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AIRPORT SYSTEM

Date: July 24, 2015

To: Prospective Proposers

From: City of Cleveland, Department of Port Control

Subject: Addendum No. 1 to Request for Qualifications:
On Call Professional Survey Services

Please be advised that the City of Cleveland, through its Director of the Department of Port Control, hereby publishes Addendum No. 1 to the Request for Qualifications: **On Call Professional Survey Services**, dated July 14, 2015.

This addendum number one (1) serves to address the following:

- Publishing of Power Point Presentation from Pre-Qualification Meeting, which was held July 22, 2015
- Sign In Sheets from Pre-Qualification Meeting
- Presentation of Computer-aided design (CAD)/Building Information Modeling (BIM) information used by DPC Planning & Engineering:
  Exhibit: CAD/BIM SPECIFICATIONS – DPC PLANNING & ENGINEERING
  Version 0.2 Dated: 9/15/14

DEADLINE FOR SUBMISSION OF STATEMENT OF QUALIFICATIONS:

Monday, August 31, 2015

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On-Call Professional Survey Services
(WBS #: A1-L170)

Pre-Qualification Meeting
July 22, 2015
10:00a.m.
Conference Room 6C-24C

Ricky D. Smith
Director
216/265-6022 (phone)
216/265-6096 (fax)
rsmith@clevelandairport.com

Project Manager

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Thomas Lehman - NARE Manager (primary)
216.898.5186 (phone)
216.265.6185 (fax)
tlehman@clevelandairport.com

Sheronda Hogue - Real Estate Specialist (secondary)
216.898.5177 (phone)
216.265.4682 (fax)
shogue@clevelandairport.com

Pre-Qualification Meeting Agenda

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- Introduction
- Authorizing Ordinance
- Project Objective
- Project Location and Description
- Minimum Qualifications
- Consultant Responsibilities/Scope of Work
- Statement of Qualification
- Office of Equal Opportunity
- Questions

Authorizing Ordinance

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Ordinance
No. 268-15

Project Objective

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The City of Cleveland (City), Department of Port Control (DPC), is seeking statements of qualifications (SOQ) from qualified firms interested in performing surveys of vacant land, improved properties, existing leasehold interests in real property, easements, conservation easements and right-of-ways

Project Location

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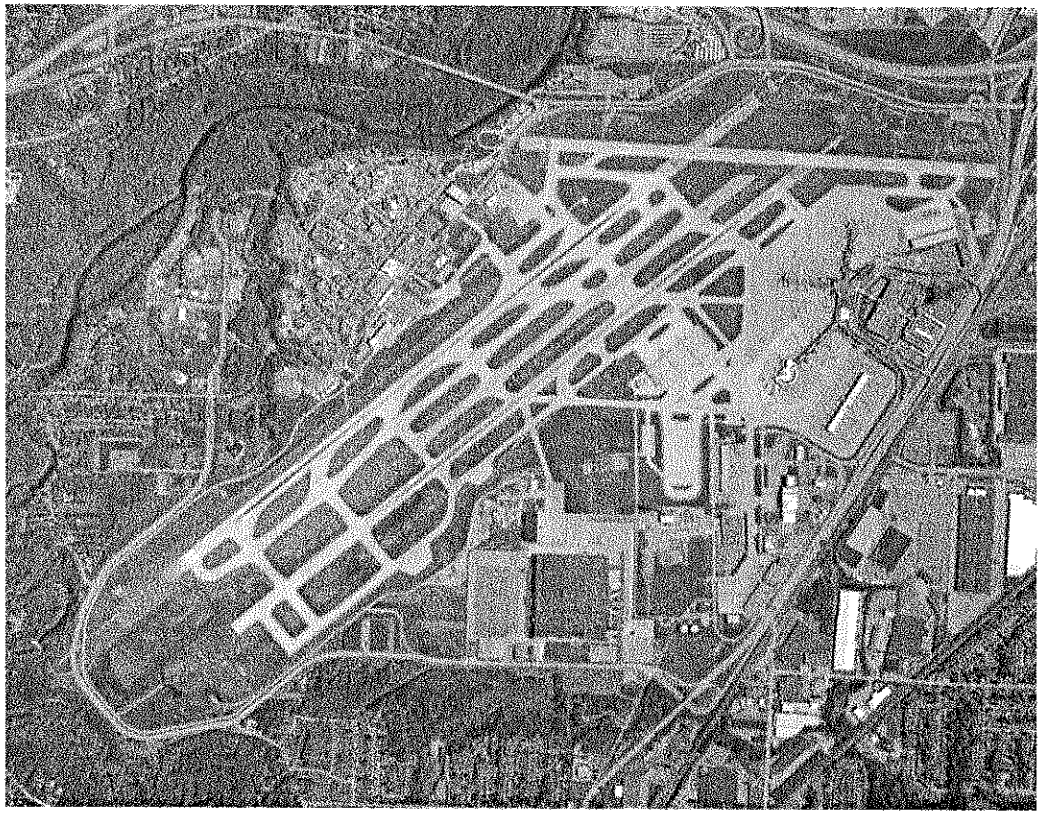

