# ADDENDUM NO. 1

for the Premier Athletic and Recreation Campus Phase II
Request for Proposals Due Date: November 13, 2026

**TO PROSPECTIVE RESPONDENTS: The following information is provided in response to questions submitted by prospective respondents. This addendum is for clarification purposes only and does not modify the requirements or provisions of the Request for Proposals (RFP).**

REQUEST FOR INFORMATION

1. Does a firm's participation in prior planning or project phases restrict or preclude that firm from participating as a prime consultant or subconsultant for Phase 2?

No, participation in previous phases of the project does not restrict participation in PARC Phase II.

2. Would participation as a prime consultant or subconsultant for Phase 2 restrict or preclude that firm from participating in any subsequent planning, design, engineering, or implementation phases of the project?

No, participation in Phase II of the project does not restrict participation in future phases of the PARC project.

3. Are any milestone dates established by the City for the final deliverables outlined across the RFP?

No milestone date has been identified for the presentation of findings. With that, the City of Dublin is committed to delivering projects in accordance with the annually adopted five-year Capital Improvement Program.

4. Are there any other City/private development or master planning efforts ongoing that respondents to this RFP need to coordinate this project's objectives with? If so, is a City liaison going to be appointed to coordinate across these concurrent planning activities, or the responsibility of this RFP respondent?

Yes, the City is currently delivering the University Boulevard Phase 3 project and the Cosgray Road Corridor Study. The City will establish a single point of contact to coordinate these projects.

5. Are site plan updates/refinements of any kind desired as part of this RFP Scope of Work?

Deliverables shall focus on the refinement and validation of the existing PARC Vision Framework rather than on the development of a new master plan. See section 4.2.

6. Is the intent to validate the existing Hunden market analysis and operating projections, or

* * * Beginning of Sheet 2 * * *

develop updated market demand, financial, and economic impact studies?

The intent is to review the Hunden Study, as well as the City's Envision Dublin Community Plan, the West Innovation District Integrated Implementation Strategy, Parks & Recreation Master Plan and PARC Vision Framework and first identify gaps, inconsistencies or areas requiring further validation. Following this review and considering all other factors, the consultant shall prepare deliverables that build upon previous planning efforts, including the Hunden Study and may require developing supporting materials, such as updated market demand and financial and economic impact studies.

7. Will the City provide complete prior planning documents and supporting appendices, including Envision Dublin and background materials from the PARC Vision Framework?

Yes, the City will provide prior planning documents consistent with those previously presented to City Council.

8. Can the City provide the Signature Trail Plan, Cosgray Road corridor study, University Boulevard Phase 3 and New Street 4 alignments, passenger rail station study, and the current status of the Water and Sanitary Sewer Utility Master Plans?

The Signature Trail Study can be found on the City's website here; the Cosgray Road corridor study is still underway; the preliminary University Boulevard Phase 3 and New Street 4 alignments are identified in the West Innovation District Integrated Implementation Strategy, which was attached to the RFP; the passenger rail station study is still underway; the current status of the water and sanitary sewer utility master plan is that it is nearing completion, but still underway.

9. What role will Sports Facilities Companies (SFC) have in programming, utilization analysis, and operational modeling? Will SFC provide existing market, scheduling, tournament, and financial data, or is independent consultant analysis anticipated?

Sports Facilities Companies, as a partner of the City and operator of the SportsOhio Facility, is a primary stakeholder in the development of PARC Phase II and will provide relevant data to inform and support the completion of the project deliverables as necessary. At this time, their role has not definitively been determined.

10. Should Phase II address all parcels and facilities identified in the PARC Vision Framework, including the approximately 13-acre Office/Research site, Golf Center, and Chiller, or focus primarily on Darree Fields and SportsOhio?

PARC Phase II should address all parcels and facilities identified in the PARC Vision Framework.

11. What existing technical information will be available, including boundary and topographic surveys, utility records, CAD/GIS files, environmental studies, and traffic studies?

The relevant existing technical information required to complete the deliverables and possessed by the

* * * End of Sheet 2 * * *

* * * Beginning of Sheet 3 * * *

City will be made available to the selected consultant.

12. Is the consultant expected to evaluate the condition and reuse potential of existing SportsOhio and Shepherd Excavating buildings? Are facility condition assessments available?

