



THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

RECREATION AND PARKS
DEPARTMENT

**Request for Statement of Qualifications for
2026-2028 General Professional Services**

**Department of Recreation and Parks
Division of Design and Construction**

**Response Due Date and Time:
July 2, 2026
2:00PM Local Time**

**Submissions will only be accepted electronically at
<https://columbus.bonfirehub.com/portal/?tab=openOpportunities>**

PROPOSAL SIGNATURE FORM

This page, signed by an officer of the offering firm or a designated agent empowered to bind that entity in a contract with the Department of Recreation and Parks, should accompany each proposal submitted for consideration.

I, the undersigned, having carefully examined the Request for Statement of Qualifications (RFSQ), propose to furnish services in accordance therewith as set forth in the attached Statement of Qualifications.

I hereby certify that, to the best of my knowledge, this submission is complete and all statements made therein are true and accurate.

I also affirm I am duly authorized to sign and submit this response on behalf of the Firm named below.

I further acknowledge that by signing this form I am representing that, in the event this proposal is accepted, the Offeror is willing and able to execute a contract in the form shown in the RFSQ, with the understanding that the scope and compensation provisions will be negotiated and included in the final contract.

By my signature below, I attest that I have read, understand and agree to the terms, conditions and requirements set forth in the RFSQ, including, but not limited to: the Department’s standard contract terms and conditions and any special terms and conditions incorporated in the solicitation documents.

Failure to sign and return this form may result in the rejection of the accompanying Statement of Qualifications.

OFFEROR INFORMATION:

OFFEROR (Company Name): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

CITY OF COLUMBUS CONTRACT COMPLIANCE/VENDOR NUMBER: _____

AUTHORIZATION TO PROPOSE:

Signature (Manually signed in ink)

Date

Printed Name

Title

TERMS AND CONDITIONS FOR CONSULTANTS INFORMATION FOR CONSULTANTS

SUBMISSION OF RESPONSE

All Statements of Qualifications (SOQ) and other material submitted in response to this Request for Statement of Qualifications (RFSQ) become the property of the City of Columbus. The City may choose to retain or return these materials to the Consultant, at the Architect/Engineer/Construction Manager's (hereinafter A/E/CM) expense.

The City is not liable for any costs associated with the preparation of the SOQ or any other costs incurred by any A/E/CM prior to the execution of the contract. The rejection of any SOQ in whole or in part, at the City's discretion, will not render the City liable for incurring any cost or damage.

ACCEPTANCE AND REJECTION

The SOQ submitted by the A/E/CM to the City of Columbus will be accepted or rejected within a period of 180 days from RFSQ due date and the Technical Proposal will be accepted or rejected within a period of 180 days from the Technical Proposal due date. The City reserves the right to waive technicalities and to request new SOQs/proposals (re-advertise) on the required material. The RFSQ may be cancelled and any SOQ may be rejected in whole or in part when it is for good cause and in the best interests of the City.

WITHDRAWAL OF STATEMENT OF QUALIFICATIONS

The A/E/CM may withdraw their SOQ at any time prior to the time specified in the advertisement as the closing date and time for the receipt of SOQs. This shall be done by contacting the Administrator of the contracting Division and requesting in writing to have the SOQ withdrawn. Notice to the contracting department must be received before the SOQ due date and time. No A/E/CM shall withdraw or cancel his/her SOQ for a period of 180 calendar days after said advertised closing date and time for the receipt of SOQs. If the A/E/CM has been notified of the City's intent to negotiate a contract and the contract negotiation does not complete in 180 days after the due date and time of the proposal, the A/E/CM is not allowed to withdraw or cancel the proposal.

APPLICABLE LAWS

The Revised Code of the State of Ohio, the Charter of the City of Columbus, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.

CONTRACT

The consultant to whom an award is made will be required to execute a written contract with the City of Columbus, Ohio within seven days after receiving such contract for execution.

LIABILITY, INSURANCE, LICENSES AND PERMITS

Where consultants are required to enter or go onto City of Columbus property to deliver materials or perform work or services as a result of bid award, the consultant will assume full duty, obligation and expense of obtaining all

necessary licenses, permits, and insurance when required. The consultant shall be liable for any damages or loss to the City occasioned by negligence of the consultant (or his agent) or any person the consultant has designated in the completion of his contract as a result of his bid. Particular attention is directed to the statutory requirements of the State of Ohio relative to the licensing of corporation organized under the Laws of any other State.

TAXES

Federal and/or State Taxes are not to be included in prices quoted. The successful consultant will be furnished an exemption certificate if needed.

CHANGES AND ADDENDA TO RFSQ DOCUMENTS

Questions as to the interpretation of the Request for Statement of Qualifications shall be submitted in writing to the Project Manager at cmscannell@columbus.gov. In order to receive consideration, questions must be received by the question cut-off date as indicated in the advertisement. Any interpretations of questions so raised, which in the opinion of the City or its representative require interpretations, will be issued by addenda posted on the City's Consultant Services web site. The City or its representative will not be bound by any oral interpretations which are not reduced to writing and included in the addenda.

CAMPAIGN CONTRIBUTIONS

Consultant hereby certifies the following: that it is familiar with Ohio Revised Code ("O.R.C.") Section 3517.13; that it is in compliance with Divisions (I) and (J) of that Section; that it is eligible for this contract under the law and will remain in compliance with O.R.C. Section 3517.13 for the duration of this contract and for one year thereafter.

IN THE EVENT OF A CONTRACT

An agreement which may result from this proposal shall not be modified or altered by any subsequent course of performance between parties or by additional terms contained in any subsequent documents unless said additional or differing terms are incorporated by contract modification authorized to be entered into by ordinance.

REMEDIES

All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the consultant arising out of or relating to this agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio. Terms and conditions, submitted with this proposal, which are contrary to City Code or Charter shall be disregarded for the purpose of any subsequent contract. The successful consultant shall be notified as to which terms and conditions, if any, have been deleted.

PUBLIC RECORDS REQUESTS

The City of Columbus, as a political subdivision of the State of Ohio, is subject to Ohio Revised Code Chapter 149, known as the Ohio Public Records Law. Consequently, all

the A/E/CM understands that ALL documents submitted in response to this RFSQ are considered public records and WILL be released when a public records request is made by news media, competitors, or other interested parties, in accordance with the law. If you contend that certain CLEARLY MARKED portions of your response constitute an exception to Ohio's public records law, you MUST submit your legal basis in support of that assertion with your response.

If a public records request is made for any portion of the documents that you have submitted and you have NOT clearly marked such documents as information constituting an exception to Ohio's public records law, your information will be released immediately.

If a public records request is made for such information and you HAVE clearly marked portions of your response as information constituting an exception to Ohio's public records law, AND you have submitted the legal basis supporting such claim, the City will release a redacted version of your information to the requestor and notify you that a request was made and that a redacted version of your response was released. Should the requestor indicate that the redacted version is not sufficient for their purposes, you then will be IMMEDIATELY responsible for obtaining an order from a Court of competent jurisdiction in Franklin County, Ohio enjoining release of your clearly marked information constituting an exception to Ohio's public records law.

If a public records request is made for such information and you HAVE clearly marked portions of your response as information constituting an exception to Ohio's public records law, but you have NOT submitted the legal basis supporting such claim, the City WILL RELEASE your information to the requestor and notify you that a request was made and that your response was released.

DO NOT mark your entire response/submittal as information constituting an exception to Ohio's public records law. If your entire response/submittal is so marked, the City of Columbus will not consider your offer.

PROPRIETARY INFORMATION

Proprietary data and information that a Respondent does not want disclosed to the public shall be clearly indicated. The Department shall regard as public record all proposals and information submitted except to the extent that proposal information is clearly indicated as proprietary and segregated from the rest of the proposal. **The Respondent must identify proprietary information on each page of the proposal.** If a third party under Ohio's Public Records Law requests any document that includes information designated as "proprietary" by Respondent, then the Department will notify Respondent of the request and will release the document with the information designated as proprietary redacted. It will be the responsibility of the Respondent, not the Department, to defend the designation of information as proprietary, including initiation of any court proceedings necessary to prevent disclosure as a public record and to indemnify the city for any costs associated with such proceedings.

CONTRACT COMPLIANCE

The City of Columbus encourages the participation of City certified minority and female business enterprises.*

All consultants shall identify all subconsultant(s) who will perform any type of contracting on City proposal(s). All consultants shall include in their proposal response the anticipated scope of work and percentage of work that will be performed by all Sub-Consultant(s), along with their contract compliance number(s).

