**RideKC**  
**STREETCAR™**

1. **Purpose.** This is a Request for Qualifications/Proposals (“RFQ/P”) for STREETCAR RIVERFRONT EXTENSION AND MULTI-MODAL FEASIBILITY STUDY issued by THE KANSAS CITY STREETCAR AUTHORITY (“KCSA”).

Since 2010, local officials and transit providers in Kansas City have been working on the planning, design, and implementation of an initial phase of streetcar implementation in downtown Kansas City. Recently, in an effort to build on this initial starter-line, KCSA in partnership with Port KC and Kansas City Area Transportation Authority (“KCATA”), is initiating the planning of a Streetcar Riverfront Extension and Multimodal Feasibility Study to assess possible connections to Berkley Riverfront Park.

KCSA, in coordination with Port KC and the KCATA, is seeking proposals from qualified firms to conduct a Streetcar Riverfront Extension and Multi-Modal Feasibility Study to assess multi-modal transportation needs and the general feasibility of a northern riverfront extension of the Kansas City Streetcar.

2. **Definition of Request for Qualifications/Proposals.** This RFQ/P is an invitation by the KCSA to Design Professionals to submit their qualifications and all other required submissions as part of their proposal for performing the services specified in this RFQ/P. Selection will be based upon the judgment of the KCSA in obtaining a Design Professional that will be in the best interests of the KCSA. This RFQ/P is not a request for a competitive bid. Design Professional’s submittal of a proposal in response to this RFQ/P does not create any right in or expectation to a contract with the KCSA.

3. **Due Date.** Sealed Proposals are due by November 21<sup>st</sup>, 2016 at 2:00pm. Proposals shall be sent to the Kansas City Streetcar Authority, Attention Tom Gerend, Executive Director, at 600 East 3<sup>rd</sup> Street Kansas City, Missouri 64106. Design Professionals should submit 4 hard copies and *one electronic* copy of their Proposal. Electronic copies can be either emailed or submitted on a CD or jump-drive. If emailing, send to [tgerend@kcstreetcar.org](mailto:tgerend@kcstreetcar.org). All proposals must be submitted in a sealed envelope or box and shall not be opened until after the due date. The KCSA reserves the right at any time to change or extend the due date and time for any reason.

4. **RFQ/P Package.** The RFQ/P package for this project contains the following:

- a. Project description and scope/scope/statement of services for this RFQ/P are attached as Attachment A.
- b. HRD Documents:
  - (1) 00450.01 Letter of Intent to Subcontract
  - (2) 00471 HRD 11 Request For Modification
  - (3) 00450 Contractor Utilization Plan/Request For Waiver
  - (4) 01290.15 Subcontractor Affidavit for Final Payment

5. **Proposal Requirements.** Your proposal should include the following:

- a. Experience and Responsibility Summary.
  - (1) Proposals should include a recommended plan consistent with elements outlined in Attachment A “Scope/Statement of Services Section D and with an emphasis on a preferred and/or recommended approach. Proposers’ recommendations will

demonstrate and propose strategies that exemplify best practices in planning, designing, modeling, and implementing streetcar services. Respondents must provide a conceptual scope of work including specific methodologies and/or approaches that will be used to develop and formalize a locally preferred alternative. Innovative approaches for completion of the Scope/Statement of Services are encouraged.

- (a). Overview and rationale of project approach.
  - (b). The name and address of the contracting firm, together with the name, telephone and fax number, and e-mail address of the primary contact person for purposes of this proposal
  - (c). A listing of all proposed subcontractors, if any.
  - (d). A conceptual project schedule.
- b. List and description of key team members' professional experience. For project team responsibilities, list the approximate percentage of the project for each team member.
- c. Description of project approach.
- (1) Proposals should indicate general and specific qualifications of the proposer in planning, engineering, project implementation, environmental review, disciplines appropriate to this project, and specifically convey the role of the proposer in each case cited. An emphasis and priority in evaluation will be placed on firms with qualifications and experience that have resulted in successful implementation (engineering, construction, and operations) of comparable systems. A brief narrative (three pages maximum) may also be included regarding the firm's capabilities to carry out this AA, including special assets, areas of expertise, analytical tools, and data sources, etc. to which the firm may have access.