The Consultant will review existing materials and provide focused analysis to confirm the feasibility, priorities and implementation strategy of the City's PARC Vision Framework rather than developing a new vision or master plan. The facility condition assessments will be made available to the selected consultant.

13. Is Phase II intended to rely on existing technical information for planning-level screening, or should new field investigations and engineering studies be anticipated?

The consultant shall prepare deliverables that build upon previous planning efforts and may require the development of supporting materials, such as field investigations and engineering studies.

14. Are recent traffic counts or studies available for Cosgray Road, Shier Rings Road, Houchard Road, and University Boulevard? Is new traffic data collection or event-day observation anticipated?

Recent traffic counts and studies are available for adjacent roadways. The selected consultant may determine whether new data collection or observation is necessary following the provision of relevant information by the City, to complete the items noted in section 4.4.

15. Approximately how many stakeholder engagement sessions and City coordination meetings should be anticipated? Is the SportsOhio Steering Committee still active, and is broader public engagement expected?

The approximate number of stakeholder engagement sessions and City coordination meetings have not been determined yet, but consultants in partnership with the City will determine what is appropriate. The SportsOhio Steering Committee is still active. Broader public engagement is to be expected to align with community needs.

16. How should the study coordinate with ongoing roadway and utility planning efforts? Will the City facilitate coordination with those project teams?

The PARC Phase II should coordinate with ongoing roadway and utility planning efforts and the City will provide prior planning documents consistent with those previously presented to City Council. The City will establish a single point of contact to coordinate these projects.

17. Is OhioHealth (Chiller) an anticipated stakeholder, and should potential shared parking or operational coordination be evaluated?

OhioHealth is represented on the SportsOhio Steering Committee. The Chiller is not a part of the

* * * End of Sheet 3 * * *

* * * Beginning of Sheet 4 * * *

anticipated PARC, as it is owned and operated separately. Shared parking and operational coordination may be evaluated as future phases progress.

18. Does the City anticipate conceptual diagrams or illustrative test-fit layouts to support recommended program refinements, recognizing that full site plan design is excluded from Phase II?

Conceptual diagrams were developed as part of the PARC Vision Framework. Phase II is intended to refine the PARC Vision Framework, and may require updated diagrams to support subsequent master planning, design, engineering, and implementation phases.

19. How many development or phasing alternatives should be anticipated for cost evaluation, and what level of cost breakdown is expected?

The appropriate number of implementation alternatives is to be determined by the selected consultant as part of the completion of deliverables. Per section 4.5, the selected consultant will provide planning-level opinions of probable capital costs sufficient to compare implementation alternatives and establish sequencing priorities. Detailed engineering cost estimates are not required.

20. Are there near-term improvements or capital commitments that Phase II should treat as established project assumptions, including Darree Fields enhancements identified in the 2024–2028 Capital Improvement Program? Can the City confirm their current funding, design, and implementation status?

The 2027 Operating and 2027-2031 Capital Improvements Program Budgets are anticipated to be adopted by City Council on November 9. Following adoption of the budgets, the City will post another addendum with budget items intended to support Phase II from 2026 and 2027 budgets.

21. Is the consultant expected to evaluate or recommend future project delivery methods, funding strategies, or potential public-private partnership structures as part of the implementation roadmap?

Yes, the selected consultant should be prepared to provide such information for the implementation roadmap.

22. Does the City anticipate a subsequent comprehensive park master planning phase following Phase II? If so, is there an anticipated scope or timeframe?

Phase II planning will be based on existing needs of the community and priorities that have been established. Additional phases may be needed based on the outcome of Phase II as the City continues to evaluate the future needs of the community.

23. Beyond the draft and final presentations identified in the RFP, are additional presentations to City Council, boards, commissions, or other stakeholders anticipated?

* * * End of Sheet 4 * * *

* * * Beginning of Sheet 5 * * *

Yes, periodic updates to stakeholder groups such as the SportsOhio Steering Committee, in addition to City Council, are anticipated as a part of this phase.

24. What is the City's anticipated project duration and target completion date following notice to proceed?

Please see response to question 3.

25. Does the City anticipate interviews with shortlisted teams? If so, is there a tentative timeframe?

The City anticipates interviews with shortlisted teams during the week of December 1.

