



Date: November 29, 2018
To: Prospective Firms
From: City of Cleveland, Department of Port Control
Subject: Addendum No. 3 to Request for Proposals – Ground Transportation Center Upgrades Project

Please be advised that the City of Cleveland, through its Director of the Department of Port Control (“Department”), hereby publishes Addendum No. 3 to the Request for Proposals – Ground Transportation Center Upgrades Project, dated October 24, 2018.

This addendum serves as the response to all inquiries received, by prospective firms, prior to the question deadline date of November 14, 2018.

A drop-box has been established for additional files that are part of this Addendum No. 3. The drop-box address is:

https://www.dropbox.com/sh/pwvdr9i7rj3ekp6/AACWBo1MRl_2zuX5VnRErIzDa?dl=0

STATEMENT SUBMITTAL DEADLINE: **Wednesday, January 18, 2019, 4 p.m. local time**

INQUIRIES

1.	Question	Can firm submit the information requested in Section O (L) “Financial Background Information”, items 1 & 2, in a separate envelope with the Cost Proposal, since it contains sensitive information about the their privately held company? (balance sheet, income statements, ownership structure). Firm can submit bank & trade references are also requested in this section, in the actual Proposal submittal.
	Answer	Yes, you may include in the separate envelope.
2.	Question	Is the Affidavit firm must submit for Section N (K) the same affidavit as the one they say firm is to submit in Section P (M) “Additional Submittal Requirements”, listed as item (IV) Affidavit? Does Department want the same affidavit submitted in both sections, or is there another affidavit firm needs to submit?
	Answer	Yes, the affidavit is the same. You may submit it with the Additional Submittal Requirements.
3.	Question	Can firm submit a flash drive instead of a CD-ROM as the electronic PDF copy of the Proposal?
	Answer	Yes, a flash drive may be submitted instead of a CD-ROM.
4.	Question	Is this a firm-fixed price offering? Or is number submitted budgetary only?

	Answer	The total price submitted by D/B team shall be considered the Guaranteed Maximum Price (GMP) for the complete work and includes the design service fee.
5.	Question	Will firm be compensated for the 30% Design Development documents submitted?
	Answer	The 30% design completion is part of design deliverables to be submitted by the selected Design/Build team during the design stages of the project for review approval by the Department.
6.	Question	Does CLE have a specific work scope? Clearances? Max occupancy for waiting areas? Widths of walkways? Ventilation requirements? How many busses, taxis, etc., are expected to occupy the space at peak hours? Lane width requirements? Spaces to be conditioned during winter and summer? Number of bus, ride share and taxi spaces? Dimensions of spaces?
	Answer	Refer to Attachment "A" as part of this Addendum, and refer to the Airport Master Plan Document.
7.	Question	Overall budget for the project?
	Answer	The budget amount cannot be published at this time.
8.	Question	Should fees be presented in terms of design milestones? 30% DD, 100%DD, 100% CD? CA fee and CM's percentage fees, mark-ups, lump sum GC rates for construction phase, on 100% CD GMP?
	Answer	Fees shall be broken in line items by trade.
9.	Question	It is nearly impossible to determine firm's subcontractors without a defined scope and schedule of the work. Should firm submit subcontractors for reference only? It is not in CLE's best interest to select subcontractors based on conceptual documents.
	Answer	The selection will be made based on qualifications of selected team using defined qualification criteria, concept provided and respective best project cost. Additional design criteria have been added, in this Addendum, via attachment "A" and the Airport Master Plan Document.
10.	Question	Are there any IT requirements/expectations such as charging stations/hubs/etc.?
	Answer	Refer to Attachment "A", as part of this Addendum, for Design Criteria.
11.	Question	What information/detail will be provided regarding the RTA Tunnel and risk associated with working above and around it?
	Answer	Refer to Attachment "A", as part of this Addendum, and Refer to the Airport Master Plan Document. Also, refer to Question #30.
12.	Question	It was mentioned at the pre-proposal meeting that bidders should include design concept drawings with their proposal. In Section 7 "Proposal Content" of the RFP, there is no mention of design concept drawings. Please confirm if this is a requirement of proposal/bid submission. If it is a requirement, please further detail what is required and advise what section of the proposal these drawings should be included.