Cleveland Hopkins
International Airport

Burke Lakefront Airport

Minimum Qualifications

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- Each firm must provide evidence that it has a minimum of five (5) continuous years of experience in the last seven (7) years in performing surveys of commercial/industrial properties

- Have previous experience in preparing surveys for other airports; or employ a designated surveyor with airport experience

- Firms must posses all applicable licenses, certificates, permits or other authorizations required by all governmental authorities, including the City, having jurisdiction over the operations of the Successful Consultant at the Airport or elsewhere.

- Firms must be authorized to conduct business in the State of Ohio, County of Cuyahoga and the City of Cleveland

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Consultant Responsibilities/Scope of Work

- The selected Consultant will, on an on-call basis, be expected to provide surveying services and perform surveys of vacant land, improved properties, existing leasehold interest in real property, easements, conservation easements and right-of-ways

- Surveys shall be in accordance with the then-current Accuracy Standards for Surveys as adopted, from time to time by the National Society of Professional Surveyors

- Surveys must meet all current requirements of the Federal Aviation Administration ("FAA") pertaining to surveys, if any. It is the responsibility of the Consultant to ascertain the requirements contained in applicable FAA orders and circulars and to fully comply with those requirements

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Consultant Responsibilities/Scope of Work (cont.)

- Each survey shall be performed on the ground
- At the time of the survey, Consultant must be a disinterested and unbiased third party to the transaction contemplated
- Consultant shall be prohibited, during the duration of the contract, from providing surveying services to third parties on projects related to the Airport
- All services will be performed on an as needed basis via individual task orders issued by DPC

Safety

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Edward K. McDonald III
Deputy Chief - APM
(216) 265-4901

Security and Operations Requirements

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Robert Fischetto
CHIA Operations Manager
(216) 265-6090

Paul Fisk
Security Manager
(216) 265-3328

Statement of Qualification

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- If your firm is interested in this Request for Qualifications, please submit seven (7) complete Statements, consisting of one (1) unbound original, five (5) identical bound copies and one (1) digital copy, USB flash drive or compact disc, in either Microsoft Word (.doc/.docx) or Adobe Acrobat (.pdf) format, to the City **no later than 4:00 p.m. local time on Monday, August 31, 2015**. No statements shall be accepted after that time unless such date or time is extended pursuant to a written addendum issued by the City.

- Sealed statements may be mailed or hand delivered to the address below, but **MUST** be identified on the outside envelope as: **Statement of Qualifications: On Call Surveying Services.** Hand deliveries should be taken to the baggage claim level of the passenger terminal building at CLE

Cleveland Airport System
2nf Floor Administration Offices
5300 Riverside Drive
P.O. Box 81009
Cleveland, OH 44181-0009
Attn.: Rhonda Osborne, Procurement Officer

Statement of Qualification (cont'd)

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- Statements will be evaluated based on the following criteria as detailed in section 10.0 of the RFQ:
  - Qualifications/Experience (Rating up to 15 points)
  - Project Approach (Rating up to 30 points)
  - Key Staff (Rating up to 20 points)
  - Management approach (Rating up to 25 points)
  - Work Product Sample (Rating up to 10 points)
  - CSB/MBE/FBE Participation: Firms shall submit the names of persons, subcontractors, joint ventures or others to be used in meeting CBS/MBE/FBE goals (Pass / Fail)

Schedule Information

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- Release of Request for Qualifications : July 14, 2015
- Pre-qualification Meeting: July 22, 2015
- Deadline for Inquiries and Questions: August 5, 2015
- Written Response to Inquiries: August 19, 2015
- Deadline for Statements: August 31, 2015

Office of Equal Opportunity

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Jennifer Wiman
OEO Contract Compliance Officer
(216) 664-2667 (phone)
(216) 664-3870 (fax)
jwiman@city.cleveland.oh.us

