



**Date:** November 8, 2018  
**To:** Prospective Firms  
**From:** City of Cleveland, Department of Port Control  
**Subject:** Addendum No. 1 to Request for Proposal – CLE 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. 1 to the Request for Proposal – CLE Ground Transportation Center Upgrades Project, dated October 24, 2018.

This addendum serves as the response to all inquiries received, by prospective firms, at the pre-proposal meeting held on November 7, 2018. The addendum also includes the sign-in sheet from the pre-proposal meeting and the power point presentation.

**STATEMENT SUBMITTAL DEADLINE:** **Wednesday, December 5, 2018**

**INQUIRIES**

1.	<b>Question</b>	Do firms need to complete, and submit, the OEO schedules for both the design and the construction piece, with their Proposal?
	<b>Answer</b>	<b>Yes, the schedules need to be complete for both the design and construction portion and must include dollar amounts. OEO understands that the firm may not know exactly who they will use; however, they should have a good idea of who they will use. Adjustments can be made as the project progresses. Prime proposers need to meet the projects goals or show a Good Faith Effort.</b>
2.	<b>Question</b>	Does the Department have size limit to files received via e-mail?
	<b>Answer</b>	<b>Yes, 20 Megabytes</b>



**WBS #: C-310**

**Pre-Proposal Conference**

**Ground Transportation Center Improvements**

Robert Kennedy  
Director

216/265-6022 (phone)

216/265-6096 (fax)

[rkennedy@clevelandairport.com](mailto:rkennedy@clevelandairport.com)

