COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government

FINANCE DEPARTMENT
PURCHASING DIVISION

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November 24, 2026

ADDENDUM No. 1

Consultant Services for Historic District Guidelines
RFP No. 27-0014

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. QUESTION(S)/RESPONSE(S)

Question 1: Can you advise the available project budget, inclusive of any grant funding and required local match?

Response: The project budget is $25,000.

Question 2: When does the project need to be completed by?

Response: Within one year of a contract being executed.

Question 3: Are there any deliverables required throughout the project? E.g. outline of design guidelines, first draft of design guidelines, etc.

Response: Yes, drafts of design guidelines.

Question 4: Will the Georgia State Historic Preservation Office be reviewing deliverables?

Response: Yes, when the City has a draft.

Question 5: Can some of the required meetings be held and/or attended virtually by the consultant?

Response: Yes.

Question 6: Regarding the project's products, please provide additional detail on what the City

requires for the "camera-ready copy of the updated design guidelines."

Response: **Specification Change**

III. Services Required, Products (page 19) has been revised as follows:

Products:

The consultant will provide:

- **One (1) hard copy of the updated design guidelines.**
- **One (1) master copy of the design guidelines on a USB drive**

Question 7: Regarding the project's products, can USB drives be submitted in lieu of CDs?

Response: **Yes.**

Question 8: What is the total budget for this project?

Response: **$25,000.**

Question 9: Under the requirements for the proposal for "Section 9 – Service Plan" on page 16 of the RFP, the requested info is related to the proposed approach to the project, with the exceptions of items b and c. Those two items are for resumes. Instead of including resumes in this section, can we provide them in "Section 8 – Qualifications and Experience" since that is a more relevant section?

Response: **Specification Change**

VI. Proposal Preparation and Submission (page 16) has been revised as follows:

Section 8: Qualifications and Experience

a. **Address in detail the firm's ability and experience in producing historic district design review guidelines in accordance with the Georgia Department of Community Affairs, "Preparing Design Guidelines for a Historic District (See Exhibit A).**
b. **Provide resumes of staff that will be dedicated to this contract.**
c. **Provide name, resume, email address and direct telephone number of person who will be directly responsible for this contract.**

Section 9: Service Plan

a. **Provide an itemized plan and methodology for accomplishing the requirements described in this RFP.**
b. **Include a project schedule, do not include actual dates in the timeline, rather days, weeks and months.**

Question 10: Page 19 indicates that the consultant must provide the City with 100 copies of the guidelines. Given how tight budgets are for this type of project, would the City consider waiving that requirement?

Response: Requirements have changed. See response to question 6 above.

Question 11: Under contractor requirements on page 19, the RFP seems to require experience in Georgia with this type of project. If experience is in other states, is that disqualifying or would it result in lost points in the scoring of proposals?

Response: No.

Question 12: May any of the five required meetings be held virtually?

Response: It may be possible to hold some meetings virtually, or a hybrid of in-person and virtual. However, which meetings can be held in this manner will depend on the attendees, to include Board of Historic and Architectural Review (BHAR) members and citizens.

Question 13: What role will the City of Columbus play in coordinating the public meeting?

Response: The City will coordinate the public meeting.

Question 14: What do you anticipate wanting a competed Design Guideline Update document by? Are there any other deliverable milestone dates we should be aware of?

Response: The City would like a completed Design Guideline within one year of contract execution. There are no other milestones at this time.

Question 15: Do you have a target maximum budget for this effort?

Response: $25,000.

Question 16: Is the budget for this proposal capped at $25,000? If not, what is the capped budget?

Response: The budget is capped at $25,000.

Question 17: Does the City want us to integrate the guidelines into the zoning ordinance?

Response: No.

Question 18: Would the City accept copies of the design guidelines on USB drives rather than a CD?

Response: Yes. See response to question 6.

Question 19: Are the 100 hard copies required?

Response: No. See response to question 6.

II. 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