Proposals shall also include:

- (a). A listing and summary of similar projects undertaken within the last five (5) year, by proposing firm and/or its subcontractors, showing contract amounts, description of work performed, client contact persons, phone numbers, and e-mail addresses;
  - (b). Description of the existing and anticipated workload of individuals assigned to this project during the period of this study. Any reassignment of designated key staff shall not occur without mutual consultation and the consent of KCSA.
  - (c). References
- (2) Include a description of your experience in meeting ADA standards and conforming to LEED Gold standards.
- d. Description of the Quality Assurance Plan.
- e. Description of the earliest times and durations of time that services may commence and when it can be completed.

- f. Completed HRD forms, if applicable.
- g. Proposals should be limited to fifty (50) pages in 12 point Font on (8-1/2" x 11") paper using one side of the page and numbered. Covers, Tables of Contents, and divider tabs will not count as pages, provided no additional information is included on those pages.
- h. Any supplemental information or documents (i.e., not required by this RFQ/P) that are included in the proposal should be marked as an Attachment and clearly identified in the Table of Contents.

**6. Change in RFQ/P, Contract and Additional Work.** The KCSA reserves the right to add to, delete, modify or enlarge this RFQ/P, including any specifications and/or statement of work, the proposed contract, the terms and conditions, and any subsequently executed contract. The KCSA reserves the right to award additional contracts for related services or subsequent Project phases to the selected Design Professional.

**7. Late Proposals.** Proposals and modifications of proposals received after the exact hour and date specified for receipt will not be considered unless: (1) they are sent via the U.S. Postal Service, common carrier or contract carrier, by a delivery method that guarantees the proposal will be delivered to the KCSA prior to the submission deadline; or (2) if submitted by mail, common carrier or contract carrier it is determined by the KCSA that the late receipt was due solely to an error by the U.S. Postal Service, common carrier or contract carrier; or (3) the proposal is timely delivered to the City, but is at a different KCSA location than that specified in this RFQ/P; or (4) the time after the deadline for a force majeure event that could potentially affect any or all Design Professionals meeting the deadline.

**8. Interviews, Discussions and Negotiations with Design Professionals.** The Design Professional's proposal, including any proposed personnel and any other required proposal documents may be subject to negotiation by the KCSA at any time. The KCSA may interview none, one, some or all of the Design Professionals that submit proposals. Proposals may be evaluated and award made with or without, discussions and/or negotiations with Design Professionals. The KCSA reserves the right to request additional information from any or all Design Professionals. Negotiations by the KCSA will not be deemed a counter offer or a rejection of any original Proposal.

**9. Rejection of Proposals.** The KCSA reserves the right to reject any and all Proposals and to award one or more Contracts for all or any portion of the Project.

**10. Best and Final Offers (BAFOs).** The KCSA reserves the right to request one or more best and final offers.

**11. Closed Records.** All Proposals and documents and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Act until a contract is executed or until all Proposals are rejected.

**12. Disclosure of Proprietary Information.** A Design Professional may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:

- a. marking each page of each such document prominently in at least 16 point font with the words "Proprietary Information";

- b. printing each page of each such document on a different color paper than the paper on which the remainder of the proposal is printed; and
- c. segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words “Proprietary Information” in at least 16-point font, along with the name and address of the Design Professional.
- d. After either a contract is executed pursuant to the RFQ/P, or all submittals are rejected, if access to documents marked “Proprietary Information”, as provided above, is requested under the Missouri Sunshine Law, the KCSA will notify the Design Professional of the request, and it shall be the burden of the Design Professional to establish that such documents are exempt from disclosure under the law.

**13. Evaluation Criteria/Rankings.** Any evaluation criteria, weighing of criteria or ranking is used by the KCSA only as a tool to assist the KCSA in selecting the most qualified Design Professional for this Project. The KCSA may change criteria, criteria weights and rankings at any time. Evaluation scores or ranks do not create any right in or expectation to a contract regardless of any score or ranking given to any Design Professional.

