



Department of Procurement and Contract  
Compliance

**Addendum #1**

**RFQ N41754**

**Aquatics Consultant Utilization Plan**

Release Date:  
October 27, 2025

**Refer All Inquiries to:** Kelly Regan [kregan@wycokck.org](mailto:kregan@wycokck.org)

Department of Procurement and Contract Compliance

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Kansas City, KS 66101

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**ADDENDUM #1****RFQ N41754****Aquatics Consultant Utilization Plan**

**Please be advised of the following changes/clarifications to subject solicitation.**

**QUESTION:**

Can you confirm that this is informative only, and we do not need to include information related to this in our response?

**ANSWER:**

Yes, this is for information only and no response is needed.

**QUESTION:**

Does the submission need to be in a binder, or can it be different type of bound document?

**ANSWER:**

NO, it can be a different type.

**QUESTION:**

On the tabs part of the requirement, do they need to be physical tabs or can the sections be labeled on the pages?

**ANSWER:**

They can be labeled on the pages.

**QUESTION:**

Are sections 1 – 5 under Cover Letter the sections that should have tabs on them?

**ANSWER:**

Yes

**QUESTION:**

Are sections 1 – 5 to be in a Cover Letter/written format, or can they be separate from the Cover Letter?

**ANSWER:**

They can be separate from the Cover Letter.

**QUESTION:**

As an on-call NON, there is no set scope of work. We are curious how we can best reflect costs, as it will vary based on scope of work, schedule, etc. Can you help us understand this piece? Should we submit hourly fees and a starting point? If a phone call is easier to talk this through, please let me know.

**ANSWER:**

You can submit hourly fees for different types of work and disciplines.

**QUESTION:**

Page 5, Consultant Pricing: This indicates that project pricing will be based on Scope of Work development for each task order.

**ANSWER:**

UGPRD is requesting a basic fee schedule and/or hourly rate chart.

**QUESTION:**

In the Form of Proposal, item #4 on the sixth page states that respondents should provide the cost of services and all fees. Could you please clarify whether you're requesting our hourly rate chart specifically? Is there any additional information or documentation we should include along with that?

**ANSWER:**

UGPRD is requesting a basic fee schedule and/or hourly rate chart.

**THE ATTACHED SIGNATURE PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

In other respects, except as specifically stated above, the subject Request for Proposal remains unchanged.

**SIGNATURE PAGE**

**RFQ N41754**

**Aquatics Consultant Utilization Plan**

Proposers are asked to acknowledge receipt of this Addendum Number One (1), by completing the information requested below and submitting this information with their proposal. Failure to do so may subject the proposer to disqualification.

ALL OTHER SPECIFICATIONS AND CONDITIONS REMAIN UNCHANGED.

RECEIPT OF THIS ADDENDUM IS HEREBY ACKNOWLEDGED

NAME/BUSINESS: \_\_\_\_\_

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

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, STATE: \_\_\_\_\_, ZIP CODE: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX NO: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ATTENTION OF: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

All questions should be directed to the Purchasing Department at (913) 573-5440