Addendum #1

City of Kirkland
Smart City Master Plan Consulting Services (Job# 25-22-PB)
Answers to Questions

1. How much time will the smart city consultant RFP have to complete analysis and share recommendations?
   The City's expectation is that we receive the first draft of the complete Smart City Master Plan no later than 8/1/2023. Authorization to proceed with the work is expected in August 2022. The firm(s) should provide their draft schedule including when the analysis can be completed and the recommendations can be shared with the City before delivering the first draft plan. If the consultant believes the proposed schedule in the RFP is not feasible, the reasons should be identified, and an alternate draft schedule proposed.

2. Is there a per allocated post RFP budget in place associated with the implementation of the recommended solutions?

   Has the city identified a budget for future implementation?
   Not yet. The successful firm(s) is expected to partner with the City to identify the funding strategies and high-level cost estimates associated with the implementation of the recommended solutions whenever applicable.

3. Will the awarded smart city consultant be allowed after evaluation to supply recommended solutions?

   Are companies that perform the Scope of Work outlined in this RFP precluded from implementing future projects identified in the process?
   The firm that may be selected for the Smart City Master Plan Consulting Services contract will not be precluded from competing for any new City of Kirkland work or projects that may arise from any Smart City Master Plan adopted by the City. The City will make the determination whether to pursue any new projects/consulting opportunities recommended in the plan, and any resulting subsequent procurements are required to follow City and State purchasing regulations.

4. Does the city have autonomous vehicle initiatives?
   Not currently.

5. How did you equip your downtown parks with wireless?
   Currently, the City is using Meraki (CISCO) equipment to provide wireless connectivity. All ongoing maintenance and administration of the service is handled internally by the City IT department.

6. Who are you using for your on-site ITS partner?
   The City has partnered with many firms including Yunex Traffic (formerly Siemens ITS), Polara, Alpha Technologies, Inc., Teledyne Flir, Iteris, Global Traffic Technologies, LLC., and Applied Information Inc..

7. Does this RFP represent any regional conversations with other cities?
No, although the City would be interested in exploring such partnerships.

8. Given the work that has been done to date, would you prioritize a more detailed implementation plan or higher-level strategy/framework for Kirkland's smart city initiatives?
We need both. Please refer to the RFP scope of work (page 6-7) for the City's expectations.

9. How will the city staff this plan to support internal coordination across departments and external stakeholders?
The City will support the project coordination with a cross-departmental team led by the City's Resilience and Technology Officer.

10. Can you please confirm whether the City of Kirkland business license must be held by the prime contractor of a bidding Consultant team, or whether this license can be held by one of companies sub-contracted to the prime contractor.

Does our company need to have the Kirkland city business license in hand at time of proposal submittal or can the application be in process? Can the license be applied for after contract award?

Does our company need to have the state endorsement business license in hand at time of proposal submittal or can the application be in process? Can the state endorsement be applied for after contract award?
All firm(s) doing work for the City are required to have a business license regardless of whether they are a prime contractor or a sub-contractor.

Only the successful firm(s) who enter into a contract with the City will be required to obtain both State and City business licenses.

11. Form 6: Price Proposal requests for firm's hourly rates, but our interpretation is the pricing table is asking for fixed cost and estimated hours per task. Would you clarify if the City would also like us to include hourly rates for individuals or for roles?
Form 6: Price Proposal is asking for fixed cost and estimated hours per task. The City is also interested in the hourly rates for roles. So please provide both.

12. On Page 15, the instructions say to submit Attachment C – NDA, but on Attachment C it states to not sign the sample. Please confirm if you would like for respondents to include a signed copy of Attachment C
Attachment C (sample form) is for your review only and doesn't need to be submitted with your proposal. Attachment C must be signed by the successful firm(s) and may be required from finalists.

13. The RFP instructs respondents to submit resumes in section Form 5, Scope of Services as well as on Form 8, Key Project Staff Background Information. Should respondents

The firm(s) must provide background information for all the staff on the proposed team in Form 8. Staff resumes in Form 5 are optional.

14. Would you please clarify if the additional bullets in Form 5: Scope of Services are included or excluded from the 20 page limit. For your reference, here are the additional bullets listed:
   - provide one or more sample Smart City Master Plans or links completed in the past five years for local government clients
   - include a draft schedule that delivers the 1st draft Smart City Master Plan no later than 8/1/2023; and
   - provide key staff roles and submit a statement of experience and resumes as well as the availability of the team to support the project.

The additional items listed as bullets above are excluded from the 20 page limit.