

**K-900-15 Green Roof Design Services
Pre-Qualifications Meeting Notes and Addendum 1
November 3, 2015, 10:00 AM,
CLE FSS Building, CASU Conference Room**

Attachments:

1. Pre-qualification presentation
2. Attendance record
3. Ohio EPA Grant FY2012 Section 319 (h) Nonpoint Source Award Application (cost removed)

Questions:

1. **Q:** Are insurance requirements in the RFQ required for the design? Are the General Liability and auto insurance requirement actually \$10M each? Or will this minimize for design and/or escorted access?

A: DPC will confirm the amounts; if you are not driving company vehicles airside the \$10M insurance will be less likely to be required (e.g. being escorted by DPC employees). Ed McDonald will be assessing the work and an update will be included in the addendum. Subsequent to award but prior to NTP the certificate of insurance, HASP, SDS, etc. will need to be submitted. A HASP will need to be tailored to the work and the amount of DPC oversight/escort. For example, if your company will work autonomously you may need a HASP for a design and respective insurance amount however if DPC will be escorting you may not need a HASP for design but will for construction.

Comprehensive General Liability Insurance. The comprehensive general liability insurance policy ("CGL") shall (1) be occurrence type; (2) name City as an additional insured; (3) have limits of not less than a combined single limit of Five Million Dollars (\$5,000,000.00), covering the successful Consultant and the City as their interest may appear, for any one incident; and (4) be primary with respect to Contractor's general liability, notwithstanding any other insurance covering City. If Contractor shall use motor vehicles on the aircraft ramps, taxiways or runways of the Airport and such vehicles are not escorted by escorts authorized and approved by the City, the limit of the CGL insurance required to be maintained by the Contractor shall be increased to a limit of not less than Ten Million Dollars (\$10,000,000.00), covering the successful Consultant and the City as their interest may appear, for each occurrence.

Business Automobile Liability Insurance. The business automobile liability insurance policy shall cover each automobile, truck or other vehicle used in the performance of the services in an amount not less than a combined single limit of Five Million Dollars (\$5,000,000.00), covering the successful Consultant and the City as their interest may appear, for any one incident for bodily injury (including death at any time occurring) and property damage per occurrence for any work and/or access to the landside area of the Airport and a combined single limit of Ten Million Dollars (\$10,000,000.00), covering the successful Consultant and the City as their interest may appear, for any one incident for bodily injury (including death at any time occurring) and property damage per occurrence for any work and/or access to the airside area of the Airport.

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- 2. Q:** Would you confirm insurance requirements for the subcontractors too?
A: Yes; Subcontractors would list the prime as additionally insured on their Certificate of Insurance (COI), the same as we will require the prime to list the City of Cleveland as additionally insured on theirs.
- 3. Q:** EBED forms need to be completed; send questions to Lou Rice.
A: No contract values are available so just use percentages. The percentage written in the Pre-Qualification presentation was in correct. The correct percentage: DBE Goal: 15%; SBE Goal: 5%
- 4. Q:** Is the grant federal or state funded?
A: State.
- 5. Q:** Job is subject to prevailing wage?
A: Not for the design; yes for the construction.
- 6. Q:** For the water monitoring, is DPC envisioning a side by side assessment? Are storm water quality and quantity both to be monitored from the green roof?
A: DPC was envisioning pre- and post-monitoring for quality and quantity.
- 7. Q:** Nitrogen and phosphorous reductions are mentioned in the RFQ; can you elaborate more?
A: They were part of the grant application to Ohio EPA and DPC envisioned using them as part of a performance standard assessment (see application attached).
- 8. Q:** Are drawings and as-builds available?
A: DPC staff is still searching. If something becomes available it will be added in Addendum 2. The roofs are on old parts of the airport and record drawings may not reflect current conditions; the information on the drawings would need to be confirmed by the designer.
- 9. Q:** What if the buildings aren't rated for current standards such as snow loads and a new roof is required?
A: DPC is looking to the design company to assist in making that determination.
- 10. Q:** Does this design include replacement of the existing membranes?
A: DPC believes the membranes were replaced within the last five years and was envisioning building on top of them however DPC is looking to the design team to make that assessment.
- 11. Q:** Has DPC considered a leak test of the existing membranes and if not it may want to before putting a green roof on?
A: DPC is looking to the designers to assist with this type of assessment of the roofs.

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12. Q: Has DPC assessed whether the current roofing system can have a green roof be built upon it?

A: This will be part of the designer's scope.

13. Q: What type of roof is currently in place? When answering would you include information whether a core could be done through the roof and if it will affect a warranty of the roof?

A: The successful consultant will be able to perform a core if needed to verify the type of roof.

14. Q: How much is grant amount?

A: Cannot give that information.

15. Q: Grant for design and construction?

A: Yes.

16. Q: Can design-build be an option?

A: No, DPC would have needed to start the City approval process earlier.

17. Q: What about a maintenance period?

A: DPC is anticipating three years after construction and views it being part of the construction contract.

18. Q: What is the timeframe of the grant completion?

A: Preferably before the Republican National Convention (RNC) in mid-July 2016.

19. Q: Are there limited hours of work at the airport?

A: It is generally determined by impacts to airport operations but probably not for the design based on the locations of the roofs. If the contractor needs DPC escorts then it would be based on escort availability and overtime limitations.

20. Q to attendees: How many companies here have not worked on an airport? If you haven't worked on an airport, please familiarize yourself with FAA circulars or consider teaming with companies that are experienced with working at an airport. Things that are permissible other places may cause a violation here however your airport experience should not prevent you from submitting an SOQ.



K900-15

Professional Green Roof Design Services

**Pre-Qualification Meeting
November 3, 2015**

Fred Szabo, Interim Director
Department of Port Control

PRE-QUAL MEETING AGENDA



Introduction.....	Kim McGreal
Project General Scope.....	Kim McGreal
Safety	Edward McDonald, III
Security	Paul Fisk
Operations	Robert Fischietto
DBE Requirements	Rosita Turner
Contract Information.....	Lou Rice
Questions and Answers	

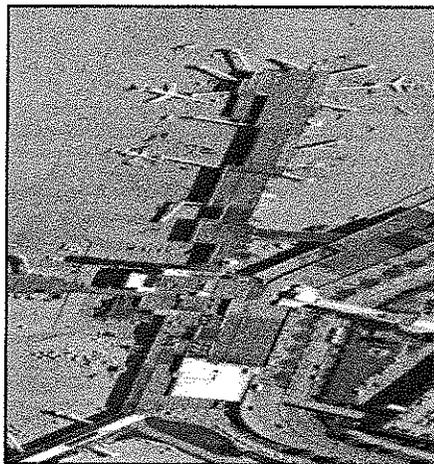
Please send all future questions to:

Lou Rice

lrice@clevelandairport.com

ORDINANCE No. 642-15

General Project Location



Cleveland Airport System has been awarded an Ohio Environmental Protection Agency FFY 2014 Section 319(h) Nonpoint Source grant

The Department is proposing a combined total of 8,000 sf. of green roof space on two (2) roofs which will capture 72,000 gallons of water per year.

The two green roofs will be visible from the terminal as well as by the air traveling public taking off or landing.

SCOPE OF SERVICES



Site Assessment and Confirmation of Roof Structural Analysis

- Confirming maximum load of the roof to determine depth of growing medium

Green Roof Project Design

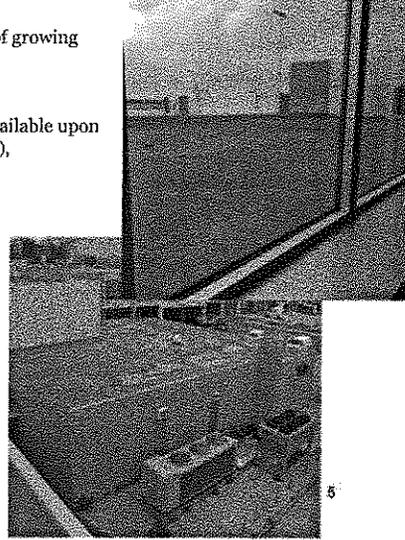
- Choosing plants (required sedums; USDA suggestion list available upon request), growing medium (requested Haydite *BioBlends™*), waterproofing layer, drainage, and location
- Key Performance Indicators of the roof can be monitored and measured with in-line flow meters, including the amount of rain captured and the difference in contaminants from the airport green roof runoff versus traditional runoff.