26. Is there a page limit, required proposal format, or font size? If a page limit applies, do cover letters, resumes, organizational charts, and subconsultant qualifications count toward that limit?

There is no page limit, required proposal format, or font size. The proposal must include all requirements listed in section 7.

27. For digital submissions, is there an attachment size limit, and will the City confirm receipt of emailed proposals?

There is no attachment size limit, and the City will confirm receipt of emailed proposals on Monday, November 16.

28. Has the City established a professional services budget or not-to-exceed amount for Phase II? If so, can that information be shared?

The 2026 Operating Budget sets aside $1,000,000 for Phase II.

29. Is the requested hourly rate schedule intended primarily for potential additional services beyond the proposed lump-sum scope?

As with a planning process of this scope, it is expected there will be additional services beyond the proposed lump-sum scope as authorized by the City, subject to the selected consultant.

30. Are the six evaluation criteria equally weighted, or has the City established specific scoring weights?

Based on the scope of the planning project, each criteria will be weighted equally.

31. Are firms involved in preparing the PARC Vision Framework, WIDIIS, or Hunden study eligible to participate in Phase II as a prime consultant or subconsultant?

* * * End of Sheet 5 * * *

* * * Beginning of Sheet 6 * * *

Yes, firms involved in preparing the PARC Vision Framework, WIDIIS and Hunden Study are eligible to participate in Phase II as a prime consultant and/or a subconsultant.

32. Will the selected Phase II consultant remain eligible to pursue subsequent planning, design, and engineering phases?

Please see response to question 2.

33. Are joint ventures acceptable, or does the City require a single prime consultant with subconsultants? Does the City require or prefer a particular professional discipline to serve as prime?

The City's preferred approach is a prime consultant with subconsultants. The City does not require or prefer a particular professional discipline to serve as prime.

34. Can the City share its standard Professional Services Agreement and applicable insurance requirements for review during proposal preparation?

Yes, the City will provide a sample PSA for reference as an attachment to this addendum. Section VII of the PSA goes through the insurance requirements.

**Terminus for ADDENDUM NO. 1, November 6, 2026**

* * * End of Sheet 6 * * *

**PROFESSIONAL SERVICES AGREEMENT**
City of Dublin Online Merchandise Store

This Services Agreement ("Agreement") is made and entered into and effective on this 20th day of October, 2026 ("Effective Date") by and between the City of Dublin, Ohio ("Dublin"), an Ohio Municipal Corporation, with offices located at located at 5555 Perimeter Drive and Outreach Promos ("Service Provider"), with an office and principal place of business located at 214 Hoff Road, Westerville, Ohio 43082

**Recitals**

WHEREAS, Dublin desires to engage Service Provider to perform the services as more fully described in the attached Exhibit A (the "Services"); and

WHEREAS, Service Provider desires to perform the Services and desires to be so engaged.

NOW, THEREFORE, in consideration of the foregoing and of the covenants and agreements herein contained, the parties, intending to be legally bound, agree as follows:

**Provisions**

**I. Performance of the Services.** Provider shall:

A. Perform the Services as set forth in Exhibit A.

B. If the Service Provider is an individual, complete, sign and return the Ohio Public Employees Retirement System ("OPERS") Independent Contractor Acknowledgement form.

C. Give prompt notice to Dublin should the Service Provider observe or otherwise become aware of any fault or deficit in the project or any nonconformance with the Agreement.

D. Remit to Dublin after the termination of this Agreement, all files and documents pertaining to the project that have been obtained or produced including, but not limited to, permits, licenses, applications, codes, drawings, site plans, photographs and similar materials. Service Provider shall be entitled to retain copies for the Service Provider's files.

**II. Obligations of Dublin.** Dublin shall:

A. Assist the Service Provider by placing at its disposal all available information pertinent to the Services for the project.

B. Use its best efforts to secure release of other data applicable to the project held by others.

C. Make all necessary provisions to enter upon public and private property as required to perform the Services.

D. Give prompt notice to the Service Provider should Dublin observe or otherwise become aware of any fault or deficit in the project or any nonconformance with the Agreement.

**III. Term and Termination.** The Agreement shall commence on 20 of October, 2026, and shall terminate on the 31 day of December, 2026. Dublin may terminate this Agreement at any time by giving Service Provider thirty (30) days advance written notice. In the event this Agreement is terminated by Dublin prior to its natural expiration, Service Provider shall be paid the amounts for work actually performed in accordance with this Agreement to the date of this early termination.