Cleveland Area Small Business,
Minority and Female Business Enterprises (CSB, MBE & FBE)
Cleveland Area Small Business subcontracting goal: 10%

Office of Equal Opportunity

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OEO NOTICE TO BIDDERS SCHEDULES 1- 4
(Schedules Attached)

OEO Bid Schedules are required and are to be submitted in the selected consultant's proposal

SCHEDULE 1: Project Contract Information Participation

SCHEDULE 2: Schedule of Subcontractor Participation

SCHEDULE 3: Statement of Intent to Perform as a Subcontractor

SCHEDULE 4: CSB/MBE/FBE Subcontractor Unavailability/Impracticality Certification

OEO Schedules

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SCHEDULE 1
PROJECT CONTACT INFORMATION FORM

_____ **Bidder/Proposer Name**

_____ **Project Name**

Part I: Bidder Information

Contractor's Full Legal Name:	Are you Certified with the Office of Equal Opportunity? Check all that apply:		
	☐ CSB	☐ MBE	☐ FBE
Contractor's Address:	Federal Tax ID Number (EIN):		
City:	State:		
Contractor's Principal Officer Name:	Phone Number:		
Contractor's Authorized OEO Representative Name:	Phone Number:		

Part II: Evaluation Summary

	Total Dollar Amount	% of Contract
CSB Participation:		
MBE Participation:		
FBE Participation:		

Signature: _____ Date: _____
Bidder/Proposer Representative

_____
Title

OEO Schedules

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SCHEDULE 2
SCHEDULE OF SUBCONTRACTOR PARTICIPATION

List ALL PROSPECTIVE SUBCONTRACTORS that will be participating on this contract. The Bidder or Proposer is responsible for verifying that each CSB, MBE and FBE Subcontractor listed is certified to perform the particular type of work they are expected to perform on the contract. If you need additional space, please attach additional pages as necessary.

_____ **Bidder/Proposer Name**

_____ **Project Name**

Subcontractor	CSB	MBE	FBE	Other	Address	Fed Tax ID # (EIN)	Part 1: SPEC ITEM #	Part 2: TYPE OF WORK OR MATERIALS/SUPPLIES	Part 3: TOTAL SUBCONTRACT AMOUNT IN DOLLARS
									$
									$
									$
									$
									$
									$
									$

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

Signature: _____ Date: _____
Bidder/Proposer Representative

_____
Title

OEO Schedules

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SCHEDULE 3
STATEMENT OF INTENT TO PERFORM AS A SUBCONTRACTOR

To: _____ _____
Bidder/Proposer Name **Project Name**

☐ CSB
☐ MBE
☐ FBE

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

The undersigned prospective subcontractor intends to perform work or furnish supplies/materials in connection with the contract as a (check all that apply):
☐ Individual
☐ Corporation organized and existing under the laws of the State of _____,
☐ Proprietorship,
☐ Partnership, or
☐ Joint Venture consisting of _____.

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

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

RE-SUBCONTRACTING

1. The undersigned prospective subcontractor will re-subcontract work on this contract:
   ☐ Yes (If Yes, fill out Sections A. and B)
   ☐ No

A. _____
Name of Re-Subcontracted Company
☐ Majority-Owned Business
☐ CSB
☐ MBE
☐ FBE

B. Description work or Supplies/Materials: _____ Dollar Amount: $ _____

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

_____
Prospective Subcontractor Name

_____ _____
Authorized Representative: Title:

_____ _____
Signature: Date:

OEO Schedules

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SCHEDULE 4
CSB/MBE/FBE SUBCONTRACTOR
UNAVAILABILITY/IMPRACTICALITY CERTIFICATION

_____ _____
Bidder/Proposer Name **Project Name**

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

Section A:

Please check one of the following:

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

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

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

Section B:

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

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

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

CONTACTED CONTRACTOR	PROPOSED WORK/SUBLINE	REASON FOR UNAVAILABILITY	DATE OF CONTACT	DATE RESPONSE RECEIVED
1.				
2.				
3.				
4.				
5.				