Grants Management & Fiscal Services

- Ensure Project is staying within budget

Construction Project Management

- Construction management during installation of green roof for duration of construction process



SAFETY



Edward K. McDonald III

Deputy Chief of Administration & Performance Management
(216) 265-4901

- Total Access Safety Management System
- OSHA/FAA/DPC/Requirements
- Site Specific Health and Safety Plan
- Insurance requirements

SECURITY REQUIREMENTS



Paul Fisk, Airport Security Manager
(216) 265-3328

- The Firm must assume the cost of each Cleveland Hopkins Airport issued access media. The cost is \$65 non-refundable for the following :
 - Fingerprint based Criminal History Records Check (CHRC)
 - Security Threat Assessment (STA)
 - Training on Airport specific Security badge responsibilities
 - Payment to "Treasurer, City of Cleveland". Checks, Credit Cards or if authorized by finance it may be invoiced monthly
 - Expect 1-3 weeks to complete the process
- All vehicles operating outside of the VSR will require an escort. Vehicles operating in the VSR will require an escort if the operator does not have a SIDA badge and driving privileges. Vehicles must be properly marked and lighted. All vehicle movement must comply with the rules and regulations of the FAA and the Airport.
- Ramp hang tags to allow vehicle access may be attained provided all qualifications for insurance are met.
 - Current registration
 - Proper signage (2 ft x 2ft company logo)
 - 10 million dollar policy
- The Firm can who are not need for the entirety of the project or if it is for specialty services. Escort procedures apply. ID applications are available from Security.
- No credentials will be issued until a Notice to Proceed is issued. Please allow 5-7 days for processing after Fingerprint results are received.

OPERATIONS REQUIREMENTS



Bob Fischietto
CLE Airport Operations Manager
(216) 265-6161

CLE Operations
(216) 265-6090

- Emergency Phone contacts of personnel will be delivered to Airport Operations for contacts regarding project site and its activities
- Activity on the airport must comply with the requirements of FAA rules and regulations. Reference the construction Advisory Circular "Operational Safety on Airports During Construction," 150/5370-2, current version (E). This file may be downloaded from the FAA's website at <http://www.faa.gov>
- Incursions (unauthorized access into an area intended for the movement of aircraft) will not be dealt with lightly, especially a runway incursion. Any incident will most likely result in the removal of the subject individual, and possibly the supervisor, from the airfield permanently
- Site maintenance should be performed on a regular basis to include the sweeping of debris and collection of trash. This is for FOD / dust / wildlife control purposes



**Emerging Business Enterprise Development (EBED)
Team**



Contact Information:

Herlinda Bradley, Manager

(O) 216-265-6791

E-mail: hbradley@clevelandairport.com

Rosita Turner, Contract Compliance Officer/Prevailing Wage

(O) 216-265-6606

E-mail: rturner@clevelandairport.com

Roman Orinoco, Contract Compliance Monitor/Auditor

(O) 216-265-6197

E-mail: rorinoco@clevelandairport.com

Jermaine Brooks, Certification/Outreach Officer

(O) 216-265-3389

E-mail: jbrooks@clevelandairport.com



EBED Requirements



Points of Discussions:

- **Goals:**
 - **Established DBE/ACDBE Goal**
 - **SBE Goal**
- **EBED Forms Grouped into two:**
 - Attachments A (5 Enclosures)
 - Attachments B (10 Enclosures)
- **Project Compliance**
- **Prevailing Wage**
- **Fraud and Sanctions**



EBED Requirements



Established Project Specific DBE Goal 15 %

- ✓ based on willingness, readiness and availability
- ✓ under 49 CFR Parts 23 and 26
- ✓ Certified DBE/ACDBE website: <http://www.dot.state.oh.us/dbe/Pages/WCP.aspx>

Effective March 2013:

Small Business Enterprise (SBE) Project Goal: WAIVED %

- ✓ A DBE can be an SBE but cannot function as both
- ✓ Certified by: Cleveland GEO – CSB only, NOERSD, County's SBA, Northern Ohio Supplier Diversity Council, US SBA 8(a)



EBED Requirements



1. Certified DBEs/ACDBEs:

- a. **B3** (*DBE/ACDBE Participation Plan*)
- b. **B2** (*DBE/ACDBE Affidavit*)
- c. **B4A** (*Letter of Intent to Perform as Subcontractor/Sub-consultant*)

2. Non Certified DBEs/ACDBEs and SBEs:

- a. **B6** (*Non DBE/ACDBE and SBE Participation Plan*)
- b. **B4B** (*Letter of Intent to Perform as Subcontractor/Sub-consultant*)

3. Tier Subcontractors

- a. **B8** (*2nd Tier/3rd Tier Subcontractor/Sub-consultant*)

4. Emergency Utilization of Subcontractors

- a. **B9** (*Emergency Addition-Conditional Approval of Subcontractor/Sub-consultant*)



EBED Requirements



ENCLOSURE B-3 CERTIFIED DISADVANTAGED BUSINESS ENTERPRISE/AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (DBE/ACDBE) PARTICIPATION PLAN

Name of Prime Contractor _____
 Name of Project _____
 Project/Contract No. _____ Total Bid/Proposal Amount _____

****All firms must provide FEDERAL TAX ID NUMBER** and must complete and sign a B-4A form****

Name of CERTIFIED DBE/ACDBE	Federal Tax ID (9999-999999)	Address	Contact Person	Scope of Work	Percent Participation	Dollar Value of Work
1.						
2.						
3.						
4.						
5.						
6.						
7.						
Total DBE/ACDBE Dollars (%)						

The undersigned will enter into formal agreement with the certified DBE/ACDBEs listed above for work in this schedule conditioned upon the award of a contract by the Cleveland Airport System.

Signature of Prime Contractor, Representative _____ Phone Number _____ Date _____



EBED Requirements



Enclosure B2 (DBE/ACDBE AFFIDAVIT)

Enclosure B4-A (Intent to Perform...)

**ENCLOSURE B-2
DBE/ACDBE AFFIDAVIT**

I hereby declare and affirm that I am a disadvantaged business enterprise as defined by the Airport Concessions Disadvantaged Business Enterprise (ACDBE) regulations...

MUST BE NOTARIZED

Notary Public _____
 State of _____
 City and County of _____
 My Commission Expires _____

**ENCLOSURE B-4-A
LETTER OF INTENT TO PERFORM**

I hereby declare and affirm that I am a disadvantaged business enterprise as defined by the Airport Concessions Disadvantaged Business Enterprise (ACDBE) regulations...

Signature of DBE/ACDBE Representative _____
 Title _____
 Date _____



EBED Requirements



Good Faith Effort

All solicitation documentations must be included with proposals upon submissions

[49CFR Part 26-Appendix A49 CFR 26.53(a)(2)]

**ENCLOSURE B-4
GOOD FAITH EFFORTS GUIDELINES**

Reference to the word a contractor is always to mean in the absence of an authorized ACDBE, contract holder and a good faith effort endeavor, not to be construed by the award. All contractors must provide a written statement of the good faith effort made when responding to solicitations for ACDBE participation. ALL GOOD FAITH EFFORTS REQUIREMENTS APPLY TO THE REQUEST FOR PROPOSALS (RFP) AND TO THE RFP NUMBER. The award is not allowed to be awarded to a contractor who has not made a good faith effort to participate in the ACDBE program. A good faith effort will be defined as the best effort of the contractor to participate in the ACDBE program.

1. Whether the contractor has made any pre-award or pre-bid meetings that were scheduled by the contractor in order to discuss the solicitation and subcontracting opportunities.
2. Whether the contractor submitted a written statement of the good faith effort made concerning the subcontracting opportunities.
3. Whether the contractor provided a written statement of the good faith effort made to the ACDBE, for the project or the contract that was awarded to the contractor to participate in the ACDBE program.
4. Whether the contractor followed a good faith effort to be a subcontractor to the ACDBE to ensure that the ACDBE is not awarded the contract.
5. Whether the contractor accepted a subcontract from the ACDBE in order to provide for the award of the contract, including when applicable, providing a written statement of the good faith effort made to the ACDBE to ensure that the ACDBE is not awarded the contract.
6. Whether the contractor provided a written statement of the good faith effort made to the ACDBE to ensure that the ACDBE is not awarded the contract.
7. Whether the contractor has made a good faith effort to ensure that the ACDBE is not awarded the contract.
8. Whether the contractor has made a good faith effort to ensure that the ACDBE is not awarded the contract.
9. Whether the contractor has made a good faith effort to ensure that the ACDBE is not awarded the contract.

NEEDS ATTACH ALL SOLICITATION DOCUMENTATION OF THE AWARD FROM WHICH THE CONTRACTOR IS REQUESTING TO PARTICIPATE IN THE ACDBE PROGRAM. ALL CONTRACTORS MUST PROVIDE A WRITTEN STATEMENT OF THE GOOD FAITH EFFORT MADE TO PARTICIPATE IN THE ACDBE PROGRAM.



EBED Requirements



**ENCLOSURE B-5
NON-CERTIFIED DISADVANTAGED BUSINESS ENTERPRISE / AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE SUB-CONTRACTOR/CONSULTANT (NON-CERTIFIED DBE/ACDBE) AND SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION PLAN**

Name of Prime Contractor _____
 Name of Project _____
 Project/Contract No. _____ Total Bid Amount _____

****All firms must provide FEDERAL TAX ID NUMBER AND COMPLETE FORM 990****

SBE YES NO	Name of NON-CERTIFIED DBE/ACDBE	Federal Tax ID (must include)	Address	Contact Person	Scope of Work	Percent Participate	Dollar Value of Work (Non-Certified DBE/ACDBE)	Dollar Value of Work (SBE)
	1.							
	2.							
	3.							
	4.							
	5.							
	6.							
Total NON-CERTIFIED DBE/ACDBE Dollars (%)								

The undersigned will enter into formal agreement with the subcontractors listed above for work in this schedule conditioned upon the award of a contract by the Cleveland International Airport.