<b>Technical Competence</b>	<b>Specialized Experience and Technical Competence of</b>
Overall Competence of Proposing Team	Experience of the prime contractor and subcontractor (s) related to planning, design, and implementation of comparable transit projects.
Management Competence	Experience of the Project Manager
Other	Experience of other Assigned Individuals
<b>Understanding and Approach</b>	<b>Understanding of the nature of the project and clarity of proposed approach.</b>
Project Understanding	Understanding key concepts, techniques, evaluation procedures, and best practices related to transit corridor planning, implementation, and study process.
KC Regional/Local Understanding	Understanding of regional transit related operations, structure, past planning efforts in Kansas City and a general understanding of the regional significance of the project.
Clarity of Proposal	General organization and clarity of the proposal
<b>Project Management</b>	<b>Schedule of staff persons and hours commitment</b>
PM % of Effort	% of Effort for the project management staff
Project Schedule and timeliness of products	Project schedule and timeliness of products
<b>References/Work experience</b>	<b>Reference reflecting previous work experience of the project team and satisfactory accomplishment of contractor responsibilities.</b>

Quality of Final Products	Quality of final product
Meet schedules and Deadlines	Ability to meet work schedules
Responsiveness to Client	Responsiveness of client input and needs

**14. Minority/Women Business Enterprise Program.** The KCSA desires that Minority Business Enterprises (MBE) and Women’s Business Enterprises (WBE) have a maximum opportunity to participate in the performance of KCSA contracts. The goals for this specific project are 13% MBE participation and 8% WBE participation. You must complete HRD Form 13 Affidavit of Intended Utilization and return it with your Proposal. If you request it, the Human Relations Specialist will provide a D/M/WBE Directory and assistance. Please call the Human Relations Specialist at 816-513-1818.

**15. ADA Standards.** It is the policy of the KCSA and required by law that any new or renovated facility meet the scoping and technical requirements of the 2010 ADA Standards for newly designed and constructed or altered local government facilities, public accommodations, and facilities. The selected Design Professional shall design the project so it conforms to the 2010 ADA Standards, as applicable and as amended from time to time, and is readily accessible to and usable by individuals with disabilities. The KCSA will make available to the selected Design Professional the City’s ADA Compliance Manager, who can facilitate interaction with advocates in the disability community.

**16. Pre-Proposal Conference.** A Pre-proposal conference will be held on Wednesday, November 9, 2016 at 1:30 p.m. at the Singleton Yard located at 600 East 3<sup>rd</sup> Street, Kansas City, Missouri.

**17. Procurement Schedule.**

Activities	Schedule
RFP issued	October 20, 2016
Submission of Questions	November 4, 2016
Pre-proposal Meeting	November 9, 2016 at 1:30 p.m.
Responses to Questions	November 11, 2016
Proposals Due	November 21, 2016
Interviews	November 28, 2016
Selection	November 29, 2016
Contract Execution/ Notice to proceed	December 16, 2016
Project Completion	TBD- Est. May 1, 2017

**18. Questions.** Forward all questions in writing to the contact below. Questions received less than (3) days prior to the Submittal Date may not be answered. Interpretations or clarifications considered necessary to such questions will be issued by Addenda to all Proposers. Oral or other

interpretations or clarifications shall be without legal effect, even if made at a Pre-Proposal Meeting.

Donna Mandelbaum,  
Communications Manager  
KC Streetcar Authority  
600 E. 3<sup>rd</sup> Street  
Kansas City, MO 64106  
Questions should be directed to  
[info@kcstreetcar.org](mailto:info@kcstreetcar.org) or 816/627-2527



*For persons with disabilities needing reasonable accommodations please contact the  
Ebony Jackson KC Streetcar Authority at [ejackson@kcstreetcar.org](mailto:ejackson@kcstreetcar.org) or 816/627-2527*

## **Attachment A Scope/Statement of Services**

### **A. BACKGROUND**

The City of Kansas City, Missouri in partnership with the Mid-America Regional Council and the Kansas City Area Transportation Authority (KCATA) formalized a partnership in 2010 to study and identify opportunities for implementing downtown streetcar and Jackson County commuter rail transit services. In 2012 this effort resulted in the adoption of the Downtown Streetcar project as a Locally Preferred Alternative in the region's long range transportation plan and the construction of the downtown streetcar starter-line, which opened for service on May 6, 2016.

The Streetcar Riverfront Extension and Multi-modal Feasibility Study will build on these services and will seek to assess and identify multi-modal alternatives, including potential streetcar and bus alternatives, to better connect downtown and the River Market to the developing riverfront area in the vicinity of Berkley Riverfront Park.

### **B. STUDY AREA**

The primary study area for this effort extends from downtown Kansas City, Missouri, and the River Market north to the Missouri River and Berkley Riverfront Park. The study area is bounded on the west by the ASB Bridge and the BNSF railroad right-of-way and on the east by the Senator Kit Bond Bridge. Consideration will be given to areas outside of the study area with regards to opportunities for longer-term extensions or phases of the identified northern corridor. The study area may be further defined by the project management team upon additional input from study stakeholders and the selected consultant team.

