



Respondent Questions

KAED PRODUCT DEVELOPMENT INITIATIVE

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KAED | 101 Burch Court | Frankfort, KY 40601

Presubmittal Meeting

1. The RFP indicates a presubmittal meeting in September. Can you provide more information on this meeting?
 - **KAED | September 7 @ 1:00 EDT via Conference Call**
2. The RFP indicates a Presubmittal Meeting in September 2018. Is there a date/time identified for this meeting?
 - **KAED | September 7 @ 1:00 EDT via Conference Call**
3. Can you provide more details on the “Pre-submittal Meeting – September 2018” mentioned in *Section 4.0: RFP Schedule*?
 - **KAED | September 7 @ 1:00 EDT via Conference Call**
4. Will proposing consultants be able to participate in the pre submittal meeting?
 - **KAED | Yes**
5. What is the date, time, and location of the Pre-submittal Meeting?
 - **KAED | September 7 @ 1:00 EDT via Conference Call**
6. When in September will the Pre-submittal meeting occur?
 - **KAED | September 7 @ 1:00 EDT via Conference Call**

Budget

1. What is the budget for the consultant portion of the project?
 - **KAED | The budget to secure consultant services is confidential.**
2. Do you currently have the money in place to hire the consultant?
 - **KAED | Yes**
3. Will tiered prices based on the amount of properties evaluated be acceptable? (Ex: 10-20 properties at X cost, and 20-30 properties at Y cost).
 - **KAED | No**
4. What is the estimated annual budget for the PDI contract?
 - **KAED | The budget to secure consultant services is confidential.**
5. How many trips for updates and review per grant cycle?
 - **KAED | This is dependent on consultant vision for program management. KAED anticipates a minimum of 2 would be necessary for strong program deliverable satisfaction.**
6. Travel expenses to separate from proposed fee?
 - **KAED | No. Travel is to be included in respondent fee proposal.**
7. Can travel be a separate line item on the invoice and outside of professional services? (We don't know how often we would have to come to Kentucky.)
 - **KAED | No. Travel is to be included in respondent fee proposal.**
8. Is the consultant fee part of the \$9 million PDI fund?
 - **KAED | No. Consultant fee is to be paid from additional fund via KAED Foundation.**
9. Do you have a budget range in mind for the consultant fee?
 - **KAED | The budget to secure consultant services is confidential.**
10. It is difficult to submit a fixed fee for evaluating, ranking and selecting proposals for grant awards without knowing how many applications will be submitted. Does your request for an all-inclusive budget allow for a fee per submitted application? Or, could the fixed fee be based on a specific number of applications (e.g. 20) with each additional application being an additional fixed fee amount? This also raises the question, will applicants be allowed to revise applications based on deficiencies, and/or can there be a two-step review process where applications can be narrowed down quickly to a “shortlist” which would then be evaluated more in depth?
 - **KAED | This program is designed to encourage strong collaboration which will warrant credible applications. If multiple applications are received from common jurisdiction, KAED is comfortable with consultant selecting top project based on evaluation metrics. KAED does not want to limit**

the amount of applications, but KAED does encourage respondents to consider thorough pre-screening mechanism.

11. Are you expecting one lump sum price or pricing broken down by property/application?
 - **KAED | Lump sum**
12. What percentage of the budget may be allotted to travel costs?
 - **KAED | Travel costs are expected to be included in the fee proposal per respondent discretion.**
13. Could you clarify paragraph 6.4.1 of the RFP: “Respondent shall propose fee representative for satisfaction of KAED Product Development Initiative deliverables as prescribed in Section 2.1”?
 - **KAED | This language refers to respondent proposing fee representative of costs associated with full program management per deliverables in Section 2.1.**

Community Grant Application

1. Are all communities invited to submit sites? Can multiple sites be submitted by one community?
 - **KAED | Yes, although KAED encourages collaboration and consultant may select top project per jurisdiction.**
2. What is the goal for the number of sites to be evaluated in this program?
 - **KAED | No defined goal.**
3. Are existing buildings eligible for funds? Or only greenfield properties?
 - **KAED | Yes, existing building are eligible.**
4. Will the applicant indicate what they are pursuing funds for (ex: property acquisition, grading costs, marketing, etc.) or will they submit properties and we determine what to do to improve the property?
 - **KAED | Applicant will identify the project for which they seek funding. Consultant will review and make award determination. If funds need allocated to different project to improve site readiness KAED encourages consultant provide that detail in project feedback.**
5. Is there a minimum expected local/regional match for the PDI funds?
 - **KAED | 50/50**
6. Is there a maximum number of applications the team is expected to evaluate and score?
 - **KAED | No**
7. Do you have an anticipated number of applicants?
 - **KAED | No**
8. The RFP indicates that each applicant will receive strength/weakness feedback and conference call. Is there a cap on the number of properties that can be submitted for the PDI program?
 - **KAED | We do not expect every applicant to receive feedback as pre-screening mechanism will remove applicants which are not ready for evaluation.**
9. Is the intent of PDI to have a general application developed, or applications developed according to the type of use desired for a site or building, e.g. light manufacturing, office, distribution?
 - **KAED | General application**