Signature of Prime Contractor Representative _____ Phone Number _____ Date _____



EBED Requirements



Enclosure B-4B (Non DBEs & SBEs Participation Plan)

**ENCLOSURE B-4B
LETTER OF INTENT TO PERFORM AS A NON-CERTIFIED DBE/ACDBE AND SBE
SUBCONTRACTOR/SUBCONSULTANT**

This form is to be completed by Prime Contractors and Consultants and ALL NON-CERTIFIED DBE, ACDBE and SBE Subcontractors and Sub-consultants.

Project Name: _____
Location: _____

TO BE COMPLETED BY PRIME CONTRACTOR/SUBCONSULTANT

Prime Contractor/Consultant: _____
(Federal Tax ID Number - MUST PROVIDE)

I am the _____, and fully authorized representative of the above project
contracting as (circle one) individual, a Company, a Corporation, organized
and existing under the laws of the State of _____, or a Partnership, a Partnership, or Joint
Venture consisting of _____.

TO BE COMPLETED BY NON-CERTIFIED DBE/ACDBE/SBE SUBCONTRACTOR/SUBCONSULTANT

Sub-Contractor/Consultant: _____

I am the _____, and fully authorized representative of the above project
contracting as (circle one) individual, a Company, a Corporation, organized
and existing under the laws of the State of _____, or a Partnership, a Partnership, or Joint
Venture consisting of _____.

You have projected the following commitment date for work, and the undersigned a projecting
completion of work will be achieved (circle one) by the above date. Information to be provided for
DBE, ACDBE and SBE Subcontractors and Sub-consultants.

projects. If the contract has not been completed the form will be considered INCOMPLETE and will
be returned and processed later in a subsequent process.

Type of Work and Item	Work Hours Forecast	Projected Commitment Date	Estimated Contract Dollar
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

DEFINITION TO UTILIZE 2ND TIER SUBCONTRACTOR/SUBCONSULTANTS

I further request that _____ percent (____%) of the order value of my subcontracts will be
performed by 2ND tier _____ for subcontractors and/or suppliers, which are _____, not
owned by the Airport as an Airport Contract/Obsolescent Business Enterprise. (Please provide
2ND tier information on form B-5).

NOTE: All sub-contractors/sub-consultants with certified and non-certified sub-
contractors/sub-consultants must be provided to the Airport prior to issuance of the DBE/ACDBE notice
to proceed (NTT). Delay in receipt of this information can directly impact the project timeline.

TO BE COMPLETED BY NON-CERTIFIED SUBCONTRACTOR/SUBCONSULTANT
The undersigned sub-contractor/sub-consultant will enter into a formal agreement for the above work with
_____ where contractor/sub-consultant conditional upon the execution
of a contract with Airport.

Respectfully submitted, this
____ Day _____ 20____

(NON-CERTIFIED DBE/ACDBE/ SBE Firm Name)

(Address)

(Signature)

(Name Typed)

(Title)

(SEAL IF PROPRIETOR IS A CORPORATION)



EBED Requirements



ENCLOSURE B-5

2ND/3RD TIER SUBCONTRACTOR/SUBCONSULTANT FORM

THIS FORM IS TO PROVIDE A LISTING OF ALL 2ND/3RD TIER SUB-CONTRACTORS AND SUBCONSULTANTS PERFORMING ON THE PROJECT.
ALL SUBCONTRACTOR AGREEMENTS MUST BE PROVIDED PRIOR TO RECEIVING A DBE/ACDBE NTT (NOTICE TO PROCEED). DELAY IN
RECEIPT OF THIS INFORMATION CAN DIRECTLY IMPACT PROJECT SCHEDULE.

DEFINITIONS

2ND TIER SUB-CONTRACTORS/CONSULTANTS - CONTRACTORS THAT CONTRACT DIRECTLY WITH THE 1ST TIER CONTRACTORS/CONSULTANTS.

3RD TIER SUB-CONTRACTOR/CONSULTANTS - CONTRACTORS THAT CONTRACT DIRECTLY WITH THE 2ND TIER CONTRACTORS/CONSULTANTS.

Name of Prime Contractor		Name of Project		Total Bid Amount					
All firms must provide FEDERAL TAX ID NUMBER AND COPIES OF AGREEMENTS									
2 nd /3 rd Tier Sub-Contractor/Consultant Name	1 st Tier Sub-Contractor/Consultant or Agreement w/ 2 nd /3 rd Tier	Identify 2 nd Tier 3 rd Tier	CERTIFIED DBE/ACDBE (YES / NO)	Federal Tax ID (must provide)	Address	Contact Person	Scope of Work	Total Dollar Amount	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
TOTAL DOLLARS									



EBED Requirements



Enclosure B9

Emergency
AS IN WITHIN
24 HOURS

APPROVAL WILL BE GRANTED WITHIN 24 HOURS OF THE ORIGINAL REQUEST

PROJECT: _____
 CONTRACT ADDRESS: _____
 EST. NUMBER/EST. DATE: _____
 EST. COMPLETION DATE: _____
 SUBMITTER (S): _____
 TO THE DIRECTOR OF THE CLEVELAND AIRPORT & FETA, I REQUEST THAT YOU GRANT ME TO SUBMIT THE FOLLOWING WORK TO BE PERFORMED AND/OR MAINTENANCE TO BE PERFORMED (AND/OR MAINTENANCE) ON:

CONTRACT PERSON: _____
 ADDRESS AND PHONE NUMBER: _____
 BUSINESS ONLY FOR WORK ON SITE - PLEASE LIST COMPANY, SUB NAME:

TYPE 1, 2 OR 3	DATE DESCRIBED & CERTIFICATION DATE (YES/NO)	EST. START & COMPLETION DATE	PERCENTAGE (%)	TOTAL CONTRACT AMOUNT (\$)

BY SIGNING THIS FORM, THE CONTRACTOR LISTED BELOW HEREBY AGREES THAT ALL SUBCONTRACTORS LISTED ABOVE HAVE BEEN USED THROUGHOUT THE ENTIRETY OF A SITE WORK WILL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND SERVICES ON THE SITE. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND SERVICES ON THE SITE. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND SERVICES ON THE SITE. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND SERVICES ON THE SITE.

CONTRACTOR SIGNATURE: _____
 EST. NUMBER: _____
 APPROVED: _____
 REASON FOR DENIAL: _____



EBED Requirements



Additions and Substitutions of subcontractors

Effective November 1, 2011, the City enforced its policy and procedure for additions and substitutions of sub-contractors.

Note: The City assumes no obligation to pay, and **will not** pay a contractor for any work and or services performed by a sub-contractor on the contract prior to Board of Control approval of that subcontractor.

For more information: <http://www.city.cleveland.oh.us>



EBED Requirements



Project Compliance Requirements and Reviews

- ✓ **Monthly Payments Compliance Report**
 - ❖ Itemized payments to Prime and Subs

- ✓ **Project contract modifications**
 - ❖ Adding/reducing of sub-contractual agreements

- ✓ **Additions/Exclusions/Replacements/
Substitutions/Terminations of subcontractors**
 - ❖ 49 CFR Part 26.53
 - ❖ City of Cleveland

- ✓ **Prevailing Wages Certified Payrolls**



EBED Requirements



PREVAILING WAGE

- **Davis-Bacon and Related Acts:** 29 CFR Parts 1,3,5,6,and 7
- United States Code:** 40 3141-3144, 3146-3148

- **Applies to Federal construction contracts over \$2,000**

- **Construction includes:**
 - ✓ New construction
 - ✓ Re-construction
 - ✓ Alteration
 - ✓ Repair of public improvement over the established dollar threshold



EBED Requirements



WHO NEEDS TO BE PAID PREVAILING WAGES?

➤ **Laborers and Mechanics performing work on "site of work"**

Which Includes:

▪ **Classified Helpers**

▪ **Working foremen**

- 20% x time as labor/mechanic + exemption under *29CFR Part 541*

▪ **Truck drivers not under *de minimis* (29CFR § 5.2)**

Excluded in PWR:

Executive, Administrative, Non-working foremen, Professional employees

i.e. timekeepers, inspectors, architects, engineers



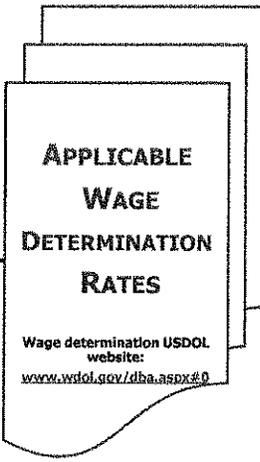
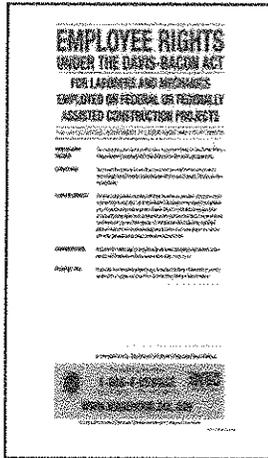
EBED Requirements



PREVAILING WAGE REQUIREMENTS

- **Pay Rates List** = submitted prior to start of project
- **Project on-site interview**
- ✓ Union/Non-Union Employees must have: Drivers license/State ID/Union ID
- **Certified Payrolls + Statement of Compliance**
 - ✓ Initial Submission – after 2 weeks of project inception
 - ✓ Thereafter: weekly **Through one year warranty period**

SUBMISSIONS ARE WEEKLY!