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

Signature: _____ Date: _____
Bidder/Proposer Representative

_____
Title

Questions

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All questions are to be submitted in writing to:
Procurement Section of the Department of Port Control
5300 Riverside Drive
P.O. Box 81009
Cleveland, OH 44181-0009
Attention: Rhonda Osborne

Questions may be submitted via email (preferred method) to:
rosborne@clevelandairport.com

The Department will provide answers to questions via an Addendum to be posted on-line August 19, 2015

DEADLINE For Questions is Wednesday, August 5, 2015

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Thank You

CLEVELAND HOPKINS INTERNATIONAL AIRPORT
Pre-Qualification Conference
On-Call Surveying Services RFQ
Wednesday, July 22, 2015

NAME	COMPANY	TELEPHONE	FAX No.	E-MAIL
RYAN SNEZEK	STEPHEN HOVANCSEK & ASSOC, INC	216-731-6255	216-731-4483	RSNEZEK@HOVANCSEK.COM
ANTHONY MAIONE	LANGAN	216 328 3300	216 328 3301	AMAIONE@LANGAN.COM
Justin Haselton	RE Warner	440 8359400	440 835 9401	jhaselton@rewarner.com
VINCE D'ANGELO	EUTHENICS, INC	330 421-6675		vjdangelo@euthenics-inc.com
MARIUSZ MITKOWSKI	GTA ASSOCIATES	440 572-0555	440 572-0378	MARIUSZ@GTA-OH.COM
Casey Barry	Straub Surveying LLC	440-570-8427	—	CBARRY@STRAUBSURVEYING.com
Rhonda Osborne	PROCUREMENT	216-265 4690		rosborne@clevelandairport.c

CLEVELAND HOPKINS INTERNATIONAL AIRPORT
Pre-Qualification Conference
On-Call Surveying Services RFQ
Wednesday, July 22, 2015

NAME	COMPANY	TELEPHONE	FAX No.	E-MAIL
George Hofmann	Hofmann-Metzler	440-234-7350	440-234-8571	george_hm@ameritech.net
CHRIS COURTNEY	GARRETT & ASSOC.	440.449.4005	440.449.0883	CCOURTNEY@CLXCOURTNEY.COM
DINO LUSURI	DPC	216 387 3781		DLUSURI@CLEVAIR.COM
TREVOR BIXLER	KS ASSOC.	440-365-4730	440-365-4790	BIXLERT@KSASSOCIATES.COM
ED DUDLEY	RIVERSTONE CO.	216-491-2000	216-491-9360	EDDUDLEY@RIVERSTONESURVEY.COM
MATT ROBERTS	DLZ	330-687-2439		MROBERTS@DLZ.COM

CLEVELAND HOPKINS INTERNATIONAL AIRPORT
Pre-Qualification Conference
On-Call Surveying Services RFQ
Wednesday, July 22, 2015

NAME	COMPANY	TELEPHONE	FAX No.	E-MAIL
Rich Kolo	Kolo & Assoc.	440885 7137	440885 7139	RJK@KOLOSURVEY.COM
Bill Vondra	LDC, Inc	440-255-8463	NONE	BILLV@LDCinc.net
Dan Laux	Polaris Engineering	440-944-4433	440-944-3122	DanLe Polaris-Les.com
Adam Treat	Michael Benza & Assoc.	440-526-4206		adamt@mbenzaengr.com
Tom Lehman	DPC	216 898 5186	—	tlehman@clevelandairport.com
Bob Fischietto	A/P OPS	265-6161		rfischietto@clev[illegible]
Alex Marks	Atwell	4403249681		AMarks@Atwell-Group.com
Brendan Barry	Straub Surveying LLC	440-477-1287	—	BBARRY@straubsurveying.com
Jeff Pesler	Woolpert, INC	216 288 3477		jeff.pesler@woolpert.com
Edward McDonald	OAS	x 4901	—	EMcdonald@clevelandairport.com

CAD/BIM SPECIFICATIONS – DPC PLANNING & ENGINEERING

Version 0.2 9-15-2014

Questions pertaining to these specifications can be addressed to the acting Design Supervisor.

The intent of these specifications is to organize the electronic data collected from the various consultants hired by the owner for the purpose of creating a Computerized Asset Management System. These specifications can and will change over time as technology changes or the owner updates their systems. The electronic model data at each step of the project is considered the property of the owner and therefore its collection, organization, and format shall be under the owner's direction.

Any modifications to these specifications must be in writing and approved by the acting Design Supervisor.

DEFINITIONS:

Coordinate System: Ohio State Planes North Zone US Foot (OH83-NF)
Design Supervisor: Planning and Engineering Program Manager for Design Services
Electronic Deliverables: Shall include but not be limited to DWG, PDF, DGN, SHP, TXT etc...
Operating Software: The DPC utilizes the following file types for the disciplines involved:

- Architecture: Autodesk Revit Architecture (RVT)
- