

**Date:** September 21, 2023

**To:** Prospective Firms

**From:** City of Cleveland, Department of Port Control

**Subject:** Addendum No. 1 to Request for Qualifications – On-Call Professional Planning Services

Please be advised that the City of Cleveland, through its Director of the Department of Port Control (“Department”), hereby publishes Addendum No. 1 to the Request for Qualifications – On-Call Professional Planning Services, dated August 31, 2023.

This addendum serves as to provide the response to all inquiries received prior to the question deadline date of September 15, 2023.

**PROPOSAL SUBMITTAL DEADLINE: Friday, October 6, 2023 4 p.m. local time**

**INQUIRIES**

<b>1.</b>	<b>Question</b>	Will the City select multiple consulting teams or just one for this contract?
	<b>Answer</b>	<b>The Department will consider awarding to multiple firms, if warranted.</b>
<b>2.</b>	<b>Question</b>	Will the terminal program NEPA be completed under a separate procurement or under this on-call planning contract?
	<b>Answer</b>	<b>The terminal program is separate and not part of this procurement.</b>
<b>3.</b>	<b>Question</b>	What is the expected award date for this contract?
	<b>Answer</b>	<b>Anticipated first quarter of 2024.</b>
<b>4.</b>	<b>Question</b>	Page 3 of the RFQ states “Firms may also elect to submit their Statement electronically.” Can responding consultant ignore, on page 12 item M if electing to submit their Statement electronically? Item M – The successful Consultant must provide a minimum of three (3) hard copies and three (3) electronic copies, on USB flash drive of each completed work product, including a detailed executive summary. Additional copies may be requested on an as-needed basis.
	<b>Answer</b>	<b>Item M is referring to work that the selected Consultant performs as part of the awarded contract.</b>
<b>5.</b>	<b>Question</b>	After reviewing the RFQ and attachment it does not reference any contract preclusions for future opportunities with the Director of the Department of Port Control. Please verify the awarded consultant would not be precluded from future selections with Director of the Department of Port Control opportunities as a result of assignments completed under the On-call Professional Planning Services.
	<b>Answer</b>	<b>There are no preclusions.</b>
<b>6.</b>	<b>Question</b>	The Executive Airport Development Program Services RFQ Addendum 1 (dated June 9, 2023) stated in question/response 9, 10 and 13 “The firm and subconsultants that are selected for this procurement will not be eligible to participate in future contracts associated with PAL 2 projects of the airport

		development program. The Department seeks a clear delineation between the consultant/subconsultants working under this contract and future contracts that are awarded as part of this program.” Can you please provide the list of consultant/subconsultants selected for Executive Airport Development Program Services contract that will not be eligible to participate in this On-Call Professional Planning Services contract?
	<b>Answer</b>	<b>This procurement is separate from the ADP services.</b>
7.	<b>Question</b>	May we present our team resumes in an appendix that does not count against the 40-page limit?
	<b>Answer</b>	<b>Yes. An appendix may be attached not to exceed 1 page per team resume and 10 pages for work samples.</b>
8.	<b>Question</b>	May we present our work samples in an appendix that does not count against the 40-page limit?
	<b>Answer</b>	<b>Yes. An appendix may be attached not to exceed 1 page per team resume and 10 pages for work samples.</b>
9.	<b>Question</b>	Does the front and back cover and table of contents count in the 40-page limit?
	<b>Answer</b>	<b>No</b>
10.	<b>Question</b>	Should the Affidavit be included in Section I or in Section K?
	<b>Answer</b>	<b>Include the Affidavit with Section K.</b>
11.	<b>Question</b>	If we are not a joint venture or partnership, can we disregard and not include Section J?
	<b>Answer</b>	<b>If Firm is not a joint venture or partnership, please just indicate you are not either.</b>
12.	<b>Question</b>	Page 2 of the OCI SBE Program Guidelines notes that the Airport will maintain an Airport SBE directory for all firms granted SBE certification. Please direct us to where we can find the airport-maintained directory of current SBE-certified firms.
	<b>Answer</b>	<b>At this time, the Airport does not have an SBE list or directory. Most of the SBEs that were used for Airport projects were DBEs. The DBE certification satisfies the requirement for SBE verification. Otherwise, an application is submitted to function as an SBE.</b>
13.	<b>Question</b>	Does the Cleveland Airport System recognize SBE certification by Cuyahoga County in meeting SBE goals?
	<b>Answer</b>	<b>No. The Airport’s SBE is an element of the DBE Program, hence, the requirements are not the same. However, the Cuyahoga County’s SBE certification can be used as one of the supporting requirements for the Airport’s SBE application.</b>
14.	<b>Question</b>	On page 15 of the RFQ, the weblink to the list of ineligible vendors does not work. Is there an alternate location where this list can be found?
	<b>Answer</b>	<b>This information is currently not available through the City’s website. Please reach out to the City’s Purchases &amp; Supplies group via <a href="mailto:purchasing@clevelandohio.gov">purchasing@clevelandohio.gov</a>.</b>
15.	<b>Question</b>	Does being part of the selected team preclude a firm from consideration for other Airport work during the contract period?
	<b>Answer</b>	<b>No</b>