RETAINAGE AFFIDAVIT OF COMPLIANCE

1. For Partial Payment:

ENCLOSURE ONE

RETAINAGE AFFIDAVIT OF COMPLIANCE - PRELIMINARY

1. I, the undersigned, am the contractor or subcontractor who has been awarded the contract for the construction of the project described below.

2. I have read and understand the Davis-Bacon Act and the applicable wage determination.

3. I have paid or will pay the prevailing wage for the work performed or to be performed on this project.

4. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all workers on this project.

5. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all subcontractors on this project.

6. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all vendors on this project.

7. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all suppliers on this project.

8. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all other parties on this project.

9. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all other parties on this project.

10. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all other parties on this project.

2. For Final Payment:

ENCLOSURE TWO

RETAINAGE AFFIDAVIT OF COMPLIANCE - FINAL

1. I, the undersigned, am the contractor or subcontractor who has been awarded the contract for the construction of the project described below.

2. I have read and understand the Davis-Bacon Act and the applicable wage determination.

3. I have paid or will pay the prevailing wage for the work performed or to be performed on this project.

4. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all workers on this project.

5. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all subcontractors on this project.

6. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all vendors on this project.

7. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all suppliers on this project.

8. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all other parties on this project.

9. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all other parties on this project.

10. I have provided or will provide the Davis-Bacon Act and the applicable wage determination to all other parties on this project.



EBED Requirements



Violations and Penalties:

For DBE *[29CFR Part 26 & Attachment B DBE/ACDBE Utilization Guidelines III(1)]*:

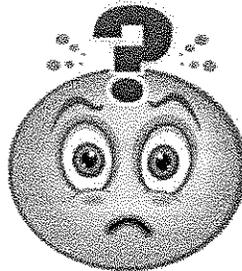
- 1.Immediate work suspension; payment withholding, stop work, contract termination for breach
- 2.Relevant performance bond(s) may be enforced; contract payments reduction
- 3.Suspension or debarment

For Prevailing Wage (<http://www.dol.gov/whd/regs/compliance/whdfs66.pdf>)

1. Contract payments withheld under CWHSSA
- 2.Grounds for contract termination
- 3.Contractor liability for any resulting costs to the government
- 4.Debarment from future contracts for a period up to three years



EBED Requirements



**Written questions - send to
designated Procurement Officer**

RFQ SCHEDULE



2015 RFQ SCHEDULE:

- Pre-Qualification meeting November 3, 2015 @ 10:00 AM
- Pre-Qualification meeting Addendum November 6, 2015
- Deadline for Questions.....November 10, 2015
(please submit via email to lrice@clevelandairport.com)
- Addendum (if necessary)..... November 16, 2015
- **Statement of Qualifications due**November 25, 2015 @ 4:00PM

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QUESTIONS AND ANSWERS



- Sealed Statements may be mailed or delivered to the address below and must be identified on the outside of the envelope(s) as:

Professional Green Roof Design Services

- If Statements are hand-delivered, Statements should be addressed as above and taken to the Welcome Center located in the center of the baggage claim level of the passenger terminal building level at Cleveland Hopkins International Airport.

Please send all future questions to:

Department of Port Control
Environmental Services
5300 Riverside Drive
P.O. Box 81009
Cleveland, OH 44181-0009
Attention: Lou Rice
Phone: (216) 265-6149
lrice@clevelandairport.com

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Green Roof Design Services
 Pre-Bid Meeting
 November 3, 2015
 WBS K900-15
 Attendance Record

Name	Signature	Company	Phone No.	Fax No.	Email
TRACK	<i>[Signature]</i>	MICHAEL BAKER INTERNATIONAL	216-702-4200		PSTRACK@MBAKERINTL.COM
trell	<i>[Signature]</i>	Michael Baker Intl	312-525-3943 773-842-1029		cyle.cuntrell@mbakerintl.com
Meier	<i>[Signature]</i>	Higher Ground GreenRoofs	614.949.6008		Megan@highergroundgreenroofs.com
Hert	<i>[Signature]</i>	AECOM	216 622 2274		bladford.geller@aecom.com
IAN	<i>[Signature]</i>	TRENCO INC	216 235 5320		DSATIAN@TRENCOINC.CO
MAN	<i>[Signature]</i>	Carol Walker, Inc.	216-244-2900		hesterman@carwalker.com
tanzo	<i>[Signature]</i>	Tremco	440-596-5966		tcostanzo@tremcoinc.com
LS	<i>[Signature]</i>	BEHNKE	216-589-9100		MHILSON@BEHNKE.COM
FITH	<i>[Signature]</i>	Construction Resources, Inc.	440 248 9800	440 248 9989	griffith@constrs.com
CEWEL	<i>[Signature]</i>	MAKOVICH & PUSTI ARCHITECTS	440-891-8910	940-891-0086	DORCEWEL@MPARC.COM
CAH	<i>[Signature]</i>	OSBH DESIGN	440-243-7000		JRACH@OSBHDESIGN.COM
EDOUT	<i>[Signature]</i>	Technical Assurance	416 953-3147		dhebert@technicalassurance.com
hey	<i>[Signature]</i>	West Roofing Systems	440-355-9929		davidb@westroofingsystems.com
EL LEMON	<i>[Signature]</i>	OSBOEN	216-861-2020		jlemon@osborn-eng.com
gheib	<i>[Signature]</i>	DPC	(216) 265-6614	(216) 265-6185	ezoghbeib@clevelandaiprof.com
STRI	<i>[Signature]</i>	NPC PAE	216 387 3781		ALUSTRI@
McDONALD	<i>[Signature]</i>	DPC	x 4901		EmcDonald@
rice	<i>[Signature]</i>	DPC	216 265-6149	216 265-6021	RICE@Clevelandairport.

FFY 2014 Section 319(h) Nonpoint Source Project Grants

Part One – Sponsor Information & Project Overview

PROJECT SPONSOR INFORMATION

SPONSORING ORGANIZATION	City of Cleveland – Department of Port Control		
Mailing Address	5300 Riverside Drive		
City, State, Zip Code	Cleveland, OH, 44135		
Telephone	(216) 265-6100	FAX	(216) 265-6096
Federal Tax Identification #	34-6000646		
PROJECT REPRESENTATIVE	Fred Szabo, Interim Director of Airports		
Telephone	(216) 265-6100		
Fax	(216) 265-6096		
E-mail Address	fszabo@clevelandairport.com		

PROJECT TITLE & FUNDING

In the spaces below, include the title of your project, funding and start and completion date.

TITLE: Green Roofs at Cleveland Hopkins International Airport

Total 319 Funds Requested		Total Local Match	
Has the sponsor received any previous Section 319 Grants?	NO	<input checked="" type="checkbox"/>	YES
Project Site County	Cuyahoga	Project Site Township	Cleveland
Estimated Project START date	October 2015	COMPLETION date	July 2016

SPONSOR AUTHORIZATION

To the best of my knowledge and belief, all data and information contained in this project application are true, current and correct. This application package is duly authorized by the following governing body

Name & Title of Authorized Individual	Fred Szabo, Interim Director of Airports
Authorized Individual Signature	Date

PROJECT TYPE

Characterize your project using the following general categories. If proposing more than one project type (e.g., stream restoration and agricultural BMP projects), select each category that applies.

Stream Restoration

Stormwater Demonstration Project

X

Streambank Stabilization

Inland Lake Mgmt. and Restoration

Streambank or Riparian Restoration

Agricultural Focused BMP Project

Dam or Levee Removal or Modification

Acid Mine Drainage Abatement

PROJECT WATERSHED

WATERSHED NAME <i>Proposed project site(s) MUST be within the boundaries of a watershed that has either an approved TMDL or state endorsed watershed action plan.</i>	USGS Hydrologic Unit Code Please use new 12 digit HUC or old 14 digit HUC	Does this watershed have an endorsed watershed action plan or a completed TMDL?			
		Watershed Action Plan ¹		TMDL	
		YES	NO	YES	NO
Black-Rocky	04110001000143	X	Ineligible	X	Ineligible
Black-Rocky	04110001000245	X	Ineligible	X	Ineligible
			Ineligible		Ineligible

¹ Status of Watershed Planning Key: Fully Endorsed (FE), Partially Endorsed (PE), Pending Full Endorsement (PFE), No Plan (NP)



Section 319(h) Subgrant Application Checklist:

Your Section 319(h) project subgrant application will consist of a variety of completed forms and project narratives. Prior to completing and submitting your completed application, please review the following checklist carefully. It contains a listing of ALL items that are required when submitting an application for Section 319 subgrant funding.

