



REQUEST FOR PROPOSAL RFP 26011
ATHLETIC CORRIDOR DESIGN SERVICES
ADDENDUM ONE

Questions and Answers

1. Will the University provide a topographic survey and geotechnical report for the design team's use for this project, or should those services be included in our proposal?
 - a. We will issue a Topo for reference only. WU will provide and pay for geotechnical reports and pay for all testing for same. The geotechnical report will not be available until after RFP due date. Proposer to include any and all survey work required.
2. The Vendor Response Checklist makes reference to a page for "Tax Clearance." Can you clarify what this is and if it's needed?
 - a. A Certificate of Tax Clearance is a comprehensive review to determine and ensure that the applicant's account is in current compliance with all applicable: Kansas tax laws administered by the director of taxation within the Kansas Department of Revenue. Taxes/fees/payments administered by the Kansas Department of Labor. Other various fees/charges administered by Kansas state agencies. Yes, this is request by Washburn University and can be found at:
<https://www.ksrevenue.gov/taxclearance.html>.
3. Item 2.7 states "Vendors are requested to organize their proposal into distinctive sections that correspond with the requested format stated below." There is no explicit format stated, as in past RFPs.
 - a. Please review page 20 for the required information and the order of documentation.
4. Is site work, civil, and landscape for impacted areas by locker room addition in the Locker Room scope and budget? Or the tailgate and pathways scope and budget?
 - a. Each area impacted to be priced with their area. (Locker room separate from tailgate area).
5. Is anticipated Construction Completion a typo? Was it supposed to say December 15, 2027?
 - a. Per discussion at walk through, all is based on financing.
6. The RFP calls out "Delegated design will not be accepted on this project without express approval by Washburn." It is common for fire protection to be delegated design for bidding and design by others. Is it allowable for fire protection to be delegated design?
 - a. Fire protection is approved for delegation.

May 8, 2026

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7. There is reference to a CMaR in the RFP. When in the design process is the CMaR planned to be hired?
 - a. Washburn is planning to issue the RFP in June so we can get Board approval in August or September.
8. The RFP checklist includes "Bid Bond," but that is not something that architects are typically required to provide since we are not building contractors. Was that included in error?
 - a. Please disregard.
9. "2.7 Proposal Format: It is the vendor's responsibility to submit complete responses in accordance with the format and instructions requested. It is the vendor's responsibility to submit information related to the evaluation categories and the University is under no obligation to solicit any information not included in the submitted proposal. Failure to submit information may cause an adverse impact on the evaluation of the vendor's proposal. Vendors are requested to provide a point by point response to all requirements listed in the Request for Proposal. Vendors are requested to organize their proposal into distinctive sections that correspond with the requested format stated below." However, there are no distinctive sections stated below this section. How would you like us to format our response?
 - a. Please review page 20 for the required information and the order of documentation.
10. New HVAC for existing and new space, or new HVAC for new space only?
 - a. New HVAC for new and renovated space.
11. Is the existing space part of the new space?
 - a. Yes, they will be connected.
12. Will it be a standard/main system?
 - a. Yes.
13. Will the whole space have HVAC?
 - a. Yes.
14. Keep any existing trees?
 - a. Plan on removal of all existing trees
15. Are you keeping the plaque?
 - a. Yes
16. Will pool slab infill be completed before design?
 - a. Yes, it will at least start.

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