# *Project Manager*



**Fred Luzano**

**Phone: (216) 898-5166**

**Fax: (216) 265-4682**

**[wluzano@clevelandairport.com](mailto:wluzano@clevelandairport.com)**

# Pre-Qualifications Meeting Agenda

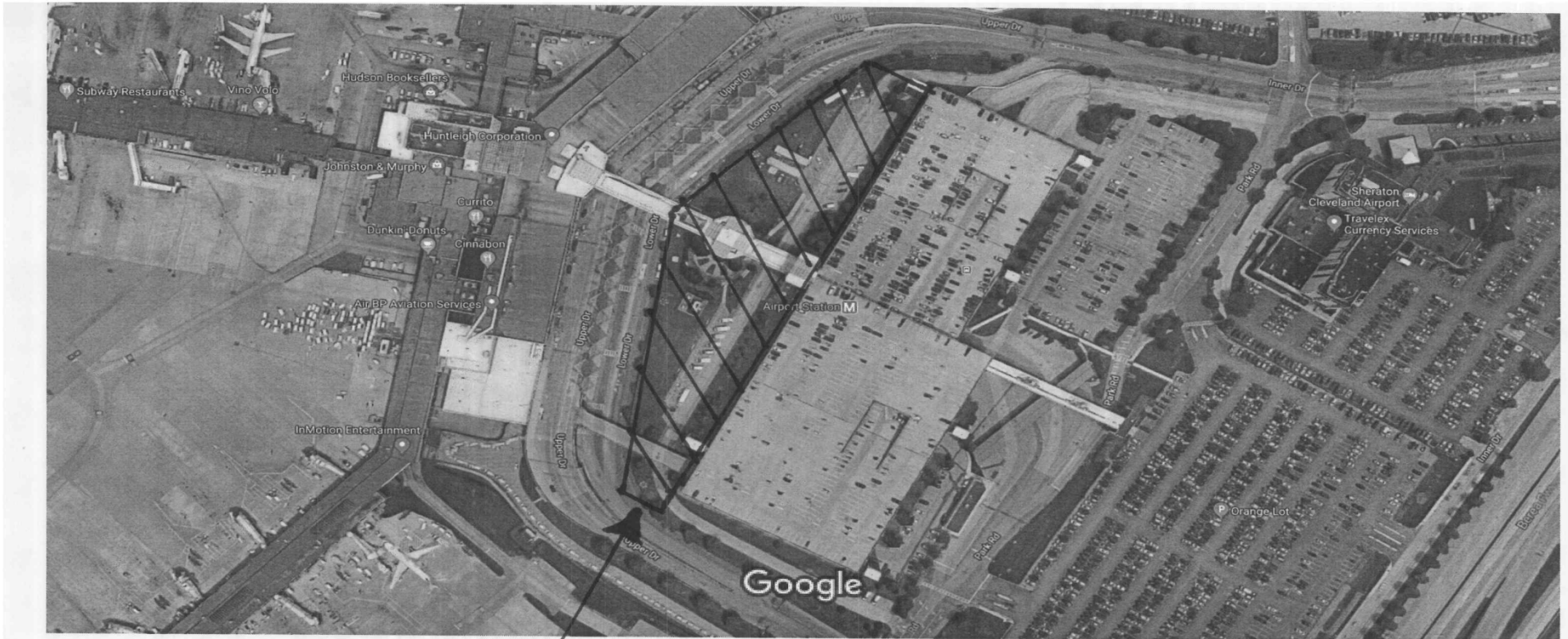


- Introduction..... Dennis Avery
- Project General Scope..... Fred Luzano
- Environmental ..... Beau Williams
- Safety ..... Dennis Avery
- Security ..... Howard Philips
- Operations ..... Robert Fischietto
- Prevailing Wages ..... Rosita Turner
- OEO Requirements..... Jennifer Wiman
- Contract Information ..... Sharri Muia

**Questions and Answers**  
**Please send all future questions to:**  
**Sharri Muia**  
**Department of Port Control**  
**[smuia@clevelandairport.com](mailto:smuia@clevelandairport.com)**



# Project Site



Imagery ©2018 Google, Map data ©2018 Google 100 ft

**PROJECT SITE**

## *Scope of Services*



- **Design and Construction of a new aesthetically pleasing canopy system over GTC.**
- **Maximize customer use area.**
- **Provide seating and customer queuing areas.**
- **Provide heated enclosed paths from existing building to customer pick up areas.**
- **Provide required lighting, signage, landscaping, sound systems, heating elements, etc. for best customer service.**
- **Provide new pavement, sidewalk and required drainage systems.**
- **Demolish existing items, including walkway canopies and sidewalk system.**

## *Items of Consideration*

### Design Consideration:

- Traffic consideration.
- Effective signage, including way-finding signage.
- Pick-up and drop-off operation that takes into account the safety of public and consumer impact.
- Weather Protection.

### Items of Concern:

- RTA Tunnel.
- Permanent structures (Tunnel opening and Electrical/HVAC equipment).
- Underground Structures (Pump Houses).
- Underground Utilities.



# Milestones

- Proposal Submittal that includes qualifications, Design Concept, and Cost Proposal.
- Selection and Project Award.
- Design Schedule Submittal.
- 30% Design Presentation to City Council, and DPC Approval.
- Proposed Construction Schedule.
- 60% Design Submittal and Construction Progress Update.
- 90% Design Submittal and Construction Progress Update.
- 100% Design Submittal and Updated Construction Schedule.
- Construction Completion.

# Environmental

## Construction Storm Water Permit

- Greater than one acre disturbed will require storm water permit
- Must have recommendation of approval from CSWCD before construction commences

## CLE Storm Water Master Plan

- PCBMP likely placed within work area
- Plant selection for USDA, FAA, City of Cleveland Redevelopment

## Project Storm Water Pollution Prevention Plan

- Inlet protection in plan must be what is used during construction.
- Documentation: training, inspections, corrective actions, etc.
- Site controls: concrete Washout, construction entrances, street sweeping, etc.
- CSWCD and DPC inspections

## Safety Programs Manager (Contact Project Manager for Safety Concerns)

- Zero Injury Philosophy
- OSHA/FAA/DPC Requirements
- Competent Persons (As Defined By OSHA)

# *Security and Operations Requirements*



**Robert Fischietto**

CHIA Operations Manager

(216) 265-6090

**Howard Phillips**

Security Manager

(216) 265-3302

## OEO Chapter 187



**Jennifer Wiman**  
**OEO Contract Compliance Officer**  
**Phone (216) 664-2667 Fax (216) 664-3870**  
**[JWiman1@city.cleveland.oh.us](mailto:JWiman1@city.cleveland.oh.us)**

### **Subcontractor Utilization Goals**

Design: 10% Cleveland Small Business (CSB)

**Construction: 30%: 8% CSB; 15%MBE; 7%FBE**

Contractors will be required to report payments to subcontractors into the B2Gnow Compliance Monitoring Systems throughout the duration of the project. Subcontractors will be required to confirm those payments in the compliance system.