REQUIRED FORMS AND ITEMS	
Part ONE: Section 319 subgrant Application Cover Sheet and Project Sponsor and Contact Information	X
Part TWO: Section 319 Subgrant Detailed Project Workplan Narrative that provides sufficient narrative details on the “who, what, where, when and how” of your project. A separate narrative must be completed for each type of project requested in your subgrant application.	X
Part TWO: Complete the Estimated Load Reduction Table . Included in the workplan narrative section of the application.	X
Part THREE (A): Project Deliverables Worksheet. Select, complete and attach the Deliverables Worksheet(s) that most closely aligns with the type(s) of project you are proposing. <u>Worksheets that do NOT apply to your project(s) should be discarded and NOT included in your final application package.</u>	X
Part THREE (B): Project Specific Outreach Deliverables Worksheet. ALL Section 319 Subgrant applicants MUST include a completed Project Specific Outreach Deliverable Worksheet .	X
Part FOUR (A): Project Grant Budget. ALL Section 319 subgrant applicants must include a completed detailed grant budget. If requesting more than one project in the same application, a separate budget must be completed for EACH project included in your application.	X
Part FOUR (B): Personnel Roster Worksheet. ALL applicants requesting Section 319 grant funding to support personnel costs MUST complete and attach a Personnel Roster Worksheet .	
Part FOUR (C): Sub-Contractual Worksheet. ALL applicants proposing to sub-contract any or all of the activities associated with their project to a third-party MUST complete and attach a Sub-Contractual Worksheet .	X

Part Two: Section 319 Grant Project Work Plan

In this section of the Section 319 grant application, you are telling Ohio EPA what you intend to do with grant funding—please be thorough. Provide a detailed description of the proposed project, including all specific actions that will be conducted to ensure that it is successfully implemented. At a minimum, be sure to include the “who, what, where, when, and how” the project will be completed.

In general, ALL project work plan narratives should include the following:

- A statement identifying the nonpoint source pollution and/or problem(s) that your project is designed to address. Please include estimated pollutant load reduction estimates that will result from your project. Load reduction estimates should be calculated for nitrogen, phosphorus and sediment. Information and assistance with load reduction estimates may be obtained from the Ohio Department of Natural Resources, Division of Soil and Water Resources.
- A detailed description of the project site, including location, environmental conditions, accessibility, ownership, etc.
- Any relevant maps such as USGS quadrangle maps etc.
- A project schedule and timeline that describes and/or illustrates the sequence of events that will be completed in order to ensure project success.
- If subcontracting is involved, a description of the system that will be used to select subcontractors and how inspections will be completed to insure that work is properly completed by subcontractors.
- A listing of all “activities” that will be completed, including intermediate deliverables such as design documents, permit applications, contracts, etc.
- A description of project partners, if applicable. Who will be doing what parts of the project?
- Relevant project photos that identify the “before” condition of the project site.
- Drawings and/or design documents that depict what the project site will look like “after” project completion. (if available).
- If applicable, a description of any tools that will be used to permanently protect a restored project site (such as easements, etc.).
- A description of the required public information and education activities that will be completed to inform the public about the project.
- A description of how the success of your project will be measured.

If your project will include cost-share practices such as an Agricultural BMP, you need to be sure that the following is also included (in sufficient detail) in your application:

- Method(s) for identifying areas of known problems
- Method(s) for focusing practices in specific problem areas.
- Maximum amount and percentage of cost-share for each practice
- Process for prioritizing cost-share participants
- Process for certifying satisfactory installation PRIOR to making payment to landowner
- Method for insuring that Agricultural BMPs will be maintained properly (Inspection, Operation and Maintenance Agreements, etc.).

Applicants should be sure to include ANY pertinent information that will help Ohio EPA grant reviewers to better understand what you are proposing to accomplish if Section 319 Grant Funds are awarded to your organization.

Part Two: Detailed Project Work Plan

Applicants must complete a detailed project work plan for EACH specific project that is being proposed. For example, if you are requesting funds to implement two separate stream restoration projects and a riparian protection project you must complete separate Detailed Project Work Plans for each of the three projects. Each project description should be highly detailed, however please try to limit it to no more than four pages in length.

PROJECT TITLE

Green Roofs at Cleveland Hopkins International Airport

IMPLEMENTING AGENCY

City of Cleveland, Department of Port Control

Environmental Benefits of Project

Choose **ONLY ONE** of the following that best characterizes the environmental benefit most likely resulting if the proposed project is implemented successfully.

<input type="checkbox"/>	Project designed to ELIMINATE impairments
<input type="checkbox"/>	Project designed to RESTORE impaired waters
<input checked="" type="checkbox"/>	Project designed to REDUCE NPS pollution
<input type="checkbox"/>	Project PREVENTS NPS pollution.
<input type="checkbox"/>	Other: Specify

Causes of Impairment Addressed

Choose **ONLY ONE** of the following that best characterizes the **CAUSE** of impairment that will be most directly addressed if the proposed project is successfully implemented

<input type="checkbox"/>	Project addresses habitat or hydromodification impairments.
<input type="checkbox"/>	Project addresses silt and/or sediment impairments.
<input type="checkbox"/>	Project addresses nutrient-caused impairments
<input type="checkbox"/>	Project addresses impairments caused by acid mine drainage.
<input checked="" type="checkbox"/>	Project addresses impairments caused by other NPS sources (specify): Storm water runoff

LOAD REDUCTION ESTIMATES

USEPA requires all Section 319 grant (and sub-grant) recipients to report NPS load reductions that occur as a result of grant funded implementation projects. Provide load reduction estimates for the applicable pollutants listed below (that will be addressed by your project), using only the units of measurement provided (where listed). If you need assistance calculating load reductions, the Division of Soil & Water Conservation (614-265-6610) OR the ODNR-Division of Mineral Resources Management (614-265-6633) may be able to help. This section should not be left blank—if you are unable to calculate load reduction estimates contact Rick Wilson in our NPS Program at Ohio EPA at 614-644-2032.

Nitrogen (pounds/year)	2.2	Metals (pounds/year)	0.25 (Toxic Metal)
Phosphorus (pounds/year)	0.3	Acid (pounds/year)	~0
Sediment (tons/year)	0.054	Iron Loadings (pounds/year)	0.5

Part Two: Detailed Project Work Plan

Applicants must complete a detailed project work plan for EACH specific project that is being proposed. For example, if you are requesting funds to implement two separate stream restoration projects and a riparian protection project you must complete separate Detailed Project Work Plans for each of the three projects. Each project description should be highly detailed, however when possible please try to limit it to four pages. *(Additional pages may be used if needed)*

Introduction:

The City of Cleveland is proposing to install two demonstration vegetative roofs at Cleveland Hopkins International Airport (CLE). Opened in 1925, this historic, publically owned airport is the perfect location for the city's first public green roof project because of its importance to the community and high-traffic location. This project would contribute significantly to implementing the Cleveland Climate Action Plan and the Sustainable Cleveland Municipal Action Plan, both launched in 2013 by Mayor Frank G. Jackson. The Airport also has sustainability goals for its own operations, including stormwater management. Furthermore, 2015 is the "Year of Clean Water" for the Sustainable Cleveland 2019 Initiative to create a green city on a blue lake. This would be a showcase project, serving as an inspiration for individuals, private companies, and other cities in Northeast Ohio to help clean our waterways and our air. There are currently less than a dozen green roofs in Cleveland, none of which were publically funded.

A typical roof made out of asphalt, ceramic, metal, or any other impermeable surface in a city leads to about 80 percent of stormwater becoming runoff during a rain or snow storm. Additionally, in cities such as Cleveland which have a combined sewer overflow system, greater runoff increases the likelihood that stormwater will overflow and cause diluted raw sewage to enter lakes and rivers. Green roofs, or vegetative roofs, offer a solution to decrease stormwater runoff by trapping the water in a layer of growing medium on a roof. The captured water is later evapotranspirated by the plants, decreasing the total runoff and reducing the pollutant load.

The City of Cleveland is proposing a combined total of 8,000 sf of green roof space on two roofs which will capture 72,000 gallons of water per year. Using estimates from the Solid and Hazardous Waste Education Center, approximately 2.2 lbs. of Nitrogen, 0.3 lbs. of Phosphorus, and 108 lbs. (0.054 tons) of Sediment will be kept out of the Cuyahoga River each year. In addition, due to natural carbon sequestration by plants, 880 pounds of carbon dioxide equivalent would be removed from the air each year, helping to mitigate climate change.