### **C. PROJECT MANAGEMENT COMMITTEE**

KCSA will directly manage the study and services with our partners to jointly monitor and guide the planning effort throughout its duration. The Project Management Team will consist of the following stakeholders:

Project Management Team:

- KCSA - Lead
- Port KC
- Kansas City Area Transportation Authority (KCATA)
- City of Kansas City, Missouri

### **D. SERVICES:**

The services of a qualified planning consultant or consultant team are required to conduct the study. A firm with experience in planning and designing streetcar/light rail and bus systems, accurately assessing project feasibility and cost, and positioning projects for implementation is strongly desired.



The consultant will propose a specific detailed services scope and a deliverables list which is to address at a minimum the following areas, as well as any other activities necessary to fulfill the project intent and meet Federal Transit Administration (“FTA”) requirements, and a supportive public engagement strategy throughout.

### **Task 1 Project Purpose and Need**

Working with the KCSA, Port KC, KCATA, and key KCMO staff, the Consultant will develop a preliminary purpose and need statement to guide the study’s activities and will establish a set of goals and objectives that will be used to establish and evaluate alignment concepts and options. This preliminary statement will be available for subsequent FTA review if the KCSA were to later seek federal funding or FTA-sponsored agreements.

### **Task 2 Develop Conceptual Streetcar Alignment Plans**

A previous Technical Memorandum concluded that adding a double track on the existing Grand Boulevard structure would be feasible and substantially cheaper than building a new structure. Based on the information previously developed, the Consultant will develop conceptual track alignment plans including a new station-stop(s) for the extension. These plans will include a plan view of the alignment plotted on aerial photographs. The plans will also include vehicle clearance requirements, traction power pole (based on average spacing, not designed) and substation location(s), special track work, and potential major utility impact locations.

#### Structural analysis

The previously-referenced Technical Memorandum concluded that adding a double track on Grand Boulevard would be feasible and substantially cheaper than building a new structure. Based on the information developed in the previously-referenced Technical Memorandum, the Consultant will conduct additional analysis of the existing structure to further refine the cost and verify feasibility. This would include looking at conceptual concepts for installing OCS poles as well as track fixation.

### **Task 3 Multi-Modal Connectivity Assessment**

The consultant will develop a Multi-Modal Transportation Assessment to identify opportunities and challenges related to a northern streetcar extension and the opportunity for improved multi-modal connectivity to the riverfront via bus transit and connections extending from the 3<sup>rd</sup> and Grand multi-modal hub. Task 3.0 will evaluate all opportunities for improved multi-modal connectivity to the Riverfront but specific considerations will include:

- Pedestrian movement, safety and interaction
- Bicycle connectivity
- Transit connectivity and interface (*bus, paratransit, and on-demand*)
- Opportunity for Park-and-Ride and effect on parking inventory
- Traffic signal operations

### **Task 4 Economic Development Integration**

The Consultant will assess the best opportunity to integrate the streetcar extension and related multi-modal improvements to planned redevelopment opportunities both in the River Market, and the Riverfront with the goal of maximizing impact and value. Additional analysis could include:

- Develop forecasts of projected land use, build-out potential, and development density
- Identify a projected timeframe for development based upon market momentum and potential city proactive redevelopment planning activities.
- Identify key factors that will be necessary to achieve projections as well as challenges to addressing these factors.

#### **Task 5 Preliminary Ridership**

The Consultant will prepare preliminary ridership estimates for the agreed upon alternatives operating as an extension of the existing Streetcar service. Separate estimates for proposed bus or BRT services will also be included. The Consultant will utilize census data and available KCSA streetcar ridership and KCATA bus ridership data and will complete a conceptual planning level of analysis.

#### **Task 6 Conceptual Operations Plan**

Under this task, the Consultant will develop alternative operating plans for the proposed route/alignment, in conjunction with operations of the existing streetcar system. The Consultant will use documented operations and maintenance costs from the current Kansas City Streetcar system. The conceptual operating and maintenance plan will include the operating and maintenance factors that influence street infrastructure requirements, incremental fleet sizing and short-term and long-term maintenance facility requirements. The plan will NOT consider the potential southern extension of the streetcar system south of Union Station. Operational elements will include the following:

- Operational capacity
- Headways
- Single vs. multiple track operations
- Station stops
- Vehicle requirements
- Staffing levels

A conceptual operating plan for other transit services proposed will also be provided.