All consultants, including subconsultants, who are party to a contract as defined in Columbus City Code 3901.01, must hold valid contract compliance certification numbers. **Each responsive firm shall submit with its proposal, a valid contract compliance certification number.**

This information is gathered and monitored by the Office of Diversity and Inclusion. Please contact ODI for assistance with identifying potential minority consultants. Go to Vendor Services to verify that vendors have an active contract compliance number.

<http://vendorservices.columbus.gov/>

Office of Diversity and Inclusion
1111 E. Broad Street, Suite 203
Columbus, OH 43205
(614) 645-4764

M/FBE Certification/
Contract Compliance
Tia Roseboro 614-645-2203

*While the participation and or partnering of City certified minority and female owned businesses is encouraged the level of minority and female participation will not be a condition of the bid award.

ADVERTISEMENT

INTRODUCTION

The City of Columbus (hereinafter "City") is accepting proposals for **2026-2028 General Professional Services**, the work for which consists of providing task-order or full-service assistance on various projects based upon the needs of the City of Columbus Recreation and Parks Department (CRPD).

WHERE & WHEN TO SUBMIT BID

Proposals will be received by the City of Columbus, Department of Recreation & Parks, Design & Construction, at <https://columbus.bonfirehub.com/portal/?tab=openOpportunities> until July 2, 2026 at 2:00 P.M. Eastern Time.

PROPOSAL INFORMATION

Proposal information is available as separate documents at <https://columbus.bonfirehub.com/portal/?tab=openOpportunities>.

PRE-PROPOSAL CONFERENCE

A pre-proposal conference will not be held for this project.

QUESTIONS CONCERNING THE REQUEST FOR STATEMENT OF QUALIFICATIONS DOCUMENTS OR PROJECT

Questions pertaining to the plans, specifications, Request for Statement of Qualifications, and/or other contract documents must be submitted in writing to the Department of Recreation & Parks, by email to cmscannell@columbus.gov on or before 5 PM on June 24, 2026. No phone calls will be accepted.

The City or its representative will not be bound by any oral interpretations which are not reduced to writing and included in addenda. Any interpretations of questions so raised, which in the opinion of the city or its representative require interpretations, will be issued by addenda and posted on <https://columbus.bonfirehub.com/portal/?tab=openOpportunities>.

REQUEST FOR STATEMENT OF QUALIFICATION

1. Project Information

1.1 Project Name: **2026-2028 General Professional Services RFSQ**

1.2 Project Overview:

1.2.1 The intent of this RFSQ is to prequalify experienced professional consulting architecture, landscape architecture, planning, engineering, construction management, or specialty firms (hereinafter the Consultant) to provide task-order or full-service assistance on various projects based upon the needs of the City of Columbus Recreation and Parks Department (CRPD). This prequalification process is being conducted in accordance with Columbus City Code, Title 3, Section 329.26-27.

1.2.2 Firms that are determined to be “Qualified Firms” based on their SOQ will be eligible to receive Requests for Proposals (RFP) for specific task orders or small projects. RFPs are anticipated to be intermittently released over a two-year contract period starting in the last quarter of 2024. For each task order or small project, CRPD typically selects three (3) or more of the pre-qualified firms to receive an RFP. CRPD may also select less than three (3) firms for consideration in accordance with Columbus City Code, Title 3, Section 329.27 (e) or advertise the RFP to all vendors registered with the City of Columbus in accordance with Columbus City Code, Title 3, Section 329.28. Generally, projects with an expected contract value exceeding \$100,000 will be publicly advertised on Vendor Services and open to proposals from any city-registered vendor. This prequalification is targeted at smaller task orders typically less than \$50,000 in design contract value.

1.2.3 The following disciplines shall be included in this SOQ for evaluation:

- Architecture
- Landscape Architecture
- Golf Course Design
- City, Urban, and Regional Planning
- Structural Engineering
- Civil Engineering
- Environmental Services
- Mechanical Engineering
- Electrical Engineering including Lighting
- Plumbing Engineering
- Construction Management
- Construction Administration
- Construction Inspection
- Surveying

Exhibit A includes a more thorough list of services required by CRPD. It is not expected that a single firm can provide all services listed. Rather, it is the intent of this RFSQ that all firms wishing to submit an SOQ have an opportunity to demonstrate their ability to address the specific needs of CRPD for which they are qualified.

Firms are not required to submit with future subcontractors indicated, and will not be penalized for failure to include additional subcontractors on their RFSQ

response. Once prequalified, Consultants may include subordinate firms in their project team when submitting task order proposals, regardless of whether or not they are designated in this RFSQ response.

If a single firm wishes to be considered for additional subordinate disciplines (Geotechnical, Structural, Environmental, Testing, Etc) that they do not possess, they may submit with a team comprised of two (2) or more firms; however, one firm must be designated as the prime consultant, and only that firm shall be considered for prime contracts per this RFSQ.

Firms will complete and submit the Exhibit B questionnaire to indicate the categories in which they wish to be considered for future task orders.

1.2.4 All projects shall be designed and administered in conformance with all applicable Federal, State, and local laws, codes, ordinances, and regulations. All projects shall conform to, but not limited to, all Occupational Health and Safety Administration, Environmental Protection Agency, and Americans with Disability Act requirements.

1.2.5 General Task Order Works (typically fees less than \$50,000): as needs arise, CRPD shall present one or more of the pre-qualified firms a general scope of services for small architectural, engineering, or construction projects. The Consultant shall respond with a detailed scope of services, schedule, and a fee proposal. After review and approval of the scope, schedule, and fee by CRPD, CRPD shall issue a project specific Purchase Order and Notice to Proceed. The Consultant fee for each project shall be based upon the approved scope of services and a cost plus or lump sum fee.

Sample projects include, but are not limited to:

- Use studies
- Roof and exterior envelope upgrades
- IT system upgrades
- Stormwater improvements
- Mechanical evaluation
- Restroom or kitchen renovation
- Asphalt or concrete pavement replacements

1.2.6 Sustainable Design: The Consultant shall conform to the City of Columbus Climate Action Plan, strive to ensure energy conservation, and demonstrate cost-effective green building practices wherever possible. Designs shall strive to meet the most recent IECC/ASHRAE 90.1 at the date of contract execution and the principles of the Leadership in Energy and Environmental Design (LEED) standards.

1.3 Office of Diversity and Inclusion Program

DEBRIEFING OPTION: A debriefing option is available to all professional services prime consultants who are unsuccessful in responding to this RFP. Unsuccessful consultants must submit a request for a debriefing session within (30) days following contract award.

1.3 References:

1.3.1 CRPD Park Design Guidelines

(<https://columbusrecparks.com/connect/business-resources/>)

- 1.3.2 CRPD Facility Design Guidelines
(<https://www.columbus.gov/recreationandparks/Design-and-Construction/>)
- 1.3.3 CRPD Green Design Guidelines and Energy Efficiency Standards
(<https://www.columbus.gov/recreationandparks/Design-and-Construction/>)
- 1.3.4 City of Columbus Stormwater Drainage Manual
(<https://www.columbus.gov/utilities/contractors/stormwater-drainage-manual/>)
- 1.3.5 Columbus Construction and Material Specifications Current Edition
(<https://www.columbus.gov/Templates/Detail.aspx?id=2147502135>)
- 1.3.6 All RFP documents can be downloaded from Vendor Services at <https://columbusvendorservices.powerappsportals.com/> or from Bonfire at <https://columbus.bonfirehub.com/portal/?tab=openOpportunities>. Hard copies will not be provided.

1.4 Requirements

- 1.4.1 The Consultants' and Subconsultants' staff proposing to work on this project must possess all necessary professional licensure and certifications needed for this project.
- 1.4.2 The Consultant shall have had previous experience for the tasks listed in Exhibit A.

2. **Scope of Services– See Exhibit A**

3. **Project Schedule:**

Deadline to Submit Questions	June 24 at 5:00 PM
SOQ Due	July 2 at 2:00 PM
Interviews	As needed
Consultants Selected	July 2026
Task orders commence:	Fall/Winter 2026

4. **RFP Pre-Proposal Meeting:**

There will be no pre-proposal meeting for this project.

5. **Statement of Qualifications Submittal Instructions:**

5.1. Statement of Qualifications shall be uploaded to the Bonfire website at <https://columbus.bonfirehub.com/portal/?tab=openOpportunities>. No hard copy SO's will be received nor considered.

5.2. Statement of Qualifications will be received by the City until **the time specified in Section 3 above**. No SOQ's will be accepted thereafter.

5.3. Questions: Direct questions via e-mail only to cmscannell@columbus.gov. No contact is to be made with the City other than with the Project Manager through e-mail with respect to this SOQ or its status. The deadline for questions is **stipulated in Section 3 above**.

5.4 Statement of Qualifications Format (only the following format will be accepted)

5.4.1 **Proposals may not exceed fifteen (15) letter-size (8.5" x 11") pages**, unless otherwise allowed, and shall include the information specified in Section 6. The Statement of Qualifications Signature Form, Exhibit B questionnaire, and a cover page will not be counted as part of the 15 pages. All subsequent sheets, to include a table of contents or cover letter, shall be counted. A one-sided sheet counts as one page, a two-sided sheet counts as two pages. Proposals exceeding the fifteen page (15) limit will be rejected.

- 5.4.2 Complete the required Statement of Qualifications Signature Form. That document shall be signed by a person authorized to obligate the Consultant firm and be included **as the last page** of the SOQ. Failure to include this Form shall render the proposal nonresponsive. This page does not count towards the 15 page limit described in section 5.4.1.
- 5.4.3 Include Exhibit B questionnaire **as the second to last page**
- 5.4.4 Page numbers must be centered at the bottom of each page.
- 5.4.5 Font must be minimum 11 pt, Times New Roman, Calibri, or Arial.
- 5.4.6 Margins must be no less than one inch (1”) on all sides.

5.5 Statement of Qualifications Content

- 5.5.1 Provide information requested below in the order outlined or the proposal may be rejected.
- 5.5.2 SOQ must address each of the subjects in Section 6 (starting with 6.2) in the order specified below, using the headings provided.
- 5.5.3 If the firm submitting an SOQ is a subsidiary of a parent firm and has a separate federal identification number, the Proposal Signature Form shall be in the name of the subsidiary and all information provided shall relate to the subsidiary. If the parent firm will provide additional resources to the subsidiary, be sure to list the parent firm as a sub-consultant.

6. **Evaluation Criteria:**

SOQ will be evaluated based on the enclosed selection criteria and in accordance with Columbus City Code, Title 3, Section 329.27.

For purposes of the SOQ Evaluation, Consultant means the ‘lead consultant’. If there are two or more firms submitting as a team for this RFSQ (e.g. Architecture, Civil Engineering, and MEP), one shall be designated as the “Prime” or “Lead” consultant. The lead Consultant will hold any eventual contracts for professional services with CRPD, and all other firms shall be considered subconsultants.

6.1 **Location of Lead Offeror** (Maximum 10 points)

The City of Columbus places a high value on talent in the Central Ohio region and emphasizes its use on City projects as much as possible. Ratings are based only upon the location of the Lead Offeror and are as follows:

- Location is within the City of Columbus corporate limits (10 points)
- Location is within Franklin County, but not within the City’s corporate limits (7 points)
- Location is within the contiguous counties (5 points)
- Location is within the State of Ohio (3 points)
- Location is outside the State of Ohio (1 point)

6.2 **Understanding of CRPD’s Scope Requirements** (Maximum 20 points):

Omitting this section shall result in a score of zero (0). Provide all of the information below:

- Description of the Consultant’s understanding of the Columbus Recreation and Park Department’s needs for Scope Requirements (do not copy and paste from the RFSQ).

6.3 **Competence to Perform** (Maximum 35 points):

Omitting this section shall result in a score of zero (0). Provide all of the information below:

- Provide Organizational Chart with key team members of the Office where the majority of the work will be performed.
- Identify the Project Manager (defined as the daily point of contact) and key Project Personnel. Provide a resume for each Team Member identified.
- Describe each Team Member's experience in his or her disciplinary field.
- Provide examples of each Team Member's experience on similar projects: project scope, what role did he or she play, etc. Provide owner contact information for three projects that are described in the Consultant's experience.
- Describe the Consultant's current workload/availability to perform the work necessary for this contract.

6.4 Past Performance (Maximum 25 points):

Omitting this section shall result in a score of zero (0). Provide all of the information below:

- Describe a project that the Consultant led that had challenges (e.g. schedule, communication, funding, etc.) and how Consultant produced the desired outcome of the project (on time, on budget, etc.).
- If the Consultant has provided prior services to the City of Columbus, list the Department and Division name, Contract Name, year contract was executed and completed, and brief project description. List up to five most recent contracts.

6.5 Cost Containment (Maximum 10 points):

Omitting this section shall result in a score of zero (0). Provide all of the information below:

- Provide three to five examples of the Consultant's success in containing design project costs in past or current projects.
- Provide three to five examples of the Consultant's success in containing construction project costs in past or current projects.
- Provide the owner's name, project name, original contract amount, and final payment amount for each example listed.

7. **Selection Process:**

The Selection Committee shall evaluate firms based upon the SOQ submitted, interviews of the Consultant's clients, and research of City records and other public documents. The Selection Committee is generally composed of at least three voting members, and may include a representative from the Office of Diversity and Inclusion. Consultants may be interviewed as part of the process.

Each SOQ received shall be evaluated, scored, and ranked according to the criteria described herein. Based upon the Selection Committee's ranking of the "Qualified Firms," a list of the ranked firms shall be prepared and sent to the Director of the Recreation and Parks Department for final determination.

As project needs arise, select "Pre-Qualified" firms may be asked to submit a Technical Proposal for projects. Technical Proposals received shall be evaluated, scored, and ranked according to the criteria described herein and the Selection Committee will make a recommendation to the Director of Recreation and Parks Department for final determination. Once the selection process is completed, the selected Consultant will be contacted by the CRPD Division of Design and Construction to participate in a meeting to discuss the final scope of services.

Exhibit A: General Scope of Services

Exhibit B: Services Questionnaire

Appendix A: Standard Professional Services Agreement

Exhibit A – General Professional Scope of Services

Columbus Recreation & Parks Dept. Services Agreement

ARTICLE 1 – General

1.1 Scope of Services

Below are summaries of general services needed by CRPD for its Capital Improvement Projects (CIP). The Consultant’s SOQ shall demonstrate their ability to generally perform, procure if necessary, and execute the indicated services. The Department may modify its Scope of Services listed based on the needs of individual projects. Not all services will be needed on every project.

ARTICLE 2 – Architectural Services

2.1 Pre-Design Phase

- 2.6.1 Establish Project Goals and Objectives
- 2.6.2 Establish Client Review Process
- 2.6.3 Gather, Analyze, and Document Relevant Information
- 2.6.4 Identify and Analyze Issues Related to Compliance with Applicable Law and Codes
- 2.6.5 Investigate Existing Conditions
- 2.6.6 Identify need for Environmental Phase 1 & 2 Assessments and Hazardous Material Testing
- 2.6.7 Site Investigations, and Related Limitations and Requirements
- 2.6.8 Determine Existing Easements
- 2.6.9 Establish ROW and MOT Requirements
- 2.6.10 Coordinate Geotechnical Investigations
- 2.6.11 Preliminary Conceptual/Schematic Sketches
- 2.6.12 Space Programming
- 2.6.13 Rough Order of Magnitude Cost Estimating
- 2.6.14 Overall Project Schedule Development
- 2.6.15 Zoning (if required)
- 2.6.16 Public Outreach
- 2.6.17 Public Involvement Meeting – Attendance
- 2.6.18 Public Involvement – Preparation of Handouts, Comment Sheets, and Sign-in Sheets
- 2.6.19 Preparation of Exhibits
- 2.6.20 Coordination with City Historic Resources Commission and/or Downtown Commission
- 2.6.21 Meeting Agendas and Meeting Minutes for Meetings

2.2 Design Phase

- 2.2.1 Progressive Project Design Meetings (with Meeting Agendas and Minutes)
- 2.2.2 Identify needs for and coordinate for Erosion and Sediment Control Plans
- 2.2.3 Schematic Design, Design Development, and Construction Drawings
- 2.2.4 Preliminary Construction Estimates and Final Cost Estimate
- 2.2.5 Community and Area Commission Meetings and Public Outreach
- 2.2.6 Coordination with Other Projects in the Area
- 2.2.7 Permit Documents to the City of Columbus Department of Building and Zoning Services
- 2.2.8 Coordinate Mechanical, Electrical, Plumbing, Telecommunications, Security, Data Systems, Structural, Civil, Site, Utilities and other subordinate design efforts
- 2.2.9 Site Logistics Including Traffic Control, Delivery, and Staging Areas
- 2.2.10 Generate Technical Specifications and Drawings for Bidding Purposes
- 2.2.11 Master and Operational Plans, if required
- 2.2.12 Proper Building Code and Zoning Compliance
- 2.2.13 Approvals by Private Utility Companies
- 2.2.14 Building Commissioning