Project site:

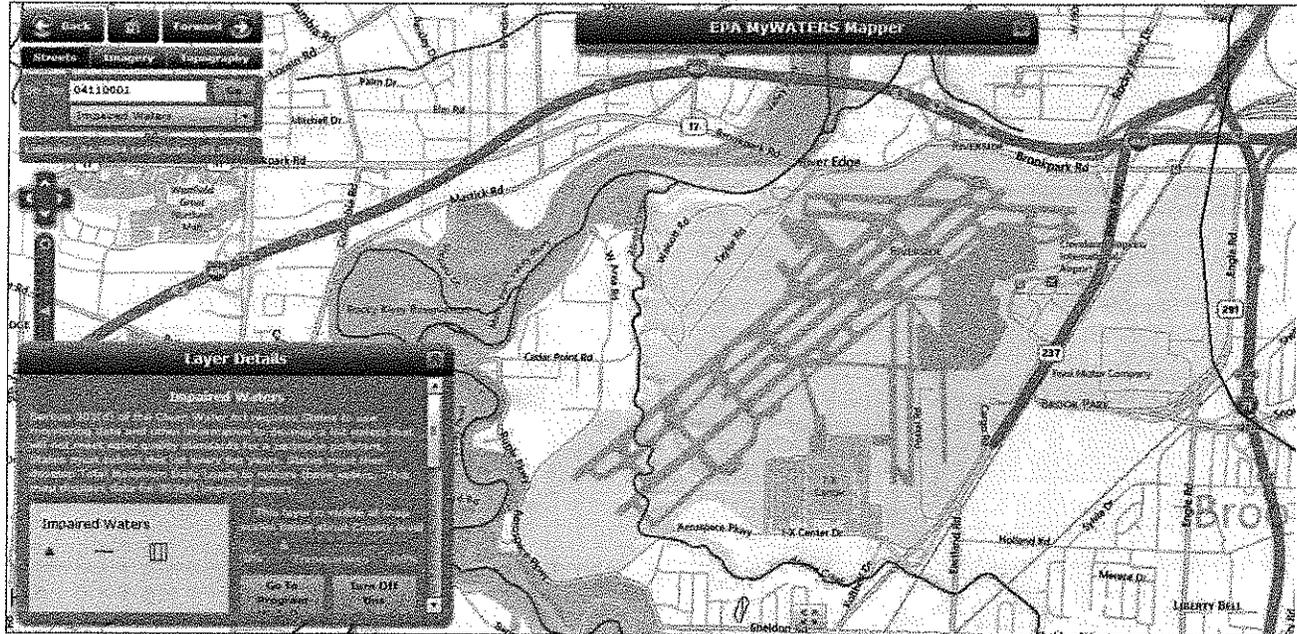
CLE is located at 5300 Riverside Dr., Cleveland, OH 44135 at the edge of Cuyahoga County. Owned by the City of Cleveland and accessible by plane, RTA train, and automobile, the airport accommodates over 9 million people traveling through the site each year from all over the world, making it an ideal spot for a showcase project.

The two green roofs will be visible from the terminal as well as by airline passengers taking off or landing, creating a unique airport experience for passengers. Currently, all airport runoff goes directly into the Rocky River which is impaired with nutrients, pathogens, and sediment. The river then flows into Lake Erie, causing higher levels of contaminated water. A decrease in NPS pollution from a green roof will prevent more harm to Lake Erie. Furthermore, the Rocky River Watershed Action Plan, endorsed by the state of Ohio in 2006, labels stormwater runoff in the Main Stem subwatershed a Priority Concern. The Action Plan has a goal to reduce the effective impervious surface area from 39.45% to 15%.

Detailed Project Work Plan

Continued from previous pages.

Relevant Maps – Showing Impaired Waters and TMDL area for the Rocky River



Timeline: October 2015 – September 2016

October 2015-January 2016: With input from key stakeholders, issue a Request for Proposals for a subcontractor to design, construct, and install two green roofs.

February 2016-April 2016: City Review Team to select subcontractor. Finalize contract with selected subcontractor.

May 2016 –July 2016: Complete construction of green roofs. Airport to design, fabricate, and install signs.

September 2016: Project Complete. Host a tour for the media and interested community members as part of the Annual Sustainability Summit, hosted by Mayor Frank G. Jackson.

Subcontractor Information

Describe system that will be used to select subcontractors.

The City will utilize a competitive Request for Proposal (RFP) process to select the subcontractor. This process will be the same as the one used for other City contracts of this size. The City's RFP process includes a formal solicitation initiated directly by the departments to contract for professional services not procurable through the public bid process, as an exception to normal ordinance requirements. RFP's over \$50,000 require specific ordinance authority and are processed through the Consultant Review Committee, which must approve the selected subcontractor. For this project, the Department of Port Control, which manages Cleveland Hopkins International Airport, would initiate the RFP process.

Detailed Project Work Plan

Continued from previous pages.

How will inspections be completed to insure that work is properly completed by subcontractors?

The City will utilize the same process as used for other City contracts to ensure the work of the subcontractor is properly completed. This process includes weekly or bi-weekly check-ins to insure that project schedules are being met, invoices are being processed accurately, and that all grant requirements are being complied with. For projects such as this, on-site visits and field clarifications will be included in the project schedule to insure the green roofs are properly installed and functioning according to specifications.

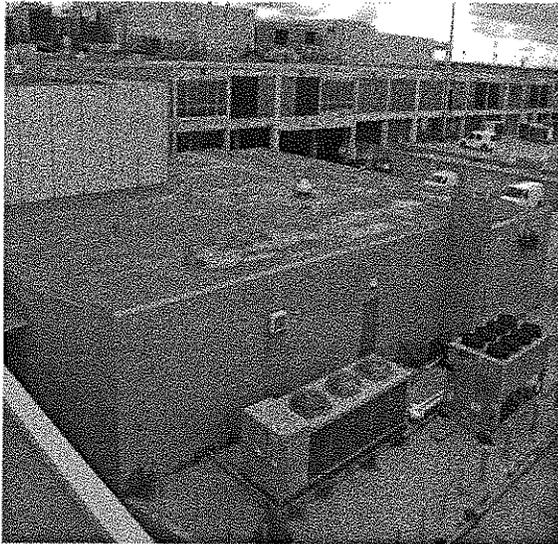
Project Activities

- ✓ With input from key stakeholders and partners issue a Request for Proposals for a subcontractor to design, construct, and install the green roofs. The roofs will be extensive green roofs, with native plant species and sedums used to increase urban biodiversity. Airport maintenance staff will maintain the roofs one year after installation.
- ✓ Initial structural analysis performed by a structural engineer indicates that the roof is strong enough to hold a 4-5 inch growing medium depth for an extensive green roof. More detailed analysis will be conducted to determine the exact depth allowed.
- ✓ Hire subcontractor. Key criteria for selecting the subcontractor will include: experience designing and installing green roofs, a competitive price, and references.
- ✓ Install two green roofs.
- ✓ Work with designer to create a maintenance schedule and communicate maintenance duties to full time manager of Cleveland Hopkins International Airport.
- ✓ Airport marketing and outreach team to design permanent signs for educational aspect of project detailing the positive impact of green roofs. Visit site and decide on final location of the signs. The signs will be permanently displayed inside Cleveland Hopkins International Airport concourses, to be easily viewed by travelers.
- ✓ Hold a media/community event at the Airport, in conjunction with Mayor Frank G. Jackson's Annual Sustainability Summit, to showcase the green roofs, highlight their impact on clean water, and inspire others in the region to take similar action.

Project Partners

- ✓ Cleveland Hopkins International Airport will serve as the project lead. Along with managing the overall project, Airport staff will provide maintenance for the life of the green roof.
- ✓ The Mayor's Office of Sustainability will support project completion and outreach and education.

Before Construction



Above are the two separate roofs which are located directly outside airport terminal windows. Green roofs in these locations will be clearly visible to travelers in the airport.

Maintenance

In relation to maintenance, there is a full time manager at Cleveland Hopkins International Airport who will be responsible for upkeep of the roofs, just as with any other roof. An extensive roof does not require significant maintenance after the first 1-2 years, when the plants are being established. The subcontractor will provide maintenance for one year and training to Airport staff regarding green roof maintenance.

Public Information and Educational Components

The Cleveland Hopkins International Airport is a busy transportation center for millions of Cleveland residents and visitors each year. This high-traffic location is ideal for the educational aspect of this project. Educational signs will be installed in the terminal next to the green roof sites describing the significance and beneficial aspects of the green roofs, such as decreasing stormwater runoff and cleaning the water, decreasing air pollution, lowering the heat island effect, decreasing heating and cooling costs, and increasing plant and animal diversity.

Secondly, 2015 is the “Year of Clean Water” for the Sustainable Cleveland 2019 initiative to create a green city on a blue lake. These green roofs will serve as a showcase project throughout the region to highlight actions that organizations and everyday people can take to clean the water we all depend upon. Media and the community at large, including dozens of organizations working on clean water issues, will have a chance to tour the green roofs. Updates on the project will also be available on the Sustainable Cleveland 2019 website through blog posts and social media.

Detailed Project Work Plan

Continued from previous pages.

Key indicators of success

- ✓ Two completed green roofs by July 2016 on roofs adjacent to Cleveland Hopkins Airport concourses.
- ✓ At least 50% of the rainwater is captured by the green roofs for all that precipitation that falls on the vegetated areas of the building.
- ✓ Successful, well-attended events at the Airport and the Sustainable Cleveland Center, once the roof has been completed.
- ✓ Highly visible signs educating the public about the benefits of green roofs in general and the specific impacts of this project.
- ✓ Key Performance Indicators (KPIs) of the roof can be monitored and measured with in-line flow meters, including the amount of rain captured and the difference in contaminants from the airport green roof runoff versus traditional runoff. The monitoring equipment will be included in the RFP. In addition, local universities will be invited to utilize green roofs for research and educational purposes.