Please visit the Office of Equal Opportunity website for a registry of all certified Cleveland Small Businesses

➤ [www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity](http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity)

# OEO: Schedule 1 Form



**City of Cleveland - Office of Equal Opportunity**  
**SCHEDULE 1: PROJECT CONTACT INFORMATION FORM**



Project Name:	
Bidder/Proposer Name:	


**Part I: Bidder Information**

Contractor's Full Legal Name:	
Contractor's Address:	Federal Tax ID Number (EIN):
City:	State and Zip:
Contractor's Principal Officer Name:	Phone Number:
Contractor's Main Email Address:	
Contractor's Authorized OEO Representative Name:	Phone Number:
Authorized OEO Representative Email Address:	
Are you Certified with the Office of Equal Opportunity? Check all that apply:	<input type="checkbox"/> CSB <input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> SUBE <input type="checkbox"/> LPE <input type="checkbox"/> SFP

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Bidder/Proposer Representative:  
Title: \_\_\_\_\_

# OEO: Schedule 2 Form





**City of Cleveland - Office of Equal Opportunity**  
**SCHEDULE 2: SCHEDULE OF SUBCONTRACTOR PARTICIPATION**

Project Name:			
Bidder/Proposer Name:			

List ALL PROSPECTIVE SUBCONTRACTORS (Certified and non-certified) that will be participating on this contract. The Bidder or Proposer is responsible for verifying that each CSB, MBE and FBE Subcontractor listed is certified to perform the particular type of work they are expected to perform for the contract.

Subcontractor:	Part 1: SPEC ITEM #	Part 2: TYPE OF WORK OR MATERIALS/SUPPLIES	Part 3: SUBCONTRACT AMOUNT
Address:			\$
City, State, Zip:			\$
OEO Compliance Contact:			\$
Contact Email Address:			\$
Contact Phone:			\$
Company Type: CSB <input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> Other <input type="checkbox"/>			\$
Non-Certified <input type="checkbox"/>			\$
Federal Tax ID#/EIN:		TOTAL	\$


Subcontractor:	Part 1: SPEC ITEM #	Part 2: TYPE OF WORK OR MATERIALS/SUPPLIES	Part 3: SUBCONTRACT AMOUNT
Address:			\$
City, State, Zip:			\$
OEO Compliance Contact:			\$
Contact Email Address:			\$
Contact Phone:			\$
Company Type: CSB <input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> Other <input type="checkbox"/>			\$
Non-Certified <input type="checkbox"/>			\$
Federal Tax ID#/EIN:		TOTAL	\$

The prime contractor may not substitute subcontractors between the submission of bids and award of the contract. After the contract is awarded, the prime contractor may not substitute or shift subcontractors without written approval of the Director of OEO. When there are CSB, MBE and/or FBE goals established in the bid specifications, subcontractor substitutions must preserve the original bid participation percentage, unless the Director waives the requirement. The undersigned agrees that if awarded a contract, it will enter into a written agreement with each subcontractor listed above. If the total contract amount increases, the contractor shall use its best efforts to preserve the original CSB, MBE and/or FBE participation percentages for that increased amount.

Authorized Representative:			
Signature:		Date:	

# OEO: Schedule 3 Form





**City of Cleveland - Office of Equal Opportunity**  
**SCHEDULE 3: STATEMENT OF INTENT TO PERFORM AS A SUBCONTRACTOR**

Subcontractor Name:		
Bidder/Proposer Name:		
Project Name:		

Subcontractor is a:  CSB  MBE  FBE

Have you (subcontractor) been notified by the Office of Equal Opportunity that you have met the annual subcontracting participation maximum for this calendar year?  Yes  No

The undersigned prospective subcontractor intends to perform work or furnish supplies/materials in connection with the contract as a (check all that apply):

Individual  
 Corporation organized and existing under the laws of the State of \_\_\_\_\_  
 Proprietorship,  
 Partnership, or  
 Joint Venture consisting of \_\_\_\_\_

The CSB, MBE or FBE status of the undersigned contractor is confirmed in the Office of Equal Opportunity's registry of certified CSBs, MBEs and FBEs. The contractor is prepared to perform the following work items or parts thereof for the above contract.

Part 1: SPEC ITEM #s	Part 2: TYPE OF WORK OR SUPPLIES/MATERIALS	Part 3: TOTAL SUBCONTRACT AMOUNT IN DOLLARS
		\$

**RE-SUBCONTRACTING**

The undersigned prospective subcontractor will re-subcontract work on this contract:

Yes (If Yes, fill out a "Blank" Schedule 2 and indicate the subcontractors being used as 2<sup>nd</sup> Tier subcontractors.)  
 No


The undersigned prospective subcontractor will enter into a written agreement with the Bidder or Proposer for the above work items after the award, but prior to the execution of the contract with the City of Cleveland.