	Answer	The concept submittal has been clarified to be required as part of the qualifications submittal. Refer to additional design requirements under Attachment “A”, within this addendum, and to the Airport Master Plan Document.
13.	Question	It was stated at the pre-proposal conference that digital/email submissions are acceptable and that it is not necessary to submit paper copies. Please confirm. It was also stated that the Airport can accept file sizes up to 22mb. Please confirm. It may be difficult to keep digital file sizes below 22 mb as there are a lot of elements required as part of this proposal (especially if design concept drawings are required). Please consider providing a secure link to a digital file repository where bidders can upload the proposal.
	Answer	Yes, a digital submittal is acceptable. It may be sent to smuia@clevelandairport.com. Additional information will be provided in Addendum 4, to be published on December 21, 2018.
14.	Question	The RFP requires submission of MBE, CSB and FBE subcontractors as part of the proposal. Because there is no design, and very little scope, provided it is very difficult to obtain hard numbers and commitments from subcontractors. The RFP states that the subcontractors listed in your submission must be used on the project. This puts bidders in a very difficult position to obtain pricing and then be required to use subcontractors for those amounts when it is impossible to determine final pricing with said subcontractors. Please consider requiring bidders to state participation percentages that they intend to meet without listing specific subcontractors or dollar amounts.
	Answer	OEO will not consider percentages only dollar amounts. In addition, proposers should document their best good faith effort to utilize the certified firms on the project or document their good faith effort as to why actual certified firms, dollar amounts and types of work cannot be determined at this time.
15.	Question	At the pre-proposal meeting there was a sheet provided titled “Monthly activity of all CLE Ground Transportation Providers”. Please provide all other data that is available regarding the traffic for existing and future use of the Ground Transportation Center. Please also provide the anticipated growth (or decline) for all types of traffic that will be using the Ground Transportation Center. This is very important for the bid to determine the sizes of facilities that will be provided in this project.
	Answer	Refer to requested data included in this addendum and the master plan referencing future forecasted data. More stringent data is to be used for this design.
16.	Question	Please provide any AutoCAD files of the project work site that are available. Including, but not limited to, surveys, structures, grading, utilities, etc.
	Answer	Refer to Question #30.
17.	Question	Would the Airport prefer one lane or two lanes entering and exiting the new facility? If two lanes are desired, the entrance and exits will need to be re-designed and the project work limits will need to be extended. It would be fair for all bidders to know this so similar scopes/designs are used to provide pricing.
	Answer	Refer to Attachment “A”, as part of this Addendum, and Refer to the Airport Master Plan Document.
18.	Question	Does the Airport have any parameters for what is required in terms of maintenance of traffic or other specific needs for the temporary ground

		transportation center area? Does there need to be a guard house with a guard? Striping and/or signage requirements? Will Airport personnel maintain the area or will Contractor personnel be in complete control of this maintenance of traffic? This could be a significant undertaking and cost to this project and the Airport has not provided any parameters.
	Answer	The temporary GTC will need to be equipped with one booth at the entrance, revenue control system for taxi operation (ticket taker) and a prox card reader system for Limos and Shuttles. The Airport will assume responsibility for day-to-day operations and personnel. From an operational perspective, the Airport wants the temporary lot set up in a similar fashion as the existing lot.
19.	Question	Are there any soil borings available that were completed for this project? Or are there any available that were completed for a nearby project? Please provide any available soil boring data. If nothing is available, please provide standard information to be used for bidding purposes by all proposers.
	Answer	No subsurface information is available. Refer to Question #30 and Refer to Attachment "A" as part of this Addendum.
20.	Question	If a proposer uses a lead design subcontractor that is a CSB, MBE or FEB, can the amount of their subcontract be used toward the construction portion goals for the project?
	Answer	The goals for the design and the construction of the project are separate. Design subcontractors will not be counted towards the construction goals.
21.	Question	When does the Airport anticipate awarding this project? And when does the Airport expect construction to begin? If the award is delayed or takes even a few months it limits the time for design, material procurement, and construction, as the required completion date is set in the bid documents as November 20, 2019. If it is anticipated to take a few months for award, then it is likely that proposers will need to build in a cost factor for expedited design and expedited construction.
	Answer	Contract award is anticipated in spring 2019 with project completion anticipated one year from NTP. No cost factor, for expedited design and/or expedited construction, is anticipated.
22.	Question	On page 2 of the RFP, it states "Fee proposal must be in a separate, sealed envelope", and then on page 10 there is a section titled "3.2 Financial Proposal". The section on page 10, along with Section L on page 24 describe a fee proposal, financial offer, and other retainers, rates, reimbursables that should be included. First, please confirm that the fee proposal and financial offer and everything else described in these sections are all the same thing. Second, please clarify what should be included in this portion of the proposal. Should it be one lump sum bid price? Should it be a unit price schedule developed by the proposers? Should it just be different rates that will be used, and the awarded contractor will complete the project on a time and material basis? Please clarify.
	Answer	The Fee Proposal and the Financial Offer are the same. Please put this information in a separate sealed envelope (or electronic file). As for the price format, please refer to Questions #4 and #8.
23.	Question	In general, the RFP provides very little in terms of scope and what is required/desired by the Airport for this project. It would be very helpful if the Airport provided additional scope and details for this RFP. Because the RFP contains very little scope, a significant amount of work is required, by proposers, to develop a scope, and preliminary design ideas, to then in-turn develop bid pricing. The Airport has not allowed sufficient bid time for this process. If the

