



March 15, 2023

Dear Prospective Firm:

The City of Cleveland, (“City”), owner and operator of Cleveland Hopkins International Airport, through its Director of the Department of Port Control (“Director”), invites written Statement of Qualifications (SOQ”) from qualified firms, that have the requisite, demonstrable competence and experience in, and a thorough knowledge of professional environmental industrial services, for the Department of Port Control.

The Selected Consultant will, on an on-call basis, be expected to provide services and perform in the categories that follow. In addition to the identified services, the selected consultant will be required to provide regulatory reporting services including consultation and report generation as required by applicable law and regulatory agency (e.g. USEPA, Ohio EPA, DOT, etc.). Consultants shall demonstrate in their Statements their knowledge of reporting requirements and compliance strategies.

The Selected Consultant shall provide the necessary equipment, facilities, utilities, labor, supervision, management, administration, technical support and consumables, as needed, to facilitate the work without delay of normal airport operations and completion of the work in a timely fashion and shall comply with all necessary reporting timeframes throughout the duration of the contract period. These services include a mix of anticipated and unanticipated tasks.

A pre-proposal conference will be held, on **Wednesday, March 29, 2023 at 10:00 a.m. local time, via WebEx Meeting. To call into the meeting call 1-415-655-0002 and the access code is 2631 212 6965.** Although attendance is not mandatory, firms are encouraged to attend. For reasons of security, those planning to attend the pre-proposal conference must register by 4:00 p.m. local time on **Monday, March 27, 2023** by e-mail to byohey@clevelandairport.com. At or before the conference, interested parties may submit or ask questions pertaining to this Request for Proposal and the services desired. Please e-mail questions to the above listed e-mail address.

If your firm is interested in this proposal, please submit seven (7) complete Proposals, consisting of one (1) unbound original, five (5) identical bound copies and one (1) CD-ROM or USB memory stick containing the Proposal, and all attachments, in Portable Document Format (PDF), to the City no later than **4:00 p.m. local time on Friday, April 28, 2023**. No proposals shall be accepted after that time unless such date or time is extended pursuant to a written addendum issued by the City.

Sealed Proposals may be mailed to the address below and must be identified on the outside of the envelope(s) as: **Statement of Qualifications: Professional Environmental Industrial Services:**

Cleveland Airport System
Department of Port Control
Administrative Offices
5300 Riverside Drive
P. O. Box 81009
Cleveland, Ohio 44181-0009
Attn: Barbara Yohey

Firms may also elect to submit their Proposal electronically. Please send the electronic Proposal submission to airportprocurement@clevelandairport.com. All electronic submissions must be received no later than 4:00 p.m. local time on Monday, January 6, 2023.

The Director reserves the right to reject all Proposals or portions of any or all Proposals, to waive irregularities and technicalities, to re-advertise or to provide the service otherwise in the best interest of the City. The Director may, at his sole discretion, modify or amend any and all of the provisions of this notice or the Request for Proposal.

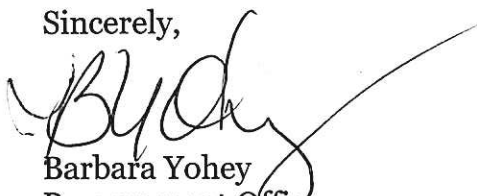
The Request for Proposal documentation is available on the City Website at:
<http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/Finance/RFP>

or at the Department of Port Control website at:
<http://www.clevelandairport.com/about-us/business-cle/bids-rfqs>

All future documentation including addenda, response to questions, schedule changes and additional requirements for this Proposal will be posted on the above sites as no additional mailings will be made for this Proposal.

Should you have any questions regarding this solicitation, please contact me.

Sincerely,



Barbara Yohey
Procurement Officer
Cleveland Airport System
Department of Port Control