Authorized Subcontractor Representative:		
Signature:		Date:



# OEO: Schedule 4 Form





**City of Cleveland - Office of Equal Opportunity  
SCHEDULE 4: CSB/MBE/FBE SUBCONTRACTOR  
UNAVAILABILITY/IMPRACTICALITY CERTIFICATION**

Project Name:	
Bidder/Proposer Name:	

Note: Prime contractors are expected to use good faith efforts in utilizing CSBs, MBEs and FBEs as subcontractors whenever there are CSB, MBE and/or FBE participation goals established in the bid specifications. There may be instances, however, where Prime Contractors will not be able to achieve the prescribed CSB, MBE and/or FBE participation goals for a particular contract. This Schedule 4 allows Prime Contractors to demonstrate their good faith efforts in finding and soliciting CSBs, MBEs and FBEs to work on the contract. If the subcontracting goals for this contract are not met, failure to complete this schedule fully and completely may impact the evaluation of this bid or proposal.

**Section A:**

Please check one of the following:

1. Prime Contractor has submitted Schedules 1 and 2 indicating CSB/MBE/FBE Subcontractor participation MEETING OR EXCEEDING the goals set forth in the bid documents.

2. Prime contractor has submitted Schedules 1 and 2 indicating CSB/MBE/FBE Subcontractor participation that DOES NOT MEET the goals set forth in the bid documents.

If Box 1 is checked, no further documentation is necessary. Where Box 2 is checked, the Prime Contractor must provide a detailed explanation in Section B.

**Section B:**

If you checked Box 2 on Section A, you must check one of the following:

The Prime Contractor did not meet the CSB, MBE and/or FBE subcontractor participation goals for this contract because:

1. The Prime Contractor has made an honest, purposeful attempt to solicit CSB, MBE and/or FBE subcontractor participation, but was unable to find subcontractors to perform the work for the reasons noted below. Please use the unavailability letter codes found on the following page.

CONTACTED CONTRACTOR	PROPOSED WORK/SUPPLIES	REASON FOR UNAVAILABILITY	DATE OF CONTACT	DATE RESPONSE RECEIVED
1.				
2.				
3.				
4.				

2. The Prime Contractor made an honest, purposeful attempt to solicit CSB, MBE and/or FBE subcontractor participation, but due to the nature of the work, service, or product contracted, additional subcontracting with CSBs, MBEs or FBEs is either impossible or impractical. The Prime Contractor has provided a detailed explanation of the nature of the work and the reasons that additional subcontracting is not possible on a separate attached page.

Authorized Representative:			
Signature:		Date:	

## Fannie M. Lewis Resident Employment Law Requirements

- 20% of the total Ohio worker hours to be performed by Cleveland Residents
- 4% of the 20% to be performed by Cleveland Low Income Residents

Contractor and its subcontractors will be required to report certified payrolls into the LCPtracker system for Fannie Lewis requirements as well as prevailing wage

Contact Information:

**Rosita Turner**

*Contract Compliance Officer/Prevailing Wage Coordinator*

*(O)216-265-6606*

*E-mail: [rturner@clevelandairport.com](mailto:rturner@clevelandairport.com)*

## PROVISION OF OHIO PREVAILING WAGE

Codified in Ohio Revised  
Code (ORC) 4115

## Who is covered under ORC 4115.05?

- **Laborers, workers, mechanics**
- **Helpers,**
- **Assistants**
- **Apprentices**
  - approved by the Ohio Apprenticeship State Council
  - registered in a apprenticeship program
  - **Certifications are submitted to the Airport's PW Coordinator**