Exhibit A – General Professional Scope of Services

Columbus Recreation & Parks Dept. Services Agreement

- 2.2.15 Coordination with Utility Companies for Utility Relocation
- 2.2.16 Compliance with City of Columbus Executive Order 2015-01 Tree Protection and Mitigation Policy

2.3 Bidding Phase

- 2.3.1 Pre-Bid Meeting (with Minutes)
- 2.3.2 Addendum Process
- 2.3.3 Review of Bid Tabulation
- 2.3.4 Bid Evaluation
- 2.3.5 Interview Contractor, Call References, and Prepare Recommendation Letter to the City

2.4 Assistance during Construction

- 2.4.1 Review and Approve Schedule of Values as Submitted by the Contractor
- 2.4.2 Review Construction Progress Schedule
- 2.4.3 Project / Site Observation Reports
- 2.4.4 Coordinate MEP Rough-In Inspection
- 2.4.5 Respond to RFI's and Similar
- 2.4.6 Shop Drawings & Submittal review
- 2.4.7 Change Order Process and Tracking
- 2.4.8 Progress Meetings (with Meeting Agendas and Minutes)
- 2.4.9 Contractor Pay Request Review and Approval
- 2.4.10 Enhanced Commissioning
- 2.4.11 Substantial and Final Completion Inspections
- 2.4.12 Punch List(s) Development and Punch List(s) Approval
- 2.4.13 Certificate of Contract Completion
- 2.4.14 Specify, Bid and Close out Documentation and Drawings
- 2.4.15 Record Drawings
- 2.4.16 One-Year Walk-Through

2.5 Specialized Services

- 2.5.1 Landscape Architecture
- 2.5.2 Golf Course Design
- 2.5.3 Urban and Regional Planning
- 2.5.4 Asset Management
- 2.5.5 Acoustical Analysis or Design
- 2.5.6 IT Services
- 2.5.7 Communication Consultant Services
- 2.5.8 Fixtures, Furnishings, and Equipment Specification and Design
- 2.5.9 Preparing Professional Perspectives, Physical Models, or Renderings
- 2.5.10 Provide the Special Inspections Indicated in the Current Edition of the OBC Chapter 17

2.6 Investigation of Conditions

- 2.6.1 Investigate Existing Conditions or Facilities
- 2.6.2 Make Measured Drawings
- 2.6.3 Verify the Accuracy of Drawings or Other Information Furnished by the City.

2.7 Constructability and Cost Analyses

- 2.7.1 Construction Feasibility
- 2.7.2 Risk Analysis
- 2.7.3 Life Cycle Cost Analysis
- 2.7.4 Owning and Operating Costs

Exhibit A – General Professional Scope of Services

Columbus Recreation & Parks Dept. Services Agreement

2.7.5 Preparing Detailed Quantity Surveys or Inventories of Material, Equipment, and Labor

ARTICLE 3 – Engineering and Environmental

3.1 Program Management

- 3.1.1 Meetings
- 3.1.2 General Oversight
- 3.1.3 QA/QC for Limited Review
- 3.1.4 Schedule

3.2 Environmental Services

- 2.2.1 Ecological Survey Report
- 2.2.2 Environmental Site Assessment Screening
- 2.2.3 Phase I Environmental Site Assessment
- 2.2.4 Phase II Environmental Site Assessment
- 2.2.5 401/404 Permitting
- 2.2.6 Natural and Cultural Resource Management

3.3 Right of Way Plans

- 2.3.1 ROW Title Sheet
- 2.3.2 Legend Sheet
- 2.3.3 Centerline Survey Plat
- 2.3.4 Property Map
- 2.3.5 Summary of Additional Right of Way
- 2.3.6 Detailed ROW Plan Sheets
- 2.3.7 Field Review & Verify Property Owners
- 2.3.8 Final Legal Descriptions
- 2.3.9 Temporary Right of Way Staking

3.4 Miscellaneous

- 2.4.1 Railroad Design/Coordination
- 2.4.2 Prepare FAA Form 7460-1 for Airway/Highway Clearance
- 2.4.3 FEMA Coordination/Permit
- 2.4.4 One Stop Shop Review Process Experience

3.5 Calculations

- 2.5.1 Stormwater Management Report
- 2.5.2 Lighting Analysis and Voltage Drop Calculations
- 2.5.3 Bridge Design and Analysis
- 2.5.4 Structure Rating and Analysis
- 2.5.5 Complete Bridge Hydraulic Study and Scour Analysis

3.6 Utilities

- 2.6.1 Subsurface Utility Engineering
- 2.6.2 Utility Coordination and Documentation

3.7 Geotechnical Services and Pavement Design

- 2.7.1 Geotechnical Services and Report
- 2.7.2 Pavement Section and Design Report
- 2.7.3 Pavement Condition Assessments

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Columbus Recreation & Parks Dept. Services Agreement

2.7.4 Pavement Coring

3.8 Public Involvement Process

- 2.8.1 Public Involvement Meeting – Attendance
- 2.8.2 Public Involvement – Preparation of Handouts, Comment Sheets, and Sign-in Sheets
- 2.8.3 Preparation of Exhibits
- 2.8.4 Coordination with City Historic Resources Commission and/or Downtown Commission

3.9 Prepare Cost Estimates

- 2.9.1 Construction Cost Estimate
- 2.9.2 Right of Way

3.10 Preliminary Plan Design

- 2.10.1 Preliminary Alignment Plan
- 2.10.2 Conceptual Stormwater BMP
- 2.10.3 Signal Warrant Analysis

3.11 Plan Design

- 2.11.1 Title Sheets
- 2.11.2 Schematic plans
- 2.11.3 Typical Sections
- 2.11.4 General Notes
- 2.11.5 MOT Plans
- 2.11.6 Stormwater Pollution Prevention Plans
- 2.11.7 General Summary
- 2.11.8 Plans and Profiles
- 2.11.9 Cross Sections
- 2.11.10 Intersection Details
- 2.11.11 Driveway Details
- 2.11.12 Storm Sewer Profiles
- 2.11.13 Culvert Detail Sheets, including Headwall and Wingwall Details
- 2.11.14 BMP/Detention Design and Details
- 2.11.15 Water Works Plan
- 2.11.16 Sanitary Sewer Plans
- 2.11.17 Pavement Marking Plan
- 2.11.18 Signing Plan
- 2.11.19 Power/Circuit Layout & Details
- 2.11.20 Lighting Plan and Details
- 2.11.21 Landscape Notes, Plan, and Details

3.12 Retaining Wall Design and Plans

- 2.12.1 Wall Locations
- 2.12.2 Wall Elevations
- 2.12.3 Wall Type
- 2.12.4 Footing/Foundation Detail

3.13 Bridge Plans

- 3.12.1 Site Plan
- 3.12.2 General Plan
- 3.12.3 General Notes

Exhibit A – General Professional Scope of Services Columbus Recreation & Parks Dept. Services Agreement

- 3.12.4 Stage Construction Detail Sheets
- 3.12.5 Abutment Details
- 3.12.6 Pier Details
- 3.12.7 Screed Elevations

3.14 Superstructure

- 3.14.1 Transverse Section
- 3.14.2 Deck Plan
- 3.14.3 Framing Plan
- 3.14.4 Bearings
- 3.14.5 Girder Details
- 3.14.6 Enddams
- 3.14.7 Camber Diagrams

3.15 On-going Services During Construction

- 3.15.1 Pre-Bid Questions
- 3.15.2 On-going Services During Construction
- 3.15.3 Shop Drawing Review
- 3.15.4 As-Builts
- 3.15.5 Set R/W Pins

3.16 Bridge Inspections

- 3.16.1 Bi-annual Bridge Inspections

ARTICLE 4 – GENERAL SERVICES (MEP)

2.8 Pre-Design Phase

- 2.6.1 Establish Project Goals and Objectives
- 2.6.2 Gather, Analyze, and Document Relevant Information
- 2.6.3 Identify and Analyze Issues Related to Compliance with Applicable Law and Codes
- 2.6.4 Preliminary Conceptual/Schematic Sketches
- 2.6.5 Rough Order of Magnitude Cost Estimating
- 2.6.6 Overall Project Schedule Development
- 2.6.7 Meeting Agendas and Meeting Minutes for Meetings

2.9 Design Phase

- 2.2.17 Progressive Project Design Meetings (with Meeting Agendas and Minutes)
- 2.2.18 Feasibility of Mechanical Systems
- 2.2.19 Schematic Design, Design Development, and Construction Drawings
- 2.2.20 Preliminary Construction Estimates and Final Cost Estimate
- 2.2.21 Coordination with Other Projects in the Area
- 2.2.22 Permit Documents to the City of Columbus Department of Building and Zoning Services
- 2.2.23 Generate Technical Specifications and Drawings for Bidding Purposes
- 2.2.24 Master and Operational Plans, if required
- 2.2.25 Proper Building Code and Zoning Compliance
- 2.2.26 Approvals by Private Utility Companies
- 2.2.27 Building Commissioning for MEP
- 2.2.28 Coordination with Utility Companies for Utility Relocation

2.10 Bidding Phase

- 2.3.6 Pre-Bid Meeting (with Minutes)

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- 2.3.7 Addendum Process
- 2.3.8 Review of Bid Tabulation
- 2.3.9 Bid Evaluation
- 2.3.10 Interview Contractor, Call References, and Prepare Recommendation Letter to the City

2.11 Assistance during Construction

- 2.4.17 Review and Approve Schedule of Values as Submitted by the Contractor
- 2.4.18 Review Construction Progress Schedule
- 2.4.19 Project / Site Observation Reports
- 2.4.20 MEP Rough-In Inspection
- 2.4.21 Respond to RFI's and Similar
- 2.4.22 Shop Drawings & Submittal review
- 2.4.23 Change Order Process and Tracking
- 2.4.24 Progress Meetings (with Meeting Agendas and Minutes)
- 2.4.25 Contractor Pay Request Review and Approval
- 2.4.26 Enhanced Commissioning
- 2.4.27 Substantial and Final Completion Inspections
- 2.4.28 Punch List(s) Development and Punch List(s) Approval
- 2.4.29 Certificate of Contract Completion
- 2.4.30 Specify, Bid and Close out Documentation and Drawings
- 2.4.31 Record Drawings
- 2.4.32 One-Year Walk-Through

2.12 Specialized Services

- 2.5.11 HVAC Controls and integration with Niagara 4 framework
- 2.5.12 Electric Vehicle Supply Equipment
- 2.5.13 Solar Photovoltaic Power
- 2.5.14 Asset Management
- 2.5.15 Whole Building Energy Modeling
- 2.5.16 Acoustical Analysis or Design
- 2.5.17 Fire Protection Design
- 2.5.18 Fire Alarm Design
- 2.5.19 IT Services
- 2.5.20 Construction Cost Estimate
- 2.5.21 Provide the Special Inspections Indicated in the Current Edition of the OBC Chapter 17

2.13 Investigation of Conditions

- 2.6.4 Investigate Existing Conditions or Facilities
- 2.6.5 Commissioning, Enhanced Commissioning, and or Retro-commissioning
- 2.6.6 Make Measured Drawings
- 2.6.7 Verify the Accuracy of Drawings or Other Information Furnished by the City

2.14 Constructability and Cost Analyses

- 2.7.6 Construction Feasibility
- 2.7.7 Risk Analysis
- 2.7.8 Life Cycle Cost Analysis
- 2.7.9 Owning and Operating Costs
- 2.7.10 Preparing Detailed Quantity Surveys or Inventories of Material, Equipment, and Labor

3.17 Calculations

- 3.5.1 Energy Calculations

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- 3.5.2 HVAC Load Calculations
- 3.5.3 Ductwork Pressure Drop Calculation
- 3.5.4 Hydronic Piping Pressure Drop Calculations
- 3.5.5 Fire Protection Hydraulic Calculations
- 3.5.6 Lighting Power Density Calculations
- 3.5.7 Lighting Analysis.
- 3.5.8 Voltage Drop Calculations

3.18 Plan Design

- 3.11.1 Title Sheets
- 3.11.2 Plans and details
- 3.11.3 Equipment Schedules
- 3.11.4 General Notes
- 3.11.5 Elevations/Cross Sections
- 3.11.6 Power/Circuit Layout & Details
- 3.11.7 Lighting Plan and Details

ARTICLE 5 - PRE-CONSTRUCTION SERVICES DURING DESIGN

- 2.1 The CM shall prepare and periodically update a Project Schedule for the City's acceptance. In the Project Schedule, the CM shall coordinate and integrate the CM's services, the services of the A/E, and the City's responsibilities with anticipated construction schedules, highlighting critical and long-lead-time items.
- 2.2 The CM shall advise the A/E if it appears that the Construction Cost may exceed the latest approved Project budget and make recommendations for corrective action.
- 2.3 The CM shall assist in determining the total cost of ownership by providing a Life-cycle Cost Analysis that takes into account all costs of acquiring, owning, and disposing of building systems.
- 2.4 The CM shall develop an Asset Management plan that provides a systematic process of developing, operating, maintaining, upgrading, and disposing of assets cost effectively in both existing and future facilities.
- 2.5 The CM shall consult with the City and A/E regarding the Construction Documents and make recommendations whenever design details adversely affect constructability, cost or schedules
- 2.6 The CM shall provide recommendations and information to the City and A/E regarding the assignment of responsibilities for temporary Project facilities and equipment, materials and services for use of the Contractor.
- 2.7 The CM shall verify that such requirements and assignment of responsibilities are included in the proposed Contract Documents.
- 2.8 The CM shall provide recommendations and information to the City regarding the allocation of responsibilities for safety programs with the Contractor.
- 2.9 The CM shall identify potential project risks and provide a risk analysis for the project.

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- 2.10 The CM shall prepare an anticipated Project construction schedule providing for the components of the Work, including phasing of construction, times of commencement and completion required of Contractor, ordering and delivery of products requiring long lead time, and the occupancy requirements of the City.
- 2.11 The CM shall provide or assist the City in selecting, retaining and coordinating the professional services of surveyors, special consultants and testing laboratories required for the Project.
- 2.12 The CM shall assist the City in its investigation to determine the lowest and best bidder to perform the construction work and advise the City on the acceptability of subcontractors and material suppliers proposed by bidders.
- 2.13 The CM shall assist the City in obtaining building permits and special permits for permanent improvements, except for permits required to be obtained directly by the Contractor. The CM shall verify that the City has paid applicable fees and assessments. The CM shall assist the City and A/E in connection with the City's responsibility for filing documents required for the approvals of governmental authorities having jurisdiction over the Project.

ARTICLE 6 – CONSTRUCTION

- 3.1 Following the award of the Construction Contract, the CM shall provide administration of the Construction Contract in cooperation with A/E as set forth below.
- 3.2 The CM shall provide administrative, management, inspection, and related services to coordinate scheduled activities and responsibilities of the Contractor and with those of the CM, the City and A/E to endeavor to manage the Project in accordance with the latest approved estimate of Construction Cost, the Project Schedule and the Contract Documents.
- 3.3 The CM shall schedule and conduct meetings to discuss such matters as construction problems, the progress of the work, change orders, modifications, critical issues, progress schedule, running totals of the number of rain/non-work days, pay item overruns, certification of work for payments, and the summary of work for that period. The CM shall prepare and promptly distribute minutes to the City, A/E and Contractor.
- 3.4 Utilizing the Construction Schedules provided by the Contractor, the CM shall review and approve baselines and updates incorporating the activities of the Contractor on the Project, including activity sequences and durations, allocation of labor and materials, resources, processing of Shop Drawings, Product Data and Samples, and delivery of products requiring long lead time and procurement. The Project construction schedule shall include the City's occupancy requirements showing portions of the Project having occupancy priority. The CM shall coordinate with the Contractor to reissue the Project construction schedule as required to illustrate current conditions. If an update indicates that the previously approved Project construction schedule may not be met, the CM shall recommend corrective action to the City and A/E.
 - 3.4.1 The CM shall utilize CMSC Item 108 and Project contract documents to review schedules submitted by the Contractor and, following consultation with the City, notify the Contractor in writing of acceptance or non-acceptance.

