



FINANCE DEPARTMENT
PURCHASING DIVISION

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June 10, 2026

ADDENDUM No. 4

Consultant Services for Master Study for Trails/Sidewalks Throughout the City of
Columbus – P.I. #0020290
RFP No. 26-0005

Use the form provided in the solicitation to acknowledge receipt of this addendum. Failure to do so may result in your submittal being deemed non-responsive and not receiving further consideration for award.

Vendors are informed that the above subject solicitation is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

I. DUE DATE EXTENSION

**The due date for this RFP has been extended.
Proposals are due Friday, June 26, 2026, no later than 5:00 PM.**

II. SPECIFICATION CHANGE

Page 27, “H. Substitutions, Alternates, Exceptions, and Extensions” has been revised as follows:

Exceptions may be submitted up to five (5) days prior to the RFP close date, which has been extended per item I. Due Date Extension, of this addenda.

No substitutions or alternates will be accepted for this solicitation. Any respondent submitting substitutions or alternates will be considered non-responsive and will not be considered for award.

III. QUESTION(S)/RESPONSE(S)

Question 1: In Section A. Contract Consideration Checklist, the City states the submitting firms should use the “sheet similar to the one shown in Exhibit IX” to fulfill this requirement. However, the sheet shown in Exhibit IX is the Area Class Summary Example. Can the City provide the correct document for this section?

Response: See Addendum No. 1 for *Revised General Specifications and Revised Technical Specifications*, in which the page has been updated to Exhibit X.

Question 2: Can a sample certificate of insurance be submitted in lieu of Exhibit VIII – Insurance Checklist?

Response: Yes. As stated on page 19, item 8. Insurance Information “Certificate of Insurance is acceptable.”

Question 3: On Page 19, under Section B. Administrative Requirements, the City lists duplicate number 8s by identifying “8. Insurance Information” and “8. Business License”. Can the City confirm submitting firms can label these as “8. Insurance Information” and “9. Business License” and “10. 4-9”?

Response: This correction was made per Addendum No. 1, which included *Revised General Specifications and Revised Technical Specifications*. The numbering on page 19, for Section B. is 8, 9 & 10.

Question 4: For 8. Insurance Information, the City states, “The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.” Can the City confirm that submitting only the Certificate of Insurance will fulfill this requirement?

Response: Confirmed.

Question 5: Can the City confirm that proposing firms are permitted to submit requested contract exceptions as part of the proposal?

Response: Exceptions may be submitted up to five (5) days prior to the RFP close date, which has been extended per item I. Due Date Extension.

Question 6: On the first page of the RFP, it states in the general scope section that this project involves the Columbus Consolidated Government and the Columbus-Phenix City Transportation Study (C-PCMPO).” Can the City confirm the study area for the Trails/Sidewalks project is for the City of Columbus and should not be inclusive of Phenix City?

Response: Columbus only.

Question 7: For the “Transmittal Letter – Basic Company Information” section, should respondents provide a formal transmittal/cover letter, or is it sufficient to address items A – I only, as listed, and provide an authorized signature at the bottom of the page?

Response: Submit a formal transmittal letter which addresses items A – I.

Question 8: The Key Team Member table on page 23 still refers to the role as “Key Team Leader”. Should respondents revise this to “Key Team Member” for consistency?

Response: The table has been revised:

Key Team Member	PI/Project # for GDOT Projects/Name of Customer for Non-GDOT Projects	Role of Key Team Member on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours

Question 9: Are there specific naming conventions required for the submitted PDFs beyond “Proposal” and “Cost Proposal”?

Response: No.

Question 10: The headings outlined in red on pages 19-20 for Project Manager, Key Team Leader(s), and Key Team Member differ from those listed in the Submittal Format on page 42. Please confirm that respondents should follow the headings on pages 19-20 under Section C: Experience and Qualifications.

Response: See attached EXHIBIT X – REVISED Submittal Format.

Question 11: Please clarify the Certificate of Insurance (COI) requirements, as the RFP provides conflicting guidance. Page 19 indicates that a Certificate of Insurance is acceptable to include with the proposal but also states the successful firm will provide it after award, while page 42 lists “Insurance Information (Exhibit VIII or certificate of insurance)” as a required submittal. Should respondents submit a COI with their proposal, or is the Insurance Checklist alone sufficient at this stage?

Response: At this stage, all respondents must include either Exhibit VIII – Insurance Checklist or a sample certificate of insurance for the Prime with their proposal submission. This will indicate to the City the bidder’s ability and agreement to provide the required insurance, in the event of contract award.

The successful firm will be notified, in writing, to provide a certificate of insurance showing the solicitation number/name and that names the City as

Question 12: Please confirm the required number of Key Team Leaders and Key Team Members to be included in the proposal. Specifically, should respondents include only the Key Team Leader identified in Exhibit 1 (Urban Area and Regional Transportation Planning), and is the Key Team Member limited to one individual, as described in Section C on page 20?

Response: Per the specifications, there is no limit to the number of Key Team Leaders.

However, only one Key Team Member is to be identified in proposal.

Question 13: Will the City provide a Contract Consideration Checklist form, or should respondents create their own? The RFP references this form being in Exhibit X of the RFP, but it does not appear to be included.

Response: See attached EXHIBIT X – REVISED Submittal Format.

IV. ADDITIONAL QUESTION(S)/RESPONSE(S)

Responses to previously asked questions will be provided via a forthcoming addendum.

V. ACKNOWLEDGEMENT

Indicate that your company has received this Addendum in the appropriate areas and include with electronic response. **Failure to acknowledge receipt of this addendum may render your Bid “Incomplete”.**

**Andrea J. McCorvey
Purchasing Manager**