## CERTIFIED PAYROLL REGISTERS (CPRs)

1. **Online**      **LCPtrackers**  
**(Training at OEO)**

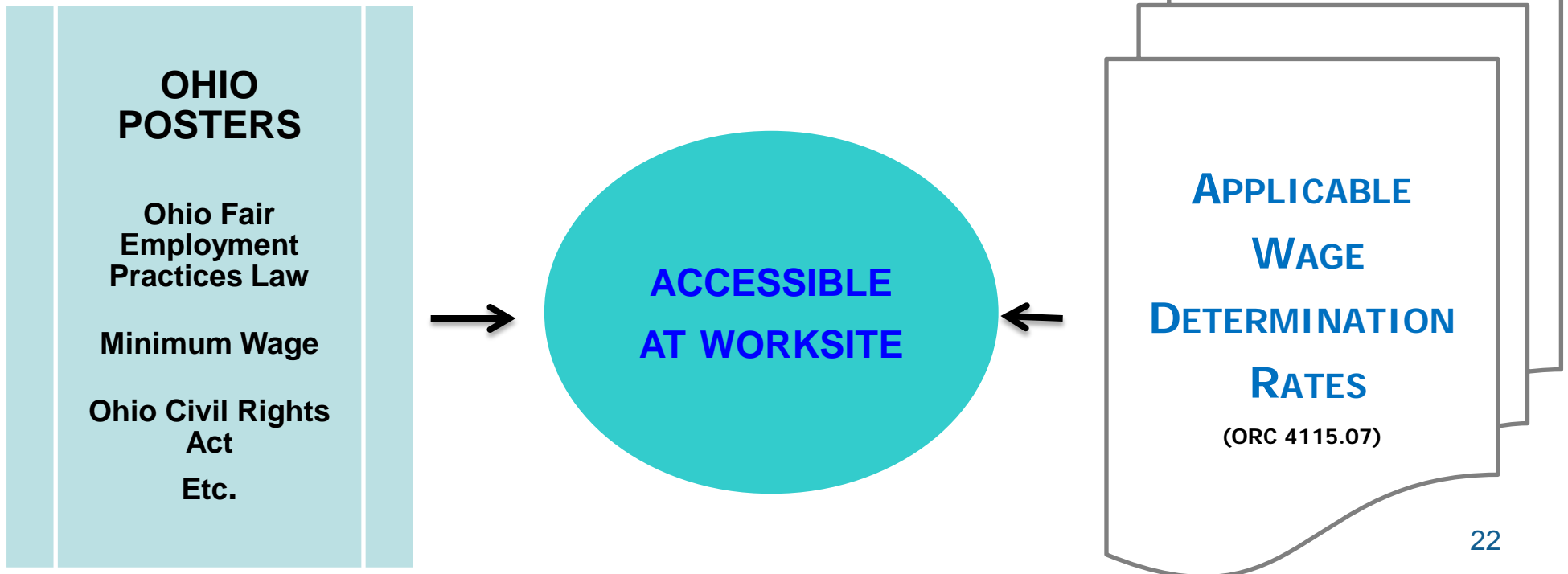
2. **CPR Submissions:**

**Initial:**                      **2 weeks after project had started**

**Thereafter:**    **Weekly** if within 4 months  
**Once/month** if exceeds 4 months


## ➤ Project on-site interview

- ✓ Union/Non-Union Employees must have: Drivers license/State ID/Union ID



## RETAINAGE RELEASE REQUIREMENTS:

### **FINAL AFFIDAVIT** For Final Retainage Payment:



**Department of Commerce**  
Division of Industrial Compliance & Labor  
An Equal Opportunity Employer and Service Provider

Bureau of Labor and Market Safety  
6681 Leaning Rock, P.O. Box 4039  
Cincinnati, OH 45240-4039  
Phone 513-486-2181 Fax 513-529-9428  
TDD 513-486-2181  
[www.commerce.gov](http://www.commerce.gov)

John R. Kasich, Governor  
David Goodman, Director

**FINAL AFFIDAVIT OF COMPLIANCE  
PREVAILING WAGES**

I, \_\_\_\_\_ (Name of person signing affidavit) \_\_\_\_\_ (Title) do hereby certify  
that the wages paid to all employees of: \_\_\_\_\_ (Company name)  
for all hours worked on project: \_\_\_\_\_ (Project name)  
During the period from \_\_\_\_\_ (Project Start) \_\_\_\_\_ (Project End) are in compliance with  
Prevailing Wage requirements of Chapter 4115 of the Ohio Revised Code. I further certify that  
no rebates or deductions have been or will be made, directly or indirectly, from any wages paid  
in connection with this project, other than those provided by law.

\_\_\_\_\_  
(Signature of Officer or Agent) (Print Name of Officer or Agent)

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

The above affidavit must be executed and sworn to by the officer or agent of the contractor or subcontractor who supervises the payment of employees. This affidavit must be submitted to the owner (public authority) before the retainage is released or final payment due under the terms of the contract is made.

