

**City of Columbus
Recreation and Parks Department
Request for Statement of Qualifications
Addendum Transmittal**

**Addendum #1 for
Professional Services (2026-2028)
June 26, 2026**

Items Include:

Proposal Due Date Change: no

Scope of Services Changes, Additions or Deletions: no

Request for Statement of Qualifications Changes: no

E-mail Questions and Answers: yes

Q1: In section 5.4.1 it says, "All subsequent sheets, to include a table of contents or cover letter, shall be counted." Does this mean that a cover letter and table of contents are required? Or just that if we choose to include them, they will be counted in the page count?

A1: Table of contents and/or cover letter are not required, but will be included in the page count if included.

Q2: In section 1.2.2 that the start date is listed in 2024.

A2: This is a typo, start of task orders will be fall 2026.

Q3: Can you clarify if this is a pre-qual list that the City uses to hand smaller projects below a certain threshold that would allow direct select without the need for an interview process, or is this a listing of vetted preferred vendors that simply enables us to submit on projects with the CRPD?

A3: The use of this list is detailed in sections 1.2.2 and further described in section 7.

Q4: A question related to this submittal and Section 6.5 Cost Containment. We will not be submitting for Construction Management, Administration or Inspection so wanted to understand how to be responsive to this section for Design Services only – to receive maximum points. For Design Services – are we to respond to bullets 1 and 3 only - provide design project examples where we adhered to containing design costs (staying within initially approved design budget or new budgets if work was added) and/or discuss projects where decisions during the design process resulted in construction bids being within owner budgets (practical design and/or value engineering). Design fees only are to be provided – NO construction bid amounts (initial and final). Bullet 2 (and subsequently 3) are applicable to Construction Services only where success in managing construction costs is noted (along with initial and final construction costs). I want to clarify that is the information that is being requested – and that our submittal will be responsive for Design services by responding to bullets 1 and 3 related to design only costs.

A4: Consultants must be responsible for containing the design costs associated with their own work as well as the construction costs of the overall project. Please provide examples of how you approach each of these. Original contract amount and final payment amount refers to the design contract, but it may also be helpful to include construction contract data if it supports demonstrating how the design team participates in the construction process.

Q5: The Proposal Signature Form specifies that it must be “Manually signed in ink”. Would an electronically applied version of an authentic signature be accepted in lieu of a physical ink signature?

A5: An electronic signature stamp is acceptable if applied by the responsible individual authorized to sign the form.

Q6: Appendix A / Standard Contract Form
Page 27 begins the "Contract for Services Over \$50,000." Our understanding is that this is the City's standard contract form for review and acknowledgement at the SOQ stage, and that it does not need to be completed or included as part of the SOQ unless Bonfire identifies it as a separate required upload. Please confirm.

A6: Correct, this is included for reference only.

Q7: Worker's Compensation Proof of Coverage The standard contract form states that proof of Worker's Compensation coverage shall be attached to the contract as Exhibit B. Since Studio A pays annual Ohio Bureau of Workers'

Compensation premiums, please confirm whether proof of coverage is required with the SOQ submission or only after selection during contract execution. If it is required with the SOQ, please identify the specific document the City would like uploaded.

A7: Proof of coverage is not required with the SOQ. Future contracts resulting from this prequalification will use the standard city contract forms. The SOQ is for prequalification only. Contract documentation will be completed once selected for future work.

Q8: Structural Engineering Firms and Subconsultants The RFSQ states that firms are not required to identify future subcontractors in the RFSQ response and may include subordinate firms in future task-order proposals. Please confirm whether a structural engineering firm that wants to be eligible as a prime consultant should submit its own SOQ separately, while Studio A may either identify structural engineering firms as subconsultants in our SOQ or add them later for specific task-order proposals.

A8: If a structural firm wants to be considered as a prime contractor for future projects, they must submit their own response. Responses may include subcontractors to demonstrate experience and competence, but this will not limit additional or separate subcontractors being added for future work.

Q9 City Vendor/Contract Compliance Number The Proposal Signature Form requests a City of Columbus Contract Compliance/Vendor Number, and Exhibit B requests a vendor number or tax ID number and expiration date. Please confirm whether a current City vendor/contract compliance number is required at the time of SOQ submission, or whether a tax ID number is acceptable for the SOQ stage if vendor registration or contract compliance certification is completed before contract execution.

A9: A contract compliance number from City Vendor Services is not needed at time of SOQ submittal, but it is highly encouraged that one be obtained prior to submission on any future project-specific proposals.

Q10: Insurance Certificate Timing

The standard contract form states that a Certificate of Insurance shall be attached to the contract as Exhibit C. Please confirm whether the Certificate of Insurance is required with the SOQ submission or only after selection during contract execution.

A10: Certificate is not required with the SOQ. Future contracts resulting from this prequalification will use the standard city contract forms. The SOQ is for

prequalification only. Contract documentation will be completed once selected for future work.

Q11: Contract Period Clarification

The RFSQ is titled "2026-2028 General Professional Services" and the schedule indicates that task orders will commence in Fall/Winter 2026. Section 1.2.2 references a two-year contract period starting in the last quarter of 2024. Please confirm that the intended prequalification/contract period for this RFSQ is 2026-2028 and that the 2024 reference is not applicable to this solicitation.

A11: Correct, that was a typo.

Q12: Is the Statement of Qualifications Signature Form the same as Page 4 of the "Contract", the Contract Signature Affidavit, or is there a separate document that I am missing?

A12: The proposal signature form that must be included is page 2 of the combined PDF, immediately following the cover page. The contract signature affidavit included with the standard contract for services is not required until entering into contract once selected for a future task order.