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- 3.4.2 The CM shall utilize CMSC Item 108 and Project contract documents to review time extension requests made by the Contractor and, following consultation with the City, notify the Contractor in writing of the time extension approval or disapproval
- 3.5 Consistent with the various bidding documents, and utilizing information from the Contractors, the CM shall coordinate the sequence of construction and assignment of space in areas where the Contractor is performing Work.
- 3.6 The CM shall endeavor to obtain satisfactory performance from the Contractor. The CM shall recommend courses of action to the City when requirements of a Contract are not being fulfilled.
- 3.7 The CM shall monitor the approved estimate of Construction Cost. The CM shall show actual costs for activities in progress and estimates for uncompleted tasks by way of comparison with such approved estimate.
- 3.8 The CM shall maintain accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.
- 3.9 The CM shall develop and implement procedures for the review and processing of applications by Contractor for progress and final payments.
- 3.10 Based on the CM's observations and evaluations of Contractor Application for Payment, the CM shall review and certify the amounts due the Contractor.
 - 3.10.1 The CM shall verify the amount of payment owing to the Contractor, and thereafter recommend in writing to the City that payments to the Contractor are made in such amounts. Included in this recommendation shall be a statement that the CM has reviewed and approved the pay request. Such recommendations of payment will constitute a representation to the City, based on such inspections and review, that the work has progressed to the point indicated, and that, to the best of the CM's knowledge, information, and belief, the quality of such work is generally in accordance with the Construction Contract Documents.
 - 3.10.2 The CM shall verify that the Contractor has correctly submitted all the required documents including certified payrolls, affidavits of payments to subcontractor, and release of lien and indemnity.
- 3.11 The CM will monitor the development of "As-Built" documents and confirm that updates are made prior to recommending approval for Contractor's Application for Payment.
- 3.12 The CM shall determine in general that the Work of the Contractor is being performed in accordance with the requirements of the Contract Documents, endeavoring to guard the City against defects and deficiencies in the Work. As appropriate, the CM shall have authority, upon written authorization from the City, to require additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. The CM, in consultation with the A/E, may reject Work which does not conform to the requirements of the Contract Documents.
- 3.13 With respect to the Contractor's own Work, the CM shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures,

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or for safety precautions and programs in connection with the Work of the Contractor, since these are solely the Contractor's responsibility under the Contract for Construction. The CM shall not have control over or charge of acts or omissions of the Contractors, Subcontractors, or their agents or employees, or any other persons performing portions of the Work not directly employed by the CM.

- 3.14 The CM shall in a timely manner transmit to A/E requests for interpretations of the meaning and intent of the Drawings and Specifications, and assist in the resolution of questions that may arise.
 - 3.14.1 The CM shall utilize CMIS to respond to the Contractor's requests for information, interpretations, and/or clarifications regarding the Construction Contract Documents within 7 days of receipt.
 - 3.14.2 The CM shall review all Contractor requests for variation from the Construction Contract Documents, and provide recommendations to the City for final determination.
- 3.15 The CM shall review request for changes, assist in negotiating Contractor's proposals, submit recommendations to the A/E and City, and, if they are accepted, prepare Change Orders and Construction Change Directives which incorporate the A/E's modifications to the Documents.
 - 3.15.1 The CM shall document field obstructions and changed conditions; prepare and/or review and process all change orders to the Construction Contract Documents; and make recommendations to the City for final determination.
 - 3.15.2 The CM shall review in accordance with CMSC Item 104 or any project specific special conditions any force account claims for conformance with the Construction Contract Documents, and make a recommendation to the City for final determination. The CM shall provide notification to the City immediately when force account tracking has been requested by the Contractor in writing. The CM shall forward force account claims to the City within 7 days of receipt of all material required from the Contractor. Force account disposition shall be processed within 7 days of receipt of final determination of the City provided to the CM.
 - 3.15.3 The CM shall consider and evaluate the Contractor's suggestions for modification to work covered by the contract drawings or specifications; report findings along with the CM's recommendation to the City. The City will make the decision reading rejection or approval. The CM shall distribute written summary to all parties and prepare Change Order as required.
- 3.16 The CM shall assist A/E in the review, evaluation and documentation of Claims.
- 3.17 The CM will maintain and distribute all project related documentation including RFI Logs, Action Items, Shop Drawings and Logs, Change Order Logs, and overall Project files, including hard copies of all relative correspondence.
- 3.18 In collaboration with A/E and the City, the CM shall establish and implement procedures for expediting the processing and approval of Shop Drawings, Product Data, Samples and other submittals. The CM shall review all Shop Drawings, Product Data, Samples and other submittals from the Contractor. The CM shall coordinate submittals with information contained in related documents and transmit to the A/E those which have been approved by the CM. The CM's

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actions shall be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the City or Contractor.

- 3.18.1 The CM shall ensure the City has a chance to provide any input regarding all shop drawings prior to providing a disposition. The review and disposition shall be performed within 14 calendar days following receipt from the Contractor, not counting review time by the City. Such reviews or other action shall not extend to means, methods, techniques, sequences, or procedures of construction, or to safety precautions and programs incident thereto.
- 3.18.2 The CM shall utilize CMIS to maintain a log that accounts for the receipt and disposition of all shop drawings and project related submittals.
- 3.19 The CM shall record the progress of the Project. The CM shall submit written progress reports to the City and A/E including information on Contractor's Work, as well as the entire Project, showing percentages of completion. The CM shall keep a daily log containing a record of weather, each Contractor's Work on the site, number of workers, identification of equipment, Work accomplished, problems encountered, and other similar relevant data as the City may require.
- 3.20 The CM will monitor and ensure that the Contractor obtains all required governmental and regulatory inspections and approvals.
- 3.21 The CM shall maintain at the Project site for the City one record copy of all Contracts, Drawings, Specifications, Addenda, Change Orders and other Modifications, in good order and marked currently to record changes and selections made during construction, and in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. The CM shall maintain records in duplicate, of principal building layouts lines, elevations of the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer. The CM shall make all such records available to A/E and upon completion of the Project shall deliver them to the City.
- 3.22 The CM shall arrange for the delivery, storage, protection and security of City-purchased materials, systems and equipment that are a part of the Project until such items are incorporated into the Project.
- 3.23 The CM will coordinate, along with the Contractor, the installation of all City-purchased materials, systems, and equipment that are part of the project.
- 3.24 With A/E and the City's maintenance personnel, the CM shall observe the Contractor's final testing and start-up of utilities, operational systems and equipment.
- 3.25 When the CM considers Contractor's Work or a designated portion thereof substantially complete, the CM shall, jointly with the Contractor, prepare for A/E a list of incomplete or unsatisfactory items (punch list) and a schedule for their completion. The CM shall assist A/E in conducting inspections to determine whether the Work or designated portion thereof is substantially complete.
- 3.26 The CM shall coordinate the correction and completion of the Work. Following issuance of a Certificate of Substantial Completion of the Work or a designated portion thereof, the CM shall evaluate the completion of the Work of the Contractor and make recommendations to A/E when Work is ready for final inspection. The CM shall assist A/E in conducting final inspections.

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- 3.26.1 The CM shall prepare a final acceptance letter to Contractor upon completion of punch list items.
- 3.27 The CM shall secure and transmit to A/E warranties and similar submittals required by the Contract Documents for delivery to the City and deliver all keys, manuals, record drawings and maintenance stocks to the City. The CM shall forward to A/E a final Project Application for Payment upon compliance with the requirements of the Contract Documents.
- 3.28 The CM shall provide a full-time Resident Project Inspector, hereinafter referred to as the INSPECTOR, at the project site during the duration of the construction project to observe and maintain a record of the performance of the Contractor's work and to ensure conformance with the Construction Contract Documents.
- 3.28.1 When circumstances do not warrant full-time inspection, or if the Contractor is working at multiple sites, the CM shall determine the extent of time necessary to observe and document the Contractor's work, and thereafter contact the City to secure advance approval.
- 3.28.2 The CM shall be responsible for the conduct of the INSPECTOR. If the City is unsatisfied with the work of the INSPECTOR, the City will contact the CM. The CM will work with the INSPECTOR to correct the problem. If the problem is not corrected to the satisfaction of the City within two weeks, the City may request that the INSPECTOR be removed from the project and replaced.
- 3.28.3 The INSPECTOR shall be the CM's agent at the site. The INSPECTOR shall act as, and under the supervision and direction of, the CM or assigned supervisor, and will confer with the CM regarding INSPECTOR actions. The INSPECTOR'S dealings in matters pertaining to the on-site work shall be between the CM and Contractor. The INSPECTOR'S communications with subcontractors shall only be through, the Prime Contractor. The INSPECTOR shall only communicate with the City with the knowledge of, and under the direction of, the CM
- 3.28.4 The INSPECTOR shall attend the Pre-Construction meeting, progress meetings and any other project related meetings throughout the duration of the project. The INSPECTOR shall participate in and document the final inspection of the Project.
- 3.28.5 The INSPECTOR shall document, photograph, and video the project site, and any other area that may be impacted by the work, prior to construction activities. Particular attention shall be given to the existing pavement and driveway condition, existing drainage, etc. Video shall be of sufficient quality to settle questions or damage claims. Photographs, digital images or videos should also be taken of any work items or areas, as necessary, throughout the duration of the project. Photographs, digital images or videos should be uploaded to the CMIS on a daily basis. Photographs, digital images on compact disk, and videos shall be considered part of the Record Documents.
- 3.28.6 The INSPECTOR shall acknowledge and document visitors to the project and record and report any findings that resulted from such visits to the CM. The INSPECTOR shall verify that materials delivered on site, and installed on the project are on the approved material list and meet the contract's specifications.

