



SINCLAIR
COMMUNITY COLLEGE

Dayton Campus
444 West Third Street
Dayton, Ohio 45402-1460

9/11/2026

ADDENDUM #1

REFERENCE: SCC-270001 2027 A&E Prequalification

This Addendum provides responses to vendor questions for the above referenced RFQ.

Questions & Answers:

Vendor A

1. **Question:** Based upon this statement listed on page 2 of the RFQ Solicitation:
Firms may apply in any and all categories, but must clearly state in the letter of interest which categories they wish to be considered. All firms will be expected to list consulting firms in the other categories for which their proposal is identified but not limited to. This will ensure all projects will be covered for services after the main theme of work is assigned to a firm.

Is it the College's desire that submitting firms include subconsultants to fulfill all potential services that may be included under their projects?

Answer: Sinclair is amending the subject paragraph on page 2 of the RFQ as follows:

"Firms may apply in any and all categories, but must clearly state in the letter of interest which categories they wish to be considered."

Submitting firms are not required to include a complete team of subconsultants in this submission. It is understood that lead firms (such as architectural or engineering firms) routinely partner with other disciplines, but firms do not need to itemize every potential subconsultant at this stage. Subconsultants can be identified and coordinated once specific project scopes are assigned.

Vendor B

2. **Question:** Our firm is located 72 miles from Sinclair Community College. Will it be worth our time to submit for this RFQ or will we be disqualified by being just outside of the 70-mile boundary?

Answer: Sinclair is amending the subject statement on page 1 of the RFQ as follows:

"Submitted RFQs shall only be reviewed by the College if the submitting firm's main or regional office address is within a 90-mile driving distance from Sinclair College."

Vendor C

- 3. Question:** Our Columbus office is approximately 71 miles from Sinclair Community College based on the driving route used. Given that we are within one mile of the stated requirement, would our firm still be eligible for consideration if we submit an RFQ response?

Answer: Sinclair is amending the subject statement on page 1 of the RFQ as follows:

"Submitted RFQs shall only be reviewed by the College if the submitting firm's main or regional office address is within a 90-mile driving distance from Sinclair College."

Vendor D

- 4. Question:** Portions of the rating form on Page 5 appear to be illegible. Specifically, some of the selection criteria appear to contain letters where numerical point values would typically be shown, making the scoring information difficult to interpret. Has a revised or corrected version of the document been issued, or is there an updated file available for download?

Answer: A revised version of the document has been posted.

Additionally, for professional design services that our firm does not offer in-house, are we permitted to include subconsultants on our team to provide those services as part of our prequalification submission?

Answer: Yes

Vendor E

- 5. Question:**

1. Lead A/E for Category 2

Section G identifies Architecture as the Lead A/E Discipline; however, the note below Section G indicates that the Lead A/E may be an architect, landscape architect, or engineer holding the applicable Ohio registration. For Category 2, may an **Ohio-**

authorized engineering firm serve as the prime/Lead A/E, with a properly licensed architectural firm included as a subconsultant on the proposed team?

Answer: Yes, the lead Architect/Engineer shall be any architect, landscape architect, or engineer holding the certificates referenced.

2. Proposed Consultants

For the prequalification submission, are firms expected to identify their proposed architectural, civil, mechanical, electrical, and other applicable consultants in **Form F110-330**, or may consultant team members be selected or modified later based on the scope of an individual purchase order?

Answer: Submitting firms are not required to include a complete team of subconsultants in this submission. It is understood that lead firms (such as architectural or engineering firms) routinely partner with other disciplines, but firms do not need to itemize every potential subconsultant at this stage. Subconsultants can be identified and coordinated once specific project scopes are assigned.

3. Prior Experience of Key Personnel

For purposes of the **Relevant Project Experience Matrix** and evaluation of qualifications, may the proposer include relevant project experience of its key personnel that was performed while employed by previous firms, provided that the prior employer and the individual's specific role on each project are clearly identified?

Answer: Yes. Proposers may include relevant project experience of key personnel gained while employed by previous firms, provided that the project description clearly identifies:

- i. The previous employer/firm of record under which the work was performed, and**
- ii. The specific role, responsibilities, and scope managed by the named key individual on that project.**

Unattributed inclusion of projects performed under a different firm—or framing another firm's contract as the proposing firm's work—may result in disqualification.

Vendor F

- 6. Question:** Are the consultant engineering disciplines listed in Section G of the RFQ required for the submission?

Answer: Submitting firms are not required to include a complete team of subconsultants in this submission. It is understood that lead firms (such as architectural or engineering firms) routinely partner with other disciplines, but firms do not need to itemize every potential subconsultant at this stage. Subconsultants can be identified and coordinated once specific project scopes are assigned.

Purchasing Department

P: 937-512-3020

E: rfp@sinclair.edu