		RFP contained more detailed information, less time would be needed, but proposers are basically starting from scratch and are being told that the fee proposal will be a non-negotiable fixed number. Furthermore, a major holiday (when people generally take vacation time) is taking place the week before the proposal is due, which further limits the bid process. Please consider extending the bid date at least 1-2 weeks so proposers can have a little more time to try and develop a responsible and complete proposal/bid.
	Answer	Refer to Attachment “A” as part of this Addendum. The proposal submittal deadline has been extended from Dec.5, 2018 to Jan. 18 2019.
24.	Question	Can the Department provide the size specification of the design vehicles (i.e. typical shuttle and typical limo)?
	Answer	Shuttles range in size from 18 ft. to 26 ft. Limos range in size from 18 ft. to 24 ft. 95% of what the Department calls “limo service” is actually done by luxury size vehicles, i.e. Cadillac’s, Chrysler 300 or large SUV’s like the Chevy Tahoe.
25.	Question	Are there any design criteria or performance parameters for this project?
	Answer	Refer to Attachment “A” as part of this Addendum.
26.	Question	Please define weather protection.
	Answer	Refer to Attachment “A” as part of this Addendum.
27.	Question	Are there any early visualization?
	Answer	Refer to Attachment “A” as part of this Addendum.
28.	Question	At what stage are “design options” desired?
	Answer	Your bid will contain the design options as highlighted in Attachment “A” as part of this Addendum.
29.	Question	Is a snow melt system desired?
	Answer	Refer to Attachment “A” as part of this Addendum.
30.	Question	Are any CAD files and/or legible existing drawings of the survey available? Will the Department consider a 30 day proposal due date upon receipt of these drawings?
	Answer	Existing survey file was published in RFP as exhibit “E”. A new proposal deadline is January 18, 2019 published in addendum #2.
31.	Question	What type, of heating components, is anticipated?
	Answer	Designs from your bid will be considered however, Refer to Attachment “A” as part of this Addendum for criteria.

32.	Question	Which permits are required?
	Answer	Refer to Attachment “A” as part of this Addendum.
33.	Question	Please define the deliverables.
	Answer	Design deliverables will be required at 30%, 60% and 90% stages of the project. The end project deliverable is per the GTC project scope and Attachment “A” as part of this Addendum.
34.	Question	What is the volume of customers?
	Answer	Refer to Attachment “A” as part of this Addendum and Refer to the Airport Master Plan Document.
35.	Question	What are the various fleet sizes of the commercial vehicles, shuttles, etc.?
	Answer	See attachment titled “Monthly Activity of all CLE Ground Transportation Providers”, Question # 24, and the Airport Master Plan Document.
36.	Question	Are traffic counts available and has a traffic growth rate projection been considered?
	Answer	See attachment titled “Monthly Activity of all CLE Ground Transportation Providers” and the Airport Master Plan Document.
37.	Question	What are the anticipated hours of operation?
	Answer	24 hours a day, 7 days a week. Refer to Attachment “A” as part of this Addendum and Refer to the Airport Master Plan Document.
38.	Question	What is the construction budget?
	Answer	Refer to Question #7.
39.	Question	What sources of funds are available?
	Answer	2018 Bond Issuance.
40.	Question	What level of public involvement, or presentations, is anticipated?
	Answer	There will be approximately four public meetings where the GTC facilities will be presented by the successful design/build contractor.
41.	Question	Does the Airport intend to improve traffic operations beyond the footprint of the GTC through another project?
	Answer	Not as part of this project. Refer to Attachment “A” as part of this Addendum and Refer to the Airport Master Plan Document of future development.
42.	Question	What are the limits of roadway considerations related to this project?

	Answer	Project goal is to remove commercial traffic off the upper and lower roadway in front of the terminal and to improve the GTC. Refer to Attachment “A” as part of this Addendum and Refer to the Airport Master Plan Document for additional discussion on project area roadways.
43.	Question	Does the Authority have a count for each of the various vehicles described during the peak hour?
	Answer	See attachment titled “Monthly Activity of all CLE Ground Transportation Providers”.
44.	Question	Does the Authority have dimensional lengths of Hotel shuttle bus vehicles and limousines?
	Answer	See attachment titled “Monthly Activity of all CLE Ground Transportation Providers”, and Question #24.

Note: The Master Plan layout is not a requirement. Any layouts provided are for reference only, and the D/B shall submit a concept for review by the Department.