Project Evaluation and Grant Awarding

1. When do you anticipate site visits occurring, if any? I.e. Site visits for all of the applications or only for a short-listed number of locations.
 - **KAED | Site visits will be limited to those applicants that process successfully through pre-screening.**
2. How many meetings and on-site events will be required?
 - **KAED | KAED expectation is for evaluations to be scheduled according to pre-screening metrics as prescribed by consultant.**

3. Can you provide a number range for how many sites per year/cycle will be reviewed under the Product Development Initiative?
 - **KAED | Site visits will be necessary for projects determined as appropriate per consultant pre-screening applicant model.**
4. Is there a minimum level of due diligence required for the properties to submit or will it range from very raw pieces of land to more developed properties?
 - **KAED | No. Raw land is awardable if designated as developable according to logistic, demographic, workforce metrics, and consultant evaluation. In this instance due diligence can be funded in demonstrated project matching funds.**
5. We understand that the largest amount of grant awarded is \$500,000. Is there a minimum grant award or a minimum of the fiscal match by the applicants?
 - **KAED | Fiscal match is to be 50/50. Minimum grant awards will be \$50,000 to \$75,000.**
6. Does KAED or the Kentucky Cabinet for Economic Development have a means to validate rail access for all sites in the state?
 - **KAED | Yes**
7. Does the state or KAED select the sites for consideration?
 - **KAED | No. Sites are to be considered as received via grant application.**
8. Will there be a designated project manager for this project from KAED or the Cabinet?
 - **KAED | Yes. KAED and KCED will supply liaison to consultant.**
9. There is confusion between Fiscal and Calendar Year. On page 3 of the RFP it says initial grant awards will be made in February/March of 2019 (first quarter of the Calendar year) but on page 5 it says grant awards will be made in the first fiscal quarter - which would be July 1, 2018 - September 30, 2018 for FY 2019 or July 1, 2019 – September 30, 2019 for FY 2020. Please advise which one applies.
 - **KAED | Project grants are to be awarded in calendar year Q1 2019.**

Engineering & Geotech Expertise

1. What is the anticipated role for an engineering/geotech firm in the application review process?
2. Can you provide examples of representative projects that require engineering expertise?
3. What types of engineering services are expected to be carried out for this proposal?
4. Is the scoring of engineering projects expected to be conducted remotely?
5. Why is geotechnical expertise required for the deliverable?

 - **KAED | KAED requests that consultants demonstrate ability to holistically evaluate sites/projects to adequacy measure and determine if a site is developable or saleable. Factors, such as geotech and engineering, are imperative to site readiness and valuable attribute detail to be included in applicant feedback.**

Proposal Evaluation & Submittal Requirements

1. Does the firm responding need to be a KAED member?
 - **KAED | No, although KAED encourages stakeholders to become integrated within the Association program fabric.**
2. Is there a selection committee or an individual making the consultant decision?
 - **KAED | KAED shall convene a selection committee to award the contract.**
3. Do the hard copies need to be postmarked or received by September 17th?
 - **KAED | Electronic copies are due by September 17th. Hard copies are to be postmarked by September 17th.**
4. What role will CED play in the application review process?
 - **KAED | KAED and CED will not play a role in the grant application process.**

Misc.

1. What resources has KAED and/or CED allocated for administrative staff (to serve as the primary interface with applicants) for the PDI?
 - **KAED | KAED and CED will provide staff liaison to consultant to serve as primary interface.**
2. If we were awarded this contract, would this preclude our firm from any site certification/shovel ready work in the Commonwealth of Kentucky?
 - **KAED | KAED is vetting this legally, although immediate response is that this will not preclude. This response does need verification via legal consultant and KAED legal counsel.**
3. Will an engineering firm that participates in PDI grant award selection, application development or application evaluation be disqualified from conducting any other work related to site, building, and infrastructure design or any similar work in areas receiving PDI funding?
 - **KAED | KAED is vetting this legally, although immediate response is that this will not preclude. This response does need verification via legal consultant and KAED legal counsel.**
4. Would the consultant or KAED be responsible for promoting the PDI to the communities/regions, distributing the applications to interested parties, and serving as the primary contact for questions from applicants and interested parties about the PDI program, application completion and the PDI process?
 - **KAED | KAED will be responsible for Initiative marketing.**