#### **Task 7 Capital and Annual Operating Cost Estimate**

Based on the information developed in Task 3.0, the selected Consultant will develop a planning-level estimate of both the capital and operating costs for the proposed extension and any other transit systems proposed. Capital costs will be based on current project costs and estimates from the Kansas City Streetcar. Capital cost components will include FTA Standard Cost Categories (SCC), contingency, and inflation.

The Consultant's estimate of annual operating and maintenance (O&M) costs will take a similar approach, using current Kansas City Streetcar data. Components will include incremental annual operating and maintenance costs for the extension in addition to the existing system. O&M cost factors considered include administrative and management, operations, vehicle maintenance, additional maintenance.

#### **Task 8 Develop Funding and Financial Strategy**

The Consultant will review available federal, state and local revenue tools. The Consultant will then, in coordination with the project partners, develop potential opportunities for required federal funding.

**Task 9 Prepare Draft and Final Report**

The Consultant will prepare draft and final versions of a feasibility study report covering the components described in the remainder of this Scope of Work. The report will also include conceptual plans described in Task 2.2 as well as results from a high-level scan of possible environmental issues that may be encountered with proposed services. Both the draft and final versions will be provided to KCSA via digital formats.

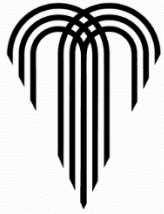
**Task 10 Public Engagement**

The Consultant will provide support for at least two public meetings and related public engagement activities. The specific timing and placement of public engagement will be determined upon development of final negotiated project scope.

The consultants will also provide monthly project updates and related information suitable for posting on the [www.kcstreetcar.org](http://www.kcstreetcar.org) website, newsletters and social media posts.

**E. STUDY SCHEDULE**

KCSA seeks to complete these services by May 1, 2017. In crafting a proposal, consultants (or teams) should reflect an estimated schedule based on these considerations and in conjunction with team capabilities and capacities.



## LETTER OF INTENT TO SUBCONTRACT

Project Name/Title

Project Location/Number

\_\_\_\_\_ (“Prime Contractor”) agrees to enter into a contractual agreement with \_\_\_\_\_ (“M/W/DBE Subcontractor”), who will

provide the following goods/services in connection with the above-referenced contract:

(Insert a brief narrative describing the goods/services to be provided. Broad categorizations (e.g., “electrical,” “plumbing,” etc.) or the listing of the NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in this Letter of Intent to Subcontract not being accepted.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_,  
for an estimated amount of \$ \_\_\_\_\_ or \_\_\_\_\_% of the total estimated contract value.

M/W/DBE Subcontractor is, to the best of Prime Contractor’s knowledge, currently certified with the City of Kansas City’s Human Relations Department to perform in the capacities indicated herein. Prime

Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE

Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

Company Name: \_\_\_\_\_

1. I have entered into a subcontract agreement with \_\_\_\_\_ for the above project. Yes / No

2. Date of the contractual agreement (if applicable) \_\_\_\_\_

3. I will be performing the following scope of work:

4. The dollar value of the agreement is:





# REQUEST FOR MODIFICATION OR SUBSTITUTION FOR DESIGN PROFESSIONAL AGREEMENTS

(This Form **must** be submitted to HRD to request substitutions for an MBE/WBE listed in the Contractor Utilization Plan or for modification of the amount of MBE/WBE participation listed in the Contractor Utilization Plan. This Form shall be an amendment to the Contractor Utilization Plan.)

**DESIGN PROFESSIONAL :** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PROJECT NUMBER OR TITLE:** \_\_\_\_\_

**AMENDMENT/CHANGE ORDER NO: (if applicable)** \_\_\_\_\_

<b>Project Goals:</b>	_____ % MBE	_____ % WBE
<b>Contractor Utilization Plan:</b>	_____ % MBE	_____ % WBE

1. I am the duly authorized representative of the above Design Professional and am authorized to request this substitution or modification on behalf of the Design Professional .