**IV. Payment.**

A. Service Provider shall be compensated in accordance with the fee struture in Exhibit A.

B. The Service Provider shall invoice Dublin monthly for services rendered through the previous month, and Dublin agrees to pay within thirty (30) days of receipt of a valid invoice. A valid invoice shall consist of a fully itemized account of hours worked by each individual working on the project, including a description of the work performed, as well as an itemization of all reimbursable expenses. These expenses must be documented with copies of receipts whenever possible. All invoices must include the contract number and the purchase order number associated with this contract, which can be found in the upper right-hand corner of the first page of this document. Invoices must also include information describing the percentage of each phase of the work that has been completed, as well as a summary of billings and payments made to date.

**V. Relationship of the Parties.** The parties acknowledge and agree that Service Provider is an independent contractor and is not an agent or employee of Dublin. Nothing in this Agreement shall be construed to create a relationship between Service Provider and Dublin of a partnership, association, or joint venture. Further, the parties acknowledge that Service Provider is paid a fee, retainer or other payment as per Section IV of this Agreement; is not eligible for workers' compensation or unemployment compensation; is not eligible for employee fringe benefits such as vacation or sick leave; does not appear

on Dublin's payroll; is required to provide his or her own supplies and equipment; and is not controlled or supervised by Dublin personnel as to the manner of work.

## VI. Indemnification.

A. Professional Liability. Relative to any and all claims, losses, damages, liability and cost, the Service Provider agrees to indemnify and save Dublin, its officers, officials, and employees harmless from and against any and all suits, actions or claims for property losses, damages or personal injury arising from the negligent acts, errors or omissions by the Service Provider or its employees.

B. Non-Professional Liability (General Liability). To the fullest extent permitted by law, the Service Provider shall indemnify, defend and hold harmless Dublin, its officers, officials, employees or any combination thereof, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of the acts or omissions of the Service Provider, provided that such claim, damage, loss or expenses is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused by the negligent acts or omissions of the Service Provider, any subconsultant(s) of the Service Provider, its agents, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligations shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

## VII. Insurance.

A. The Service Provider shall secure and maintain, at his/her/its own expense, errors and omissions insurance in an amount not less than One Million Dollars ($1,000,000.00) per claim/annual aggregate to protect himself from any claim arising out of the performance of professional services and caused by negligent acts, omissions or negligent acts for which the Service Provider may be legally negligent. The Service Provider shall maintain said coverage for the entire contract period and for a minimum of one year after completion of the work under the contract.

B. In addition to errors and omissions insurance, the Service Provider shall also secure and maintain, at his/her own expense, insurance for protection from claims under Worker's Compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom, and any other insurance prescribed by laws, rules, regulations, ordinances, codes or orders.

C. The Service Provider shall secure and maintain, at his/her own expense, General Liability insurance in an amount not less than One Million Dollars ($1,000,000.00) per occurrence.

D. The Service Provider shall secure and maintain, at his/her/its own expense, Property insurance for protection from claims or damages because of damage to

or destruction of property including loss of use resulting therefrom in an amount not less than Five Hundred Thousand Dollars ($500,000.00).

E. Dublin shall be held harmless for any damage to the Service Provider's property and/or equipment during the course of performance under the Contract.

F. The above referenced insurance shall be maintained in full force and effect during the life of this Contract and for one year beyond, where specified. Certificates showing that the Service Provider is carrying the above referenced insurance in at least the above specified minimum amounts shall be furnished to, and approved by, Dublin prior to the start of work on the project and before Dublin is obligated to make any payments to the Service Provider for the work performed under the provision of this contract. All such Certificates, with the exception of those for Worker's Compensation and Errors & Omissions coverage, shall clearly reflect that the City of Dublin is an "Additional Insured".

**VIII. Employee Documentation.**

A. Service Provider guarantees that the individuals employed by the Service working on this project are authorized to work in the United States. The Service Provider will upon demand provide Dublin with appropriate documentation (Form I-9) for any Service Provider employee performing services for Dublin.

B. The Service Provider agrees to indemnify Dublin in accordance with Section VI of the Agreement for any issue arising out of the Service Provider's hiring or retention of any individual who is not authorized to work in the United States.