Requirements for Section 319 Grants

1. A typical roof made out of asphalt, ceramic, metal, or any other impermeable surface in a city leads to increased water runoff during a rain or snow storm. Runoff causes increased pollution in rivers and lakes by picking up ground pollution, such as petroleum and other particulates, and depositing the pollutants into natural bodies of water. Additionally, in cities such as Cleveland, which has a combined sewer overflow system, increased runoff increases the likelihood that stormwater will overflow and cause diluted raw sewage to pollute local lakes and rivers. Green roofs offer a solution to decrease stormwater runoff by trapping the water in a layer of growing medium on a roof. The captured water is later evapotranspirated by the plants, a healthier system of water recycling with added benefits such as removing air pollutants.
2. An extensive green roof with 3-5 inches of growing medium eliminates 9 gallons per square foot of stormwater runoff during a year receiving 40" of precipitation, an average amount for Cleveland. For the planned 8,000 square feet of green roof space, the city of Cleveland would reduce runoff into the Rocky River by approximately 72,000 gallons per year.
3. The Rocky River Watershed which includes Rocky River and Abram Creek, the airport's drainage areas, has a TMDL to reduce Nitrogen by 935,000 lbs/yr. The East Branch of the Rocky River also has impairments caused by un-ionized ammonia, siltation, PCBs in fish tissue, organic enrichment, nutrients, habitat alterations, flow alterations, and chlorine. The non-point source management measures would be to install two green roofs at the airport with local vegetation to decrease sediment and other contaminants from entering the Rocky River, and therefore the Rocky River Watershed.
4. See Budget sheet.
5. See educational component of project in work plan.
6. See timeline in work plan.

7. The Cleveland Sustainability Office will work closely with the designers and contractors to ensure that the work is being done a reasonable pace as outlined in the timeline above. Measurable criteria include a finished design, signing a contract with a contractor, beginning of construction, and the completion of the green roof.
8. Once the roofs have been installed, the amount of runoff from the roofs can be measured with in-line flow meters in the gutters.
9. Ohio EPA will be performing statewide Section 319 project monitoring during FY15.

Part Three (A): Project Specific Deliverable Worksheets

The following pages of this application form contain a series of worksheets that have been developed for each of the types of projects that are eligible for Section 319 subgrants. If you are proposing to complete more than one type of project, you **MUST** complete a Project Specific Deliverable Worksheet for **EACH** of the projects you are proposing. **For example**, if you are proposing to restore two different stream segments and restore a riparian area, then you must complete **THREE** separate Stream and Riparian Restoration Deliverable Worksheets (one for each sub-project). **ALL** applicants **MUST** also include a "Project Specific Outreach Deliverable and Timeline Worksheet". Please do not attach worksheets that do not apply to your type of project. They should be discarded or recycled and not included as part of your final application package.

In addition to the Section 319 Grant Application Cover Sheet completed in "Part One" and the "Detailed Project Work Plan" completed in "Part Two", the following applicable worksheets must be completed as part of your application:

1. Stream and Riparian Restoration and Protection Project Deliverables Worksheet
2. Dam & Levee Removal/Modification Project Deliverables Worksheet
3. Innovative Stormwater Demonstration Activity Project Worksheet
4. Inland Lake Management & Restoration Project Deliverables Worksheet
5. Wetlands Restoration & Protection Project Deliverables Worksheet
6. Agricultural Best Management Practices Project Deliverables Worksheet
7. Acid Mine Drainage Abatement Project Deliverables Worksheet

ALL APPLICANTS MUST ALSO COMPLETE AND ATTACH A "Project Specific Outreach Deliverables Worksheet".

NOTE: Do not include blank worksheets in your final application that do not apply to the type of project you are proposing. Worksheets that are not needed should be recycled. Ohio EPA needs only to see those that are directly applicable to the type of projects that you are proposing.

Innovative Stormwater Demonstration Projects Deliverables Worksheet

Project Sponsor:	City of Cleveland, Department of Port Control
Project Title:	Green Roofs on Cleveland Hopkins International Airport

Directions: When requesting Section 319 grant funding to conduct a stormwater management demonstration project then you **MUST** complete the Stormwater Management Demonstration Project Deliverables Worksheet in addition to the detailed project workplan narrative included in Part Two of the Section 319 grant application. Stormwater management demonstration projects using Section 319 grant funds are most appropriate when demonstrating an innovative stormwater management practice in your community. For example, projects such as retrofitting small public parking lots with permeable pavement or installing large community rain gardens or vegetated infiltration areas are examples of projects that may qualify for grant funding. General Stormwater management projects and those required as part of an NPDES stormwater permit are NOT eligible for Section 319 Grant funding. **Section 319 grant funds also may NOT be used to install residential rain gardens, rain barrels or other practices on lands owned by private for-profit businesses and/or individual homeowners.** Please include all project specific deliverables that will be produced as part of your project and the number of each item using the "deliverable units" listed below. If an item that will be produced is not included on the list, please use the "Other" category and specify the deliverable

Project Activity	Deliverables Associated with Proposed Project Activity	Deliverable Units	Expected Deliverable Units that will be Completed
Stormwater Management Demonstration Practices	Publish RFPs	RFPs	1
	Execute -Planning or Design Contracts	Contracts	1
	Develop Project Plans or Design Documents	Plans	1
	Execute Construction-Contract(s)	Contract	1
	Install Permeable Pavement	Square Feet	
	Construct Bio-filtration Islands	Square Feet	
	Install Passive "Treatment Trains"	Systems	
	Construct Stormwater Treatment Wetlands	Acres	
	Install Rainwater Harvesting/Reuse Systems	Systems	
	Install Large Community Rain Garden Demonstrations	Square Feet	
	Install Vegetated Infiltration Areas	Square Feet	
	Install Green Roof on Public Facilities	Square Feet	8,000
	Other: (specify)		
	Other: (specify)		
	Other: (specify)		
Other (specify)			

Project Specific Outreach Deliverables Worksheet

This Worksheet is REQUIRED for ALL applicants

Project Sponsor:	City of Cleveland, Department of Port Control
Project Title:	Green Roofs on Cleveland Hopkins International Airport

Directions: ALL applicants for Section 319 Project grants MUST complete a project specific outreach deliverable and timeline worksheet in addition to the detailed project workplan narrative included in Part Two of the application. Helping the public to become aware and informed about the benefits of your projects is a critical component of any successful water quality project. We recommend that all restoration and/or stormwater projects install project specific signs, construct informational kiosks (where applicable) and develop other items to inform the public of your project. Please include all project specific outreach deliverables that will be produced as part of your project and the number of each item using the "deliverable units" listed below. If an item that will be produced is not included on the list, please use the "Other" category and specify the deliverable.

Project Activity	Deliverables Associated with Proposed Project Activity	Deliverable Units	Expected Deliverable Units to be Completed
Project Specific Outreach	Develop Project Fact Sheets	Fact Sheets	1
	Conduct Public Meeting	Public Meetings	1
	Develop Press Releases	Press Releases	1
	Create/Maintain Websites	Website	1
	Install Project Signs	Signs	4
	Develop Displays	Displays	
	Install Informational Kiosk	Kiosk	
	Conduct Tours	Tours	1
	Conduct Tours via Canoe	Canoe Tours	
	Conduct Stream Clean-Ups	Clean-Ups	
	Conduct Field Days	Days	
	Conduct Workshops	Workshops	
	Develop Newsletters	Newsletters	
	Other (specify)		

Part Four – Project Grant Budget

In addition to the detailed project workplan completed in Part Two of this application, and the respective project deliverable worksheets completed in Part Three, ALL Section 319 subgrant applicants must include a detailed project grant and local match budget. In addition to the forms below, you must also include a Sub-contractual Worksheet if any of the activities proposed will be subcontracted to a third-party for completion. Please familiarize with the following budget categories prior to completing your project budget.

Budget Categories: the following budget categories are used to record project costs to be incurred directly by the grant sponsoring organization (applicant). Technical services such as engineering, legal etc., provided under a subcontract by partner organizations or a third-party must be included in the Sub-Contractual budget category. **PLEASE SEE THE SUB-CONTRACTUAL GUIDANCE SHEET FOR ADDITIONAL DETAILS on managing third-party costs and services.**

