Requirement	RFQ ref.	Where	Status
SUBMISSION			
★ Exact email subject line and file name	2.3	Transmittal email	**Complete**
One PDF, 10 MB max., received by 2:00 p.m. ET, February 11, 2027	2.3	Final PDF	**Verify at export**
FORMAT			
Sections 1–4 within the six-page limit (6 of 6 used)	3	Pages 1–6	**Complete**
Page size, font size, margins, and footers per RFQ	3, Add. 1	All pages	**Complete**
★ Pages numbered in sequence; TOC unnumbered	3	All pages	**Complete**
No pricing anywhere	3, 5.1	Entire SOQ	**Complete**
REQUIRED CONTENT AND ORDER			
Front cover: RFQ title, County, firm, date	4	Cover	**Complete**
Cover letter: PM and contact, Ohio office, 120-day validity, authorized signature	4 (S1)	Page 1	**Complete**
★ Task-order process with 5-day scope and fee turnaround; QA/QC	4 (S2)	Page 2	**Complete**
Firm overview, certifications, org chart, point of contact	4 (S3)	Page 3	**Complete**
★ Resumes with Ohio PE numbers and availability	4 (S3)	Page 4	**Complete**
Two public-agency projects since 2020, one page each	4 (S4)	Pages 5–6	**Complete**
★ Client references in the exact required format	4 (S4)	Pages 5–6	**Complete**
★ Attachment A signed; Addendum No. 1 acknowledged	4 (S5)	Page 7	**Complete**
PASS/FAIL			
On time; Attachment A complete; PM holds Ohio PE; no pricing	5.1	Email, pp. 4, 7	**Complete**
★ Legal name identical on letter, Attachment A, file, and email	—	All	**Complete**

★ Easy-to-miss item. Pages are counted pages (cover letter = page 1).