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- 3.28.7 The INSPECTOR shall prepare and provide daily reports of the Contractor's progress. The reports shall include project information such as project numbers, the correct name of project as used on the plans, report number, date or dates of the report, and times that the work was performed. The report format shall be approved by the City prior to the beginning of work. All reports shall be checked for accuracy and clarity and signed by the INSPECTOR, and the site supervisor for the CM. Reports shall include documentation of all aspects of project construction.
- 3.28.8 The INSPECTOR shall notify the CM when the INSPECTOR believes that any work is unsatisfactory, damaged, faulty or defective, or does not conform to the Construction Contract Documents; and advise the CM of work that the INSPECTOR believes should be corrected or rejected, or should be uncovered for inspections, or requires special testing, inspection or approval. The INSPECTOR shall notify the CM and the Contractor if questions of safety arise.
- 3.28.9 The INSPECTOR shall keep and provide accurate records of conditions, calculations and events, which relate to force account work
- 3.29 The CM will be required to utilize the City's Construction Management Information System (CMIS). The CM will be required to be fully familiar with the system and to utilize it to track submittals, schedules, quantities, and RFIs. CMIS will also be used for other pertinent construction documentation including generating pay estimates and daily reports.
- 3.29.1 In addition to using CMIS for applicable project records, the CM shall maintain a document control system for tracking all other related project correspondence and records including transmittals, test specimens and test results, material samples, schedules, general letters and correspondence, punch lists, received public complaints and results, and determination of rain / non-work days.
- 3.29.2 All project files and project related documents including correspondence, project meeting minute, construction pay booked and invoice, change orders, extra work requests, shop drawings, claims and disputes, inspectors reports, test results, survey, inspectors field drawings, punch lists, etc., shall be delivered to the City upon completion of the final punch list for the project in the form requested by the City. Barring unusual circumstances, projects are to be closed within 90 days of completion of latest punch list.
- 3.29.3 The CM shall upload copies of the Daily Reports on a daily basis to the CMIS.

ARTICLE 7 - POST CONSTRUCTION SERVICES

- 4.1 The CM will secure and transmit all Project related files to the City.
- 4.2 The CM, if requested, will assist the City with Furniture, Fixtures, and Equipment (FF&E) and other utility installation and move-in coordination.
- 4.3 The CM will assist the City with the submittal of any warranty claims.
- 4.4 Upon completion of the Project, the CM will issue a report identifying any issues, which may need to be corrected on future projects.

ARTICLE 8 - SURVEY SERVICES

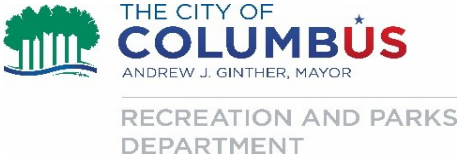
Exhibit A – General Professional Scope of Services

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- 5.1 The CM will provide topographic surveys.
- 5.2 The CM will provide ALTA/ASCM surveys.
- 5.3 The CM will provide Boundary surveys.
- 5.4 The CM will provide Construction survey services

END OF DOCUMENT

EXHIBIT B



**Interest Form –
General Professional Services RFSQ**

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Vendor Number or your Tax ID #: _____

Vendor Number expiration date: _____

Please indicate which of these services you are interested / able to provide:

- Architecture
- Landscape Architecture
- Golf Course Design
- City, Urban, and Regional Planning
- Structural Engineering
- Civil Engineering
- Environmental Services
- Mechanical Engineering
- Electrical Engineering including Lighting
- Plumbing Engineering
- Construction Management
- Construction Administration
- Construction Inspection
- Surveying

CONTRACT
FOR SERVICES OVER \$50,000

ANY ALTERATIONS OF CONTRACT LANGUAGE WILL RESULT IN REVOCATION OF CITY ATTORNEY APPROVAL.

This Contract for _____ services is entered into by and between <Contractor> (herein referred to as “Contractor”), and the City of Columbus, Department of Recreation & Parks (herein referred to as “City”).

WITNESSETH

WHEREAS, the City has a need for _____; and

WHEREAS, the Contractor has the necessary experience and expertise to provide said service; and

WHEREAS, this Contract is authorized by Ordinance No. _____, passed by Columbus City Council on _____; and

NOW, THEREFORE, in consideration of the mutual promises as hereinafter set forth, the parties agree as follows:

This Contract sets forth the entire agreement between the parties with respect to the subject matter hereof. Understandings, agreements, representations, or warranties not contained in this Contract, or as written amendment hereto, shall not be binding on either party. Except as provided herein, no alteration of any terms, conditions, delivery, price, quality, or specifications of this Contract shall be binding on either party without the written consent of both parties. This Contract is subject to the Ohio Public Records Act.

1. Contract Term

The term of this Contract shall be from _____ to _____. This Contract shall not automatically renew.

2. Maximum Obligation

The maximum amount to be paid under any purchase order associated with this Contract shall not exceed \$ _____ unless additional funds are appropriated and authorized. \$ _____ of this total is project contingency and is only available to the Contractor if authorized by the City’s Contract Administrator.

3. Pricing and Scope of Services

The Contractor agrees to perform and invoice the Scope of Services as set forth **ON ATTACHED EXHIBIT A*** and as contained in the bid specifications, which are expressly incorporated herein.

*Contract is NOT valid if the Scope of Services is NOT attached.

No other costs, rates, or fees shall be payable to the Contractor for services performed hereunder. The terms and conditions specified in this Contract constitute the entire contract governing the purchase of services by the City from the Contractor, and shall supersede any terms and conditions which may accompany Contractor’s invoice/bid/estimate. Any and all verbal representations are superseded by this Contract. The terms of this Contract shall prevail over any conflicting or deficient terms or conditions listed in any attachments from Contractor.

4. Equal Opportunity Clause

Contractor agrees to abide by all of the terms, conditions and requirements set forth in Columbus City Code Section 3906.02, Equal Opportunity Clause. Failure or refusal of a Contractor or Subcontractor to comply with the provisions of Title 39 may result in cancellation of this Contract.

5. Taxes

Federal or State taxes are not to be included on invoices for the described services. Contractor will be provided an exemption certificate, if needed.

6. City’s Contract Administrator/Contract Administration

<Project Manager> will manage the Contract on behalf of the City and will be the principal point of contact for the City concerning the Contractor’s performance under this Contract.

Any notice or demand or other communication required or permitted to be given under this Contract or applicable law shall only be effective if it is in writing, properly addressed, and either delivered in person, or by a recognized courier service, or deposited with the United States Postal Services as first-class certified mail, postage prepaid and return receipt requested, to the parties at the following addresses:

<Project Manager>	<Project Manager>
Columbus Recreation & Parks	<Company Name>
1111 East Broad Street, Suite 101	<Address>
Columbus, OH 43205	<City, State Zip>

7. Contractor as an Independent Contractor

The Contractor shall be and shall remain an Independent Contractor with respect to all services performed hereunder and neither Contractor nor its employees shall be considered “public employees” for purposes of OPERS membership. Contractor agrees to and does hereby accept full and exclusive liability for the payment of any and all contributions or taxes for Social Security, unemployment insurance or old age retirement benefits, pensions or annuities now or hereafter imposed under any state or federal law which are measured by the wages, salaries or other remunerations paid to the Contractor or persons employed by the Contractor for work performed under the terms of this Agreement and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now, or hereafter may be, issued or promulgated under said respective laws.

