

Date: June 9, 2023
To: Prospective Proposers
From: City of Cleveland, Department of Port Control
Subject: Addendum No. 1 to Request for Qualifications – Executive Airport Development Program 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 – Executive Airport Development Program Services, dated May 18, 2023.

This addendum serves as to provide the following update to the Professional Liability Insurance limit in the RFQ:

Section 3.3 Insurance (C) Professional Liability Insurance (including errors and omissions) shall have limits of not less than **\$5 Million Dollars** per each occurrence and subject to a deductible each occurrence of not more than Fifty Thousand Dollars per occurrence and in the aggregate and if not written on an occurrence basis, shall be maintained for a period of not less than two years following the completion of the services provided under the contract. The policy shall include valuable papers coverage with limits of not less than One Hundred Thousand Dollars.

This addendum also serves as to provide the response to all inquiries received prior to the question deadline date of June 6, 2023.

PROPOSAL SUBMITTAL DEADLINE: Friday, June 23, 2023 4 p.m. local time

INQUIRIES

1.	Question	In Section 2.1 – General Scope: The RFQ states “The EADP will also develop the set of services, systems and staffing necessary to successfully manage and execute the ADP projects”. a. Will the selected EADP be responsible to execute the ADP projects and provide all necessary staffing? If not, what is the City’s plan to procure those services?
	Answer	The EADP consultant will only provide staffing for EADP consulting services and not the entire ADP. As part of their scope, the EADP consultant will advise on staffing levels for both internal and external parties involved in the program.
2.	Question	Section 2.2 A – Airport Executive Program Manager: The RFQ states the selected EADP will “develop RFQ/RFP for procurement of the program management teams”. a. Please clarify if the Department plans to have one, two or more PM/CM program management teams to provide services, besides the EADP. b. What are the intended roles and responsibilities of those other PM/CM

		Service provider versus the roles and responsibilities of the EADP?
	Answer	<p>At this time, the Department intends to bring on one program management team. However, the Department reserves the right to bring on more than one team if it is determined to be in the best interest of the Department. The Department will also consult with the EADP consultant on this topic when developing the program management documents.</p> <p>The roles and responsibilities of the EADP are those listed in the RFQ and the intended roles and responsibilities of the program management team are as follows: day-to-day project and construction management services, quality assurance services, independent cost estimating services, project scope and document development, start-up and commissioning services, provide and implement a construction management and document management system, and ORAT services. The roles and responsibilities of the program management team will also be discussed with the EADP consultant during document preparation and are subject to change.</p>
3.	Question	<p>Section 2.2 B – Program/Project Planning & Management: The RFQ asks the selected EADP to prepare multiple “Plans” (Project Controls Plan, Quality Management Plan, Safety Management Plan, Document Control Plan, Program Management Plan, etc.).</p> <p>a. How will these plans apply to the program management teams procured at a later date?</p>
	Answer	The plans will guide all parties involved in the ADP, including the program management team(s).
4.	Question	<p>Section 3.1 – General Terms and Conditions: The RFQ states “The contract to be awarded under this RFQ shall be a fixed-price contract subject to a contract ceiling dollar amount. Said amount includes all fees to be charged for the services plus all related costs and expenses of the successful Consultant in performing such services”.</p> <p>a. Please clarify if the fixed-price contract will include only the services for the one-year term of the proposed contract.</p> <p>b. How will scope, pricing and payment be established for the four (4) two-year options for extension of the contract?</p> <p>c. Please clarify the scope and deliverables that will apply to the first year term, under the fixed-price contract.</p>
	Answer	The fixed price contract amount will be the ceiling for each year of the contract. When the fixed price contract amount is established, that is the amount of funding and contract allowance that will be available for each year of the contract, including the option years. It is anticipated that the amount will vary by year as the ADP will have different needs at different times and therefore a ceiling (up-to amount) is being established to be flexible with the needs of the ADP. The Department is looking to the EADP consultant to advise the appropriate scope and deliverables for the first year term of the contract.
5.	Question	<p>Section 4.1 – Project Schedule and Deliverables: The RFQ calls for multiple correspondence documentation to be turned over to the Department.</p> <p>a. Please clarify if the Department has a document management/control system in place that the EADP will be expected to use.</p>