LAW51303



# *Qualifications Selection Criteria*



- Qualifications/Experience – 15 points
- Project Approach – 30 points
- Management Approach – 25 points
- Key Staff – 20 points
- Work Product Sample -10 points
- CSB/MBE/FBE Participation (Pass/Fail)

# Scoring Procedure



- Qualifications – 50% of Total Score
- Fee Proposal – 50% of Total Score

# *Schedule*



**A. ADDENDUM 1: Friday, November 19, 2018**

**B. SUBMITTALS Wednesday, December 5, 2018**

# Qualifications Submittal



**DIRECT ALL QUESTIONS TO: Sharri Muia**  
**VIA E-MAIL TO: [smuia@clevelandairport.com](mailto:smuia@clevelandairport.com)**

## STATEMENT OF QUALIFICATION SUBMITTAL:

- A. PLEASE PROVIDE 7 COPIES (1 UNBOUND)**
  
- B. SUBMITTALS DUE DATE:**  
**Wednesday, December 5, 2018 at 4:00 PM EST**
  
- C. SUBMITTAL LOCATION**  
**Cleveland Hopkins International Airport**  
Department of Port Control  
Administrative Offices  
5300 Riverside Drive  
P. O. Box 81009  
Cleveland, Ohio 44181-0009  
**Attention: Sharri Muia**

# Questions and Answers



**Please send all future questions to:  
Department of Port Control  
Attn: Sharri Muia  
via email: [smuia@clevelandairport.com](mailto:smuia@clevelandairport.com)**

**Deadline for all question submittals is  
Wednesday, November 14, 2018 by 5:00 PM EST**

All questions will be answered via an Addendum which will be posted online Friday, November 19, 2018.”

**Ground Transportation Center Improvement Project**  
**Pre-Proposal Meeting - Sign In Sheet**  
**Wednesday, November 7, 2018**

Name	Company	Phone	Email
FRED LUZANO	DPC - P & E	(216) 898-5166	wluzano@clevelandairport.com
Nicole M. Bryan	MBI	330 730 4971	nicole.bryan@mbakerit.com
SAM SUHAIL	SUHAIL & SUHAIL	440-339-4491	ESUHAIL@SUHAILGROUP.COM
SHAWN ZBASNIK	CLEVELAND CONSTRUCTION	440-255-8000	SZBASNIK@CLEVELANDCONSTRUCTION.COM
GARY CHAMURA	SPE-SECURITY	216-265-3343	GCHAMURA@CLEVELANDAIRPORT.COM
CHUCK IGNATZ	GRAELIC	216 335 9910	CIGNATZ@GRAELIC.COM
AM ANANDA	Belinke LANDSCAPE ARCH	216 589 9100	anandier@belinke.com
BONNIE TEEUWEN	OSBORN ENG	216 861 2020 #407	BTEUWEN@OSBORN-ENG.COM
RLN RAY NEZSON	KOKOSTING.	2 614-679-8358	RLN@KOKOSTING.BIZ.
Jayoh Watters	DPC - M&SD	(214) 265-3301	jwatters@clevelandairport.com
Nick Rimpf	Ozanne Construction		nrimpf@ozanne.com
MARK YEAGER	KS ASSOCIATES	216-314-8900	YEAGERM@KSASSOCIATES.COM

UB  
 JWB

AM  
 BT  
 RLN

**Ground Transportation Center Improvement Project**  
**Pre-Proposal Meeting - Sign In Sheet**  
**Wednesday, November 7, 2018**

Name	Company	Phone	Email
TG ✓ Todd Schwig	Kokosing	740-225-0993	tase.kokosing.biz
Michelle Dymia	DPC	265-6164	mdymia@clevelandairport.com
LARRY LACURE	OZANNE	216-676-2976	LLACURE@OZANNE.COM
RICHARD WALLACE	GRT ASSOCIATE	440-572-0555	GTASSOC04@AOL.COM
JEFF CAMPBELL	CLEVELAND CONSTRUCTION	813-447-1299	jcampbell@clevelandconstruction.com
DF Daniel Fauskey	ACM Const. Mgmt	216-857-5550	dfauskey@acmconstructionmanagement.com
JUN Jennifer Jemascas Wirtz	WSP	216-781-7888	J.JEMASCASWIRTZ@WSP.COM
DENNIS AVERY	DPC	216-265-6781	DAVERY21@CLEVELANDAIRPORT.COM
Alexandra Luckwitz	VAN AAKEN AKINS ARCHITECTS	CSB ALICE	acyr@vaakins.com
MIKE LENGEL	HOHL IND	440 591 2439	mlengel@hohlind.com
Elie Zogheib	DPC	(216)265-6614	ezogheib@clevelandairport.com
Beau Williams	DPC	216.265.6009	bwilliams@ " "