1. **PERSONNEL:** limited to salary costs only for employees of the grant sponsoring organization working directly on the project. These costs should be summarized when completing the budget form but must be justified in detail in the project workplan in Part Two. Salary costs must be justified by providing the number of hours that an employee will be working directly on the project multiplied by the hourly wage.
2. **FRINGE BENEFITS:** includes costs for such items as health, dental, life insurance, retirement and other standard benefits provided to employees of the grant sponsoring organization who are working on the project.
3. **TRAVEL:** includes costs such as mileage, lodging and meals when traveling in-state on project-related business for employees of the sponsoring organization who are working on the project.
4. **EQUIPMENT:** includes project specific durable items costing more than \$300 per unit. Equipment purchased with section 319 subgrant funds must be directly necessary to successfully complete the project. **Equipment rental costs should be included under the OTHER budget category.**
5. **SUPPLIES:** includes one-time use items that are necessary to complete the project or administer the grant. Examples include: office supplies, first-aid supplies, gloves, printer ink, toner cartridges and other supply costs that are proportionate to the type of project that is being conducted.
6. **SUB-CONTRACTUAL:** this category is used to identify costs associated with services provided by third-parties and may include technical services such as engineering studies and project planning and design, construction services, grant management, fiscal services, project management, and others. **PLEASE SEE THE SUB-CONTRACTUAL GUIDANCE SHEET FOR ADDITIONAL DETAILS ON THE SUB-CONTRACTUAL BUDGET CATEGORY.** Sub-contractual costs may be summarized when completing the budget forms; however they must be justified in detail when completing the required SUB-CONTRACT WORKSHEET.
7. **COST-SHARE:** this category **must** be used whenever there is a cost-share agreement in place that splits the cost of implementation between grant funds and private landowner contributions. It is most often used in agricultural projects where a local organization enters into a cost-share agreement with a farmer or landowner to implement a selected best management practice.
8. **OTHER:** includes project-specific costs for goods or non-technical services (such as printing or copying etc.) that do not belong in the cost categories listed above. Examples include: film development, postage (for mailings directly related to the project), the cost of acquiring conservation easements and other miscellaneous items that are necessary and allocable to the project. Equipment Rental should also be included under this category for any rental charges incurred for equipment needed to complete the project.
9. **INDIRECT COSTS:** this category applies **ONLY** to those organizations with a previously negotiated indirect rate with the federal government. **Grants in which the majority of funds are to be subcontracted may not charge indirect for the subcontracted amounts.** If this budget category is used, then a copy of the

previously negotiated indirect rate MUST be provided with the grant application and clearly support how the claimed indirect rate that is requested.

Section 319 subgrant applicants must complete a separate budget justification form for EACH specific type of project being proposed. For example: if requesting funds for both a stream restoration project and an Agricultural BMP project, then separate project budget forms (federal and local match) must be completed for each separate project. Use additional pages as needed.

<h1 style="margin: 0;">Federal</h1> <h2 style="margin: 0;">Budget Justification</h2>		<i>Provide a summary of your TOTAL FEDERAL GRANT FUNDS project budget (by category) and include a BRIEF justification and ITEMIZED breakdown for the amount proposed in each category. ANY budget category with an amount entered MUST be accompanied by a justification/description. Applicants requesting PERSONNEL and/or FRINGE BENEFIT funding MUST also complete a PERSONNEL ROSTER.</i>
Category	Federal \$\$ Requested	BUDGET Justification & Description
Personnel: Include a Personnel Roster if Personnel funds are requested.		
Fringe Benefits Include a Personnel Roster if Fringe Benefit funds are requested		
Travel		
Equipment		
Supplies		
Subcontract: Include a Subcontract Worksheet.		Green roof design, construction, and installation; See Subcontract Worksheet for details
Other		
Cost Share		
Indirect Only available if you have a negotiated federal indirect rate with US EPA.		
TOTAL		

Match

Budget Justification

Provide a summary of your **total CASH MATCH and In-Kind Services** budget (by category) and include a **BRIEF** justification and **ITEMIZED** breakdown for the amount proposed in each category. **ANY** budget category with an amount entered **MUST** be accompanied by a justification/description. **PLEASE NOTE:** Applicants providing **PERSONNEL** and/or **FRINGE BENEFIT** match funding **MUST** also complete a **PERSONNEL ROSTER**. Applicants showing match under the Subcontracts Category must also complete a **SUBCONTRACT WORKSHEET**.

Category	Local Match Budget	BUDGET Justification & Description
Personnel: Applicants must include a Personnel Roster if Personnel Matching Funds are included.		
Fringe Benefits Applicants may only claim sponsoring organization personnel fringe benefits as Match.		
Travel If out-of-state travel is requested you must include an itemized listing of each proposed trip and estimated costs by trip.		
Equipment Specific items costing more than \$5,000 per unit are not eligible.		
Supplies		Four Educational Airport Signs: Design, fabrication, and installation.
Subcontract: includes technical services provided by project partners such as engineering, etc. Include a subcontract worksheet.		Green roof design, construction, and installation; See Subcontract Worksheet for detail
Other:		
Cost Share		
Indirect: Only available if you have a negotiated federal indirect rate with US EPA at the time of application.		
TOTAL		

Section 319 Subgrant Application Sub-Contract Guidance Sheet

Following is a table of project items that are frequently sub-contracted by grantees. This sheet provides guidance on the types of deliverables frequently produced under a sub-contract, the units of measure that should be used and how such services should be represented in your Surface Water Improvement Fund grant application budget and Sub-Contractual Worksheet.

Please consult this guidance sheet prior to and while completing your sub-contractual worksheets and your proposed grant budget form. Additional information about these and other forms of sub-contracted deliverables may be obtained by contacting Ohio EPA Grants staff at the Division of Surface Water at 614-644-2869.

Objective or Project Type	Deliverables	Deliverable Units	Costs should be Represented as
3rd Party Professional Services Examples include: Engineering, Fiscal Management, Legal and Consulting Services	Site Assessment & Permitting	Hours of Service	Cost/Hour
	Hydraulic Modeling & Professional Technical Services		
	Project Design & Engineering Services (such as design work)		
	Grants Management & Fiscal Services		
	Construction Project Management Services	Hours or Appraisals Completed	Hourly Rate or Unit Cost
Conservation Easement Appraisals & Legal Services			
Construction Related Services Examples include: Restoration, Dam Removal, and Related Activities	Stream Restoration, Stabilization, and/or Renaturalization	Linear Feet Restored	Cost/Linear Foot
	Dam Modification, Demolition, Excavation and/or Removal	Dams Removed	Fixed Total Price
	Levee Removal and/or Modification	Levees Modified	Fixed Total Price
	Wetland Restoration	Acres Restored	Cost/Acre
	Riparian or Wetland Plantings	Acres Planted	Cost/Acre
	Pervious Pavement Installation	Square Feet	Cost/Square Foot
	Green Roof Installation	Units Constructed	Total Unit Cost

Section 319 Subgrant Application

Part Four (C): SUB-CONTRACT Worksheet

A separate sub-contractual worksheet must be completed when any part of a proposed project will be prepared or produced by a party OTHER than the grant sponsoring organization.

Project Sponsor	City of Cleveland, Department of Port Control			
PROJECT Title	Green Roofs at Cleveland Hopkins International Airport			
Deliverable	# of Units to be Completed (such as hours of service)	\$\$ Cost per Unit	Total Est. \$\$ Costs	Description
Site Assessment and Confirmation of Roof Structural Analysis				Confirming maximum load of the roof to determine depth of growing medium
Green Roof Project Design				Choosing plants, growing medium, waterproofing layer, drainage, and location
Grants Management & Fiscal Services				Ensure project is staying within budget
Construction Project Management				Construction management during installation of green roof for duration of construction process
Re-roofing with root-repelling membrane				Protects the original roof by preventing leakage from the green roof
Green Roof System (curbing, drainage layer, filter cloth, growing medium)				Main components of the green roof, including curbing, drainage layer, filter cloth, and growing medium
Plants				Make the green roof vegetated with sedum and native plant species
Installation / labor				Cost of laborers to install the green roof
Maintenance				1 year of maintenance to ensure plants are thriving
Total Sub-Contracting Costs Associated with this Project				

Please NOTE: Briefly describe the process that will be employed by the grant sponsoring organization when selecting sub-contractors (use additional space if necessary):

The City will utilize a competitive Request for Proposal (RFP) process to select the subcontractor. This process will be the same as the one used for other City contracts of this size. The City's RFP process includes a formal solicitation initiated directly by the departments to contract for professional services not procurable through the public bid process, as an exception to normal ordinance requirements. RFP's over \$50,000 require specific ordinance authority and are processed through the Consultant Review Committee, which must approve the selected subcontractor. For this project, the Department of Port Control, which manages Cleveland Hopkins International Airport, would initiate the RFP process.

Match Commitment Form

A match commitment form must be completed for EACH organization that is committing any form of local match to the proposed project. Local match becomes "federalized" upon awarding of a grant and are required to meet all Section 319 grant limitations and accounting guidelines.

Project Title	Green Roofs at Cleveland Hopkins International Airport
Project Sponsor	City of Cleveland, Department of Port Control
Street Address City, State, Zip	5300 Riverside Drive Cleveland, OH, 44135
Telephone	(216) 265-6100

CASH MATCH PROVIDED: Cash Match must be deposited directly into the grant account for exclusive use of the project sponsor to complete the project.	
IN-KIND SERVICES PROVIDED: All match other than cash	
TOTAL MATCH VALUE	

THIS FORM SHOULD BE USED ONLY FOR MATCH BEING PROVIDED BY THE GRANT SPONSOR/APPLICANT. USE THE OTHER LOCAL MATCH FORM FOR MATCH PROVIDED BY OTHER PROJECT PARTNERS.

Budget Category	AMOUNT	Description
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		Four Educational Airport Signs
Subcontract		Design and Installation - See Subcontract Worksheet for detail
Other		
Cost-Share		
Indirect (only available if you have a previously negotiated federal indirect rate)		
TOTAL		

"I certify that that no federal funds (or employees paid with federal funds) are being used to match Section 319 monies."

Name & Title of Authorized Individual	Fred Szabo, Interim Director of Airports
Authorized Signature	