2. I hereby request that the Director of HRD recommend or approve: (check appropriate space(s))

a. \_\_\_\_ A substitution of the certified MBE/WBE firm \_\_\_\_\_,  
*(Name of new firm)*  
 to perform \_\_\_\_\_,  
*(Scope of work to be performed by new firm)*

for the MBE/WBE firm \_\_\_\_\_ which is currently  
*(Name of old firm)*  
 listed on the Design Professional 's Contractor Utilization Plan to perform the following  
 scope of work: \_\_\_\_\_.  
*(Scope of work of old firm)*

**Attach 00450.01 Letter of Intent to Subcontract letter for each new MBE/WBE to be added.**

b. \_\_\_\_ A modification of the total amount of MBE/WBE participation currently listed on the Bidder's/Contractor's/Proposer's Contractor Utilization Plan from  
 \_\_\_\_\_ % MBE \_\_\_\_\_ % WBE *(Fill in % of MBE/WBE Participation currently listed on Contractor Utilization Plan)*

**TO**

\_\_\_\_\_ % MBE \_\_\_\_\_ % WBE *(Fill in New % of MBE/WBE Participation requested for Contractor Utilization Plan)*

3. Bidder/Contractor/Proposer states that a substitution or modification is necessary because (check applicable reason(s):

- \_\_\_a. The MBE/WBE listed on the Contractor Utilization Plan is non-responsive or cannot perform.
- \_\_\_b. The MBE/WBE listed on the Contractor Utilization Plan has increased its previously quoted price without a corresponding change in the scope of work.
- \_\_\_c. The MBE/WBE listed on the Contractor Utilization Plan has committed a material default or breach of its contract.
- \_\_\_d. Requirements of the scope of work of the contract have changed and make subcontracting not feasible or not feasible at the levels required by the goals established for the contract.
- \_\_\_e. The MBE/WBE listed on the Contractor Utilization Plan is unacceptable to the City contracting department.

4. If a modification is being requested because Design Professional cannot substitute a new MBE/WBE firm for an existing MBE/WBE firm, please provide a narrative summary of the Design Professional's good faith efforts exhausted in attempts to substitute the MBE/WBE firm named above which is currently listed on the Contractor Utilization Plan with other qualified, certified MBE/WBE firms for the listed scope of work or any other scope of work in the project:

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Design Professional will present documentation when requested by the City to evidence its good faith efforts.

5. If a modification is being requested because of option 3.d above, please complete the following:  
 The previous Contract Price was: \_\_\_\_\_  
 The Contract Price will be ( increased by) ( decreased by) ( unchanged)  
 The new Contract Price will be:

6. Attach a copy of the most recent 00485.01 or on-line M/WBE Monthly Utilization Report

7. Design Professional certifies it has not attempted intentionally to evade the requirements of the Act, and it is in the best interests of the City to allow a modification or substitution.

Dated: \_\_\_\_\_

\_\_\_\_\_  
 (Design Professional )

By: \_\_\_\_\_  
 (Authorized Representative)

# CONTRACTOR UTILIZATION PLAN/REQUEST FOR WAIVER

Project Number \_\_\_\_\_

Project Title \_\_\_\_\_

\_\_\_\_\_  
(KCSA Project)

\_\_\_\_\_ t

\_\_\_\_\_  
(Bidder/Proposer)

STATE OF \_\_\_\_\_ )

) ss

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, of lawful age and upon my oath state as follows:

1. This Affidavit is made for the purpose of complying with the provisions of the MBE/WBE submittal requirements on the above project and the MBE/WBE Program and is given on behalf of the Bidder/Proposer listed below. It sets out the Bidder/Proposer's plan to utilize MBE and/or WBE contractors on the project.
2. The project goals are 13 % **MBE** and 8 % **WBE**. Bidder/Proposer assures that it will utilize a minimum of the following percentages of MBE/WBE participation in the above project:

**BIDDER/PROPOSER PARTICIPATION:** \_\_\_\_\_% **MBE** \_\_\_\_\_% **WBE**

**FINAL ESTIMATED BUDGET:** \$ \_\_\_\_\_

3. The following are the M/WBE subcontractors whose utilization Bidder/Proposer warrants will meet or exceed the above-listed Bidder/Proposer Participation. Bidder/Proposer warrants that it will utilize the M/WBE subcontractors to provide the goods/services described in the applicable Letter(s) of Intent to Subcontract, copies of which shall collectively be deemed incorporated herein). (*All firms must currently be certified by Kansas City, Missouri*)

- a. Name of M/WBE Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
I.R.S. No. \_\_\_\_\_