Individuals utilizing a personal social security number for tax identification purposes and business entities with four (4) or fewer employees must complete and submit, as Exhibit D, the OPERS independent contractor acknowledgment form. THIS FORM CAN BE FOUND AT WWW.OPERS.ORG

8. Applicable Law, Remedies

This Agreement shall be governed in accordance with the laws of the State of Ohio and the ordinances, statutes and provisions of the Columbus City Code and Charter; specifically including, but not limited to Charter Sections 159 and 161. All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the Contractor arising out of or relating to this Agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio.

9. Payment/Invoice Submittal

Fees shall be paid for services rendered following: (1) the City’s receipt of a correct invoice, which designates the specific applicable charges, and (2) issuance of a certified purchase order. The City will not be subject to any late payment charges. Rates shall be firm during the term of this Contract. The City will process correctly documented invoices for payment and Contractor should receive payment for such invoice within thirty (30) days from receipt and approval by the City.

Invoices: All invoices shall be submitted to the address listed on the Purchase Order.

10. Modifications

No modification, amendment, alteration, addition or waiver of any section or condition of this Contract shall be effective or binding unless it is in writing and signed by an authorized representative of the City and the Contractor and approved by the appropriate City authorities.

11. Contract Termination

If either the City or the Contractor violates any material term or condition of this Contract or fails to fulfill in a timely and proper manner its obligations under this Contract, then the aggrieved party shall give the other party (the “responsible party”) written notice of such failure or violation. The responsible party will correct the violation or failure within thirty (30) calendar days or as otherwise mutually agreed. If the

failure or violation is not corrected, this Contract may be terminated immediately by written notice from the aggrieved party. The option to terminate shall be at the sole discretion of the aggrieved party.

When it is in the best interest of the City, the City may terminate this Contract, in whole or in part by providing seven (7) calendar days written notice to the Contractor prior to the effective date of termination. If this Contract is so terminated, the City is liable only for payments required by the terms of this Contract for services received and accepted by the City.

12. Nonexclusive Remedies

The remedies provided for in this Contract shall not be exclusive but are in addition to all other remedies available under the law.

13. Survivorship

All services executed pursuant to the authority of this Contract shall be bound by all of the terms, conditions, prices discounts and rates set forth herein, notwithstanding the expiration of the initial term of this Contract, or any extension thereof. Further, the terms, conditions, and warranties contained in this Contract that by their sense in context are intended to survive this completion of the performance, cancellation or termination of this Contract, shall so survive.

14. Save Harmless/Indemnification

Contractor shall protect, indemnify and save the City harmless from and against any damage, cost, or liability, including reasonable attorneys' fees, resulting from claims for any or all injuries to persons or damage to property arising from intentional, willful or negligent acts or omissions of Contractor, its officers, employees, agents, or Subcontractors. The City will not indemnify the contractor and is prohibited from doing so.

15. Severability

If any term or condition of this Contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions for the Contract are declared severable.

16. Assignment

This Contract may not be assigned or otherwise transferred to others by the Contractor without the prior written consent of the City. If this Contract is so assigned, it shall inure to the benefit of and be binding upon any respective successors and assigns (including successive, as well as immediate, successors and assignees) of the Contractor.

17. Authority to Bind

The signatories to this Contract represent that they have the authority to bind themselves and their respective organizations to this Contract.

18. Worker's Compensation

The Contractor shall comply with all Workers' Compensation laws of the State of Ohio. **Proof of coverage shall be attached to this Contract AS EXHIBIT B.**

19. Insurance

Contractor shall carry at least the minimum amounts listed below of Commercial Liability Insurance (Bodily Injury and Property Damage) naming the City as an additional insured. **Contractor must attach a copy of the Certificate of Insurance to this Contract AS EXHIBIT C:**

Bodily Injury Liability:

Property Damage Liability:

CONTRACT SIGNATURE AFFIDAVIT

(Must be completed when the individual signing the Contract is NOT an officer or Member of the Company.)

STATE OF: _____

COUNTY OF: _____

_____, being duly sworn, deposes and says that he/she is
_____ of _____, a Corporation, LLC, or LLP organized and existing under and by
(Title) (Company Name)

virtue of the laws of the State of _____, and having its principal office at

City, State, Zip Code

Affiant further says that he/she is familiar with the records, minute books and by-laws of

(Company Name)

Affiant further says that _____ is _____
(Name of Person Signing Contract) (Title)

Of the Company and is duly authorized to sign the Contract for : _____

For said Company by virtue of _____
(State whether the provision of by-laws or a resolution of the Board of Directors. If resolution, give date of adoption.)

Signature of Affiant**

**** AFFIANT MUST BE SOMEONE OTHER THAN THE INDIVIDUAL SIGNING THE CONTRACT.****

Sworn to before me and subscribed in my presence this _____ day of _____ 20____

Notary Public

My Commission Expires: _____

CONTRACT PERFORMANCE AND PAYMENT BOND

All bonds signed by an agent must be accompanied by a surety power of attorney, most recent surety financial statement, and current Ohio Department of Insurance Certificate of Compliance.

KNOW ALL MEN BY THESE PRESENTS: That we, the undersigned

as principal and

as sureties, are hereby held and firmly bound into the City of Columbus, Ohio, in the sum of _____ (\$)

Dollars, for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

Signed this _____ **Day of** _____ **20** _____

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas the above named principal did on the _____ day of _____ 20 _____ enter into a contract with the City of Columbus, Ohio for the **insert project name** , which said Contract is made a part of the bond the same as though set forth herein. Now, therefore, if said

shall, will and faithfully do and perform the things agreed by it to be done and performed according to the terms of said Contract; and shall pay all lawful claims of subcontractors, material suppliers and laborers, for labor performed and materials furnished in the carrying forward, performing or completing of said Contract; and shall keep the work in repair for a period of one year after the date of final acceptance of the work as described hereinabove, and shall indemnify, save and hold harmless the City of Columbus, Ohio from all liens, charges, losses, costs and damages of every kind and nature whatsoever, including damages to property and persons caused by the acts of negligence of said Contractor and/or deficiencies in materials; we agreeing and asserting that this undertaking shall be for the benefit of any material suppliers or laborer having a just claim as well as for the obligee herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the amount of this obligation as herein stated.

The said surety hereby stipulates and agrees that, upon receiving written notice from the City of Columbus that the principal has failed to perform the things agreed by it to be done according to the terms of the Contract, or to pay lawful claims of subcontractors, material suppliers and laborers, then the surety shall assume the performance of these things and make such payments in lieu of the principal; and shall undertake to do so within ten days of receipt of written notice from the City of Columbus. The said surety hereby stipulates and agrees that it understands the usual case in work of the class included in the Contract to be that, in the event of default

or failure to perform or make payment by the principal, the actual net cost of completing the Contract and paying lawful claims is likely to exceed the remaining monies due under the Contract. The surety further stipulates and agrees that its obligation includes the complete performance of all remaining items under the Contract and the payment of all lawful claims for labor performed and materials furnished in the Contract, without regard to the amount of remaining monies due under the Contract.

The said surety hereby stipulates and agrees that no modifications, omissions or additions, in or to the terms of the said Contract or in or to the plans or specifications therefore shall in anywise affect the obligations of said surety on its bond.

*Contractor must indicate whether it is a Corporation, Partnership, Company, or Individual

[Signatures on the following page]

Contractor

_____ Contractor Name	_____ Corporation, Partnership, Company, or Individual
_____ Signed by (name)	_____ Print Name
_____ Date	_____ Print Title

Surety

_____ Name	_____ Agency
_____ Signed by (name)	_____ Agency Address

Bond Number

All notices for the City of Columbus regarding this bond shall be sent to:

City of Columbus
Department of Recreation & Parks
1111 East Broad Street, Suite 101
Columbus, Ohio 43205
Attn: Suzy Johnson
smjohnson@columbus.gov

Exhibit A: Scope of Services

Exhibit B: Worker's Compensation

The Contractor shall comply with all Workers' Compensation laws of the State of Ohio. **Proof of coverage shall be attached to this Contract AS EXHIBIT B.**

Exhibit C: Insurance/Indemnity

Contractor must attach a copy of the Certificate of Insurance to this Contract AS EXHIBIT C.