REQUEST FOR QUALIFICATIONS
ON CALL PROFESSIONAL PLANNING SERVICES
FOR THE
CLEVELAND AIRPORT SYSTEM

Cleveland Hopkins International Airport
Burke Lakefront Airport

Addendum No. 2
April 18, 2013

Instructions to Proposers

1. The following Addendum is hereby made part of the Request for Qualification (RFQ) Documents for "On Call Professional Planning Services" dated March 11, 2013. Any revisions (additions, deletions, clarifications) provided in this Addendum shall supersede all related information contained in the RFQ Documents.

2. This Addendum provides Answers to Inquiries/Questions received after Addendum 1 was issued (March 28, 2013) to the end of the Inquiry/Question period (April 8, 2013).

3. Statements of Qualifications are due no later than **April 25, 2013**, 4:00 PM EST.

Questions and Answers

1. Are firms permitted to submit for a portion of the planning services, rather than all of them? For example, Environmental and Terminal Planning?

A: No. The Prime Consultant shall submit qualifications to achieve the scope of work anticipated in the On Call Professional Planning RFQ. If the Prime cannot meet all of the qualifications requested on their own, then the Prime shall assemble a team of credentialed sub consultants that can address a host of anticipated planning initiatives including, but not limited to, the airfield, airspace, terminal, landside ground access, asset management, sustainability, environmental projects, and urban design, as indicated in the RFQ.

2. *Most of the Government Agencies that have On Call Contracts publish a budget for the anticipated fees. What are the Fees expected to be for the duration of the one year contract?*

A: The proposed budget shall be provided to the winning proposer for this multi-year contract.

3. *Several references are made in the RFQ to Department of Transportation requirements and DOT funded projects. Is this an ODOT or DOT funded project?*

A: No.

4. *If this is DOT funded, what percentage of the team members must be ODOT prequalified and in what categories?*

A: N/A.

5. *The Outreach Event section (5.5) of the RFQ states that the successful consultant may be required to pay a fee of up to $300 for minority events. What will be the consultant's minimal contract fee before they are expected to pay for Department event?*

A: This section, within the contract, is garnering support from all contractors, vendors, consultants whom have an active contract at CLE. There is no minimal contract fee. If you have an active contract with City of Cleveland Department of Port Control then you are expected to support our EBED Department in small business outreach events. There will be instances in which EBED will request contributions from current contract holders to support our DBE/MBE/FBE program through sponsorship, technical assistance, in kind services, exhibitor space, or possible mentoring. EBED usually hosts SYNERGY once a year in which there is a fee for sponsorship. There currently is not a schedule of events in which we are recruiting for sponsors at this time.

6. *How many times during the year is the consultant expected to pay these fees.*

A: Please see answer to question 5.

7. *Is there a maximum number of pages allowed for our RFQ submissions?*

A: Per Section 1 (Background) of the On Call Professional Planning RFQ, "The Statement of Qualifications shall consist of a maximum of forty (40) one-sided pages exclusive of additional submittal requirements and divider tabs. All required information shall be inclusive."

8. *One of the published Master Plan graphics developed by L&B indicates construction projections of $278,629,000 (278,629 x 1000) from 2011 to 2015. Which of those projects are anticipated for the duration of this contract or is there an updated project schedule and budget?*

A: Projects included in the Master Plan attachment to the RFQ should be considered anticipated or planned projects. As projects are appropriately budgeted for eventual implementation, the pertinent project planning phases could be identified with the on-call planning services requested in this RFQ. Some projects such as the Parking Redevelopment Program (including impacts to the CLE Short Term Garage and smart parking) have begun. Others will be performed as required and task orders will be issued for the required projects.

9. *If a firm is successful in winning an environmental on-call wherein one assignment was the preparation of an Environmental Analysis of an airfield project, would that firm be precluded for bidding on the design of that same project?*

A: If a firm decides to submit on multiple services (e.g., environmental and design services), then the submitting firm shall not use overlapping qualifications and/or key staff in each proposal/submittal. The selection will be made in an objective manner and based solely on the information provided for that specific proposal/submittal.

10. What is the required DBE documentation discussed on page 19, (H) Disadvantaged Business Enterprise Requirements? Can this be in any form, or are the EBED Forms required?

A: Please use the following EBED Forms included with the RFQ:

- ***Enclosure A-3 Employment Practices (For Non-Construction Contractors & Sub-Contractors Only)***
- ***Enclosure A-5 Requirements Concerning Prime and Sub-Contractors***
- ***Enclosure B-1 Declaration of proposed Disadvantaged Business Enterprise/Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) Utilization***
- ***Enclosure B-2 DBE/ACDBE Affidavit***
- ***Enclosure B-3 Certified Disadvantaged Business Enterprise/Airport Concession Disadvantaged Business Enterprise (DBE/ACDBE) Participation Plan***
- ***Enclosure B-4A Letter of Intent to Perform as Certified DBE/ACDBE Sub-Contractor/Consultant***
- ***Enclosure B-5 Good Faith Efforts Guidelines***

Attachments

END OF ADDENDUM NO. 2