- b. Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_
  
- c. Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_
  
- d. Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_
  
- e. Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_
  
- f. Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_

*(List additional M/WBEs, if any, on additional page and attach to this form)*

4. The following is a breakdown of the percentage of the total contract amount that Bidder/Proposer agrees to pay to each listed M/WBE:

**MBE/WBE BREAKDOWN SHEET**

**MBE FIRMS:**

Name of MBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**TOTAL MBE \$ / TOTAL MBE %:** \$ \_\_\_\_\_ %

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**WBE FIRMS:**

Name of WBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**TOTAL WBE \$ / TOTAL WBE %:** \$ \_\_\_\_\_ %

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\*“Subcontract Amount” refers to the dollar amount that Bidder/Proposer has agreed to pay each M/WBE subcontractor as of the date of contracting and is indicated here solely for the purpose of calculating the percentage that this sum represents in proportion to the total contract amount. Any contract amendments and/or change orders changing the total contract amount may alter the amount due an M/WBE under their subcontract for purposes of meeting or exceeding the Bidder/Proposer participation.

\*\*“Weighted Value” means the portion of the subcontract amount that will be credited towards meeting the Bidder/Proposer participation. See HRD Forms and Instructions for allowable credit and special instructions for suppliers.

5. Bidder/Proposer acknowledges that the monetary amount to be paid each listed M/WBE for their work, and which is approved herein, is an amount corresponding to the percentage of the total contract amount allocable to each listed M/WBE as calculated in the MBE/WBE Breakdown Sheet. Bidder/Proposer further acknowledges that this amount may be higher than the subcontract amount listed therein as change orders and/or amendments changing the total contract amount may correspondingly increase the amount of compensation due an M/WBE for purposes of meeting or exceeding the Bidder/Proposer participation
  
6. Bidder/Proposer acknowledges that it is responsible for considering the effect that any change orders and/or amendments changing the total contract amount may have on its ability to meet or exceed the Bidder/Proposer participation. Bidder/Proposer further acknowledges that it is

responsible for submitting a Request for Modification or Substitution if it will be unable to meet or exceed the Bidder/Proposer participation set forth herein.

7. If Bidder/Proposer has not achieved both the M/WBE goal(s) set for this Project, Bidder/Proposer hereby requests a waiver of the MBE and/or WBE goal(s) that Bidder/Proposer has failed to achieve
8. Bidder/Proposer will present documentation of its good faith efforts, a narrative summary detailing its efforts and the reasons its efforts were unsuccessful when requested by the City.
9. I hereby certify that I am authorized to make this Affidavit on behalf of the Bidder/Proposer named below and who shall abide by the terms set forth herein:

Bidder/Proposer primary contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Facsimile number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(Attach corporate seal if applicable)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public



## SUBCONTRACTOR AFFIDAVIT FOR FINAL PAYMENT

Project Number \_\_\_\_\_

Project Title \_\_\_\_\_

STATE OF MISSOURI )

) ss:

COUNTY OF \_\_\_\_\_ )

After being duly sworn the person whose name and signature appears below hereby states under penalty of perjury that:

1. I am the duly authorized officer of the business indicated below (hereinafter Subcontractor) and I make this affidavit on behalf of Subcontractor in accordance with the requirements set forth in Section 290.290, RSMo. Subcontractor has completed all of the Work required under the terms and conditions of a subcontract as follows:

Subcontract with:

\_\_\_\_\_, Contractor

Work Performed:

\_\_\_\_\_

Total Dollar Amount of Subcontract and all Change Orders:

\$ \_\_\_\_\_

City Certified  MBE  WBE  DBE  NA

List certifications:

\_\_\_\_\_

2. Subcontractor fully complied with the provisions and requirements of the Missouri Prevailing Wage Law set forth in Sections 290.210, RSMo through 290.340, RSMo.

Business Entity Type:  
Address

( ) Missouri Corporation

( ) Foreign Corporation

( ) Fictitious Name Corporation

( ) Sole Proprietor

( ) Limited Liability Company

( ) Partnership

Subcontractor's Legal Name and

Phone No.

Fax:

( ) Joint Venture  
E:mail: \_\_\_\_\_

( ) Other (Specify) \_\_\_\_\_ Federal ID  
No. \_\_\_\_\_

I hereby certify that I have the authority to execute this affidavit on behalf of Subcontractor.

By: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

(Print Name)

\_\_\_\_\_  
(Title)

(Date)

NOTARY

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_ By \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title