		b. If the answer is no, is the selected EADP expected to include the cost of a system within the fixed price? Or will the Department acquire a system at a later date?
	Answer	The Department does not have a construction management / document management control system. The EADP is not expected to provide a system. Providing and implementing a construction management / document management control system will be in the scope of the future program management team.
6.	Question	Section 6.1.1 – Minimum Qualifications: The RFQ states “provide evidence that it (proposing Consultant) has a minimum of five (5) continuous years of experience, in the last seven (7) years, providing EADP services”. a. Will “full service” (executive and regular staff) Program Management contracts for major Aviation Programs qualify for this requirement?
	Answer	Yes
7.	Question	Section 6.1.3 – Minimum Qualifications: The RFQ calls for the proposing Consultant to “possess all applicable licenses, certificates, permits or other authorizations required by all governmental authorities....”. a. Please specify the applicable licenses, certificates and permits that are required.
	Answer	The Department does not have an exhaustive list of the various licenses, certificates, permits, etc. that would be applicable. The only one that the Department is aware of at this time would be a registered architect in the State of Ohio for the services described in Section 2.2D. Other licenses, certificates, permits, etc. may be applicable, but the Department is not aware of others at this time.
8.	Question	Section 10 – Evaluation of Statements: The RFQ states that “up to 25 points” of the evaluation criteria is associated with Key Staff. a. What are the expected or suggested Key Staff that the Department is looking for the first year? Please provide staff positions and required qualifications.
	Answer	The Department does not have a specific list of expected or suggested key staff. The Department is looking for bidders to propose key staff that would be appropriate for the initial planning and implementation stages of a major airport development program. The key staff may change as the airport development program progresses.
9.	Question	Can you please outline any and all preclusions for this contract and future project management and design, including small business and sub-consultants?
	Answer	The firm and subconsultants that are selected for this procurement will not be eligible to participate in future contracts associated with PAL 2 projects of the airport development program. The Department seeks a clear delineation between the consultant/subconsultants working under this contract and future contracts that are awarded as part of this program.
10.	Question	What are the exclusions for subcontractors (CSBs or non-CSBs) on the Executive Airport Development Program Services contract in relation to any future contracts?
	Answer	The firm and subconsultants that are selected for this procurement will not be eligible to participate in future contracts associated with PAL 2 projects of the airport development program. The Department seeks a clear delineation between the

		consultant/subconsultants working under this contract and future contracts that are awarded as part of this program.
11.	Question	With the answer to teaming exclusion not being anticipated until the addendum is posted on June 9 th , and considering that the impact of this response may impact teaming arrangements, will any consideration be given to extending the deadline?
	Answer	No
12.	Question	Please confirm what required Mayor's Office of Equal Opportunity forms are required to be incorporated into the proposed package due on June 23, 2023.
	Answer	A statement from the firm showing that they intend to utilize Cleveland Small Businesses on the contract will suffice. The firms who are shortlisted will be required to complete Notice to Bidders Schedules 1-4 to determine a good faith effort on the participation of Cleveland Small Businesses (10% of the total contract).
13.	Question	At the pre-bid meeting, a statement was made that any firm that works on the EADP Services contract cannot perform any other work related to the program. We understand the intent and purpose of the prohibition. However, can 2 nd tier subconsultants or 2 nd tier CSB subconsultants that leave the EADP Services team later provide services to the design or construction service teams for projects within the program?
	Answer	The firm and subconsultants that are selected for this procurement will not be eligible to participate in future contracts associated with PAL 2 projects of the airport development program. The Department seeks a clear delineation between the consultant/subconsultants working under this contract and future contracts that are awarded as part of this program.
14.	Question	The General Liability \$5M insurance limits seem high for the nature of the work being performed, particularly for CSB subconsultants. Will the City consider \$2M limits for this contract?
	Answer	General Liability will remain at \$5M.
15.	Question	During the pre-bid meeting, it was mentioned that the Executive airport Development Program was the first step toward the airport expansion with the next step occurring early next year (2024) for the program management team. What is the anticipated timeline for construction management services solicitation for PAL2? Will the Terminal Building and Airport Landside included in PAL2 be procured as a single solicitation or be broken out (i.e. Terminal Building, Concourse A, New Concourse B, etc.)?
	Answer	Construction management will be part of the program management team's scope. The work associated with PAL 2 will be procured thru multiple solicitations/contracts and will not be a single solicitation.
16.	Question	What is the intended project delivery method for the construction opportunity of PAL2?
	Answer	The project delivery method(s) has not been finalized at this time. Part of the scope of the EADP consultant will be to advise on project delivery methods.