**IX. Taxes.**

A. Service Provider has the following identification number for income tax purposes: IN MUNIS.

B. Service Provider is subject to and responsible for all applicable federal, state, and local taxes.

C. Dublin represents that it is a tax-exempt entity and evidence of this tax-exempt status shall be provided to Service Provider upon written request. Service Provider hereby further agrees to withhold all municipal income taxes due or payable under the provisions of Chapter 35 of the Codified Ordinances of Dublin, Ohio, for wages, salaries and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such municipal income taxes due under such chapter for Services performed under this Agreement.

D. The Service Provider shall receive Internal Revenue Service form 1099 from Dublin for income tax reporting purposes.

**X. Assignment.** Neither party may assign this Agreement without obtaining express, written consent from the other party prior to assignment.

**XI. Entire Agreement/Amendment.** This Agreement constitutes the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations, discussions, undertakings and agreements between the parties. This Agreement may be amended or modified only by a writing executed by the duly authorized

officers of the parties hereto. It is understood and agreed that this Agreement may not be changed, modified, or altered except by an instrument, in writing, signed by both parties in accordance with the laws of the State of Ohio.

**XII. Discrimination.**

A. No discrimination for reason of race, color, national origin, religion, sex, genetic information, pregnancy, age, ancestry, military status, sexual orientation, gender identity, marital status, veteran's status, or disability shall be permitted or authorized by Dublin and/or Service Provider in connection with the Services.

B. Nothing in this Agreement shall require the commission of any act contrary to any law or any rules or regulations of any union, guild, or similar body having jurisdiction over the Services of Service Provider.

**XIII. Governing Law/Venue.** Any controversy or claim, whether based upon contract, statute, tort, fraud, misrepresentation or other legal theory, related directly or indirectly to this Agreement, whether between the parties, or of any of the parties' employees, agents or affiliated businesses, will be resolved under the laws of the State of Ohio, in any court of competent jurisdiction in Franklin County, Ohio.

**XIV. Severability.** If any provision of this Agreement is held invalid or unenforceable, such provision shall be deemed deleted from this Agreement and shall be replaced by a valid, mutually agreeable and enforceable provision which, so far as possible, achieves the same objectives as the severed provision was intended to achieve, and the remaining provisions of this Agreement shall continue in full force and effect.

**XV. Paragraph Headings.** Paragraph headings are inserted in this Agreement for convenience only and are not to be used in interpreting this Agreement.

[signatures appear on the following page]

**BY SIGNING THIS AGREEMENT, YOU HEREBY ACKNOWLEDGE THAT YOU HAVE BEEN INFORMED THAT THE CITY OF DUBLIN, OHIO, HAS CLASSIFIED YOU AS AN INDEPENDENT CONTRACTOR AND THAT YOU HAVE BEEN ADVISED THAT CONTRIBUTIONS TO OPERS WILL NOT BE MADE ON YOUR BEHALF FOR THESE SERVICES.**

**FURTHER, BY SIGNING THIS AGREEMENT, YOU HEREBY ACKNOWLEDGE THAT THE CITY OF DUBLIN, OHIO, HAS IN NO WAY LIMITED OR RESTRICTED YOUR RIGHT TO PROVIDE THE AGREED-TO SERVICES TO THE GENERAL PUBLIC AND THAT YOU REGULARLY PROVIDE SUCH SERVICES TO THE GENERAL PUBLIC.**

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the _____ day of _____, 2026.

**CITY OF DUBLIN, OHIO**

BY: _____ Date _____
Lindsay Weisenauer
Cheif Communications & Public Information Officer

BY: _____ Date _____

Lindsay Weisenauer
Cheif Communications & Public Information Officer

BY: _____ Date_____
Megan O'Callaghan, P.E., City Manager

*****CONSULTANT/CONTRACTOR NAME*****

BY: _____ Date _____

ITS: _____

Approved as to Form:

_____
Phil Hartmann, City of Dublin Director of Law

**CERTIFICATION OF FUNDS**

I hereby certify that the funds required to meet the City's obligation, payment, or expenditure under this Agreement have been lawfully appropriated or authorized for such purpose and are free from any obligation now outstanding

_____ _____

Matthew Rubino, CFO/Director of Finance Date

**EXHIBIT A**

**Scope of Services**
(See attachment)