DATE: May 15, 2019

TO: Prospective Firms

FIRMS: City of Cleveland, Department of Port Control

SUBJECT: Addendum No. 2 to Request for Qualifications – Asset Management

---

Please be advised that the City of Cleveland, through its Director of the Department of Port Control ("Department"), hereby publishes Addendum No. 2 to the Request for Qualifications – Asset Management, dated April 12, 2019.

This addendum serves to answer questions, extend the due date from Friday, May 17, 2019 to Tuesday, May 16, 2019 and to change the e-mail address for all submittals from **smuia@city.cleveland.oh.us**, to BYohey@clevelandairport.com, to this permanent e-mail for all questions.

STATEMENT SUBMITTAL DEADLINE: Tuesday, May 21, 2019

1. What section would you like us to address the Work Product Samples in?

   - The end of the document is acceptable.

2. What are the expectations of the Work Product Samples? (i.e. what details are you looking for)

   - Representation of previous work performed that indicates successful experience in coordinating BIM, GIS and CMMS in aviation environments.

3. Are the Work Product Samples included in the 30-page count?

   - Yes, be succinct in your work product samples.

4. Do resumes count towards the 30-page count?

   - The entire statement is all-inclusive and to be under 30 pages.

5. Is an Ohio state licensed PE/RLA required for this project?

- There may be tasks that involve aspects of surveying, architecture, engineering or other professional services and as such, the proper credentialed professionals should be available to the team.

6. Out of the 16 items (A-P) listed under the STATEMENT CONTENT portion of the RFQ, are there any sections NOT included in the 30-page count?

- No, 30 pages is all-inclusive.

7. Given that this is an electronic submittal, are tabs still required?

- Yes, all tabs are still required, but not counted towards the 30-page count.

8. An Affidavit is requested in both Section M and Section O. Can we provide it in just one of those sections or do we have to insert it in both?

- It is the same Affidavit, you only need to submit one.

9. We wish to review the current Asset Management Implementation Plan (former Enterprise Information Modeling (EIM) Plan). Can that be placed on the addenda website? Or, could a link to the document(s)/site be provided?

- The EIM Implementation plan, is now outdated and this RFQ supersedes the previous document. This project will establish the direction of the entire AM program.

10. LOD 200 and 400 was mentioned several times in the pre-qualification meeting. Do these specifications currently exist with Cleveland Airport? Our understanding is that they are desired at this point, and that part of our work will be to create them. Is that correct?

- Yes, this contract is to develop the BIM standards, amongst others. Those two LOD's were applied to a current project that is laser scanning and modeling the terminal and concourses. A basic specification was needed to begin that project in lieu of having more robust specifications that this project will develop.

11. Are there any other relevant existing standards available that we will need to assimilate with that can be placed on the website, or a link provided for them?

- Specific to the Department of Port Control, no. We expect this team to meet industry standards and requirements for all regulatory agencies having jurisdiction over the Airport System.

12. The airport mentioned that they have a master plan. I am unable to locate it. The only information I could find is that it is being developed under an RFQ published in January 2019. Our expectation is to work closely with them to develop the proper standards so that we are aligned. Will this be possible?

- The Master Plan RFQ is currently in the selection process. We cannot divulge any information pertaining to that project. It is our expectation that the AM project coordinate and absorb the data generated by the Master Plan project (and others) into our AM systems. The MP project was given the direction to follow the pertinent FAA Advisory Circulars relating to surveying, AGIS, eALP, etc…

13. Infrastructure – Dino mentioned at the pre-qualification meeting that a cloud solution is already in place. Is this a fact? If there is a cloud solution, what is it? And if so, can we access the standards for it?

- The DPC has BIM 360 tools, which are cloud based and will require SOP's that facilitate their use in that environment. Coordination will occur to back up the cloud-based data in a satisfactory manner to protect our intellectual property.

14. Who is the Airport's GIS Director/Coordinator? Can we reach out to her / him to better understand the current plan and future vision?

- Dino Lustri will be the Coordinator for this project. However, until the RFQ is awarded all communications must go through Barb Yohey at BYohey@clevelandairport.com.

15. Are there existing:
    - GIS Standards? No
    - GIS Master Plan? No
    - Are the above the same as the City's? If so can we access the City's GIS Standards? BIM Standards? CAD Standards? No. This project's specific purpose is to organize the DPC data, standardize the DPC environment and develop specifications for the DPC to maintain dynamic models while meeting the regulatory requirements of the bodies controlling aviation. When tasks are assigned, discussions of these requirements will be had to ascertain the direction to follow.

16. On page 10 of the RFQ, it states that compensation for general services shall be based on hourly billing rates for the category of the individuals assigned to each task. It also states that billing rates shall remain unchanged throughout the life of this contract (1 year with 3 option years). However, on page 12, it states that the contract is to be awarded under this RFQ shall be a fixed-price contract subject to a contract ceiling dollar amount. Is this contradictory? Which will be used?

- There will be a budget limit for each year. Tasks will be issued with the consultant submitting hourly rate break-downs. Subsequent years will have budgets developed through the annual budget cycles.

17. Is there a font size limit?

- Your statement is a representation of your team and your team's ability to succinctly communicate pertinent facts. If the statement is unreadable, or if it is difficult to follow or comprehend, then your scores will reflect that.

18. Can we use a landscape orientation for the org chart?

- Yes.

19. Can we increase that page to 11 x 17?
- Yes.

20. If so, does it still count as only 1 page for the 30-page limit?

- Yes.

21. Do we need a professional Land surveyor?

- See question 5. Tasks may be assigned that require aspects of what only a licensed surveyor can provide.

22. What is the current BIM system/ model of the city? Are they willing to provide an example or a model diagram?

- The DPC expects the successful team to utilize/design for systems already in place. This includes Autodesk for BIM, ESRI for GIS and Cityworks for CMMS. If there are add-on (not replacement) tools that prove their value in our environment, they will be considered. We expect the consultant to create these items when so tasked.

23. What is the current GIS model of the city? Is the airport willing to provide an example or model diagram?

- There is no current GIS model for the Airport. This will be determined as part of the assigned tasks.

24. The primary goal, of the Department's AM Plan, is to provide organization, standardization and specifications for all data received and processed through the numerous projects performed annually. (page 5) Through this "Project" are the consultants responsible for developing, maintaining or enforcing the above statement?

   - Yes. We expect the consultants to establish the program and then to facilitate the DPC with tools, SOPs and workflows that aid in processing data and maintaining the program.

25. Since the conference last week, my team has some questions. The consultant anticipates collaboration with a team from the Cleveland Airport System from a training and implementation standpoint. Can estimates be provided about the number of participants from the Cleveland Airport System, as well as highlights concerning skill levels with Autodesk products, BIM, IT infrastructure, Esri, ArcGIS, and the teams' distribution in IT management, facilities management, and property management within the larger function of airport administration?

   - These efforts will be on a task by task basis. There are varying levels of experience that will be assessed at the time of the task. The successful team should be prepared to aid the AM team with deploying the solutions. The team will also aid the DPC in determining what permanent employee positions are needed to maintain this program.

26. Can the Cleveland Airport System provide a breakdown of land area usage and indoor square footages?

   - Facility/campus details will be provided to the successful team after contracts are in place.