

Date: November 17, 2022
To: Prospective Firms
From: City of Cleveland, Department of Port Control
Subject: Addendum No. 1 to Request for Proposal – General Engineering 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 – General Engineering Services, dated November 7, 2022.

This addendum serves as the response to all inquiries received during the pre-qualification WebEx meeting on November 16, 2022.

STATEMENT SUBMITTAL DEADLINE: Tuesday, December 20, 2022, 4 p.m.

INQUIRIES

1.	Question	If this GES contract is awarded to a prime and their sub-consultants, will the prime or their subconsultants be precluded from being awarded any future work with the airport due to task assignments on this GES contract (i.e. potential conflict of interest)?
	Answer	Based on 5100-14E §2.3.2, “An unfair competitive advantage may exist when one firm has access to source selection information that competing firms do not have similar access to,” but the on-call services do not rise to the level of FAA reimbursable expenses outline in §1.4.1 Aviation Planning Services and are not source selection information. Furthermore, §2.3.2.2 addresses the situation and solution to the question: “There are situations where an unfair competitive advantage can be mitigated or neutralized. For example, the consultant who performs master plan services for a Sponsor or assists a Sponsor with preparation of their Capital Improvement Program would have an apparent unfair competitive advantage when competing for follow-on engineering design services. A Sponsor can mitigate this unfair advantage through full and open disclosure of the source selection information to all competing firms. The restrictions of 2.3.2.1 however, cannot be mitigated or [SIC] neutralize(d).” So, if the GES firm did do some work while performing on-call services that did lead to source selection information, we can mitigate or neutralize any apparent unfair advantage through full and open disclosure.
2.	Question	Will formal responses to verbal questions heard during the call be issued with this sign in sheet or held for the addendum?
	Answer	Questions asked during the call, and then followed up with an e-mail, after the call, are included in this addendum.

3.	Question	Is there an expectation that the successful consultant (consultant team) will be assisting with the preparation of RFQs for other future projects at the airport under this contract? If so, would that preclude the Prime or the Subconsultants from submitting on those specific projects?
	Answer	At this time, CLE does not anticipate the selected firm preparing RFP/RFQ/RFI documents. If they do, then the answer, to question Number 1 above, will likely apply.
4.	Question	Will primes or subconsultants be precluded from award of future procurements if awarded this contract and/or if there is an existing active contract with the airport?
	Answer	This award should not preclude participation in competing for other future contracts. See answers to questions 1, 3 and 4.
5.	Question	Please clarify the maximum file size for an electronic submittal.
	Answer	Maximum file size is 25MB. But confirmation of receipt of electronic proposal should still be done by proposer.
6.	Question	Please confirm that resumes do not count against the 40-page limit despite being listed under the "Key Staff" scoring criterion.
	Answer	Resumes, of Key Staff, will not count against the 40-page limit.
7.	Question	For SBE/DBE is the affidavit form the only form needed for the proposal submission from subcontractors?
	Answer	Yes
8.	Question	Can we send only an electronic copy and no printed?
	Answer	Yes, firms can either submit electronically or submit the hard copies (to include 5 bound copies, 1 unbound copy and an electronic copy of a stick)
9.	Question	Do resumes, cover letter and executive summary count toward the 40 page max?
	Answer	These items do not apply to the 40-page limit.
10.	Question	Can we use 11x17 and does portrait/landscape matter?
	Answer	Firms can use 11x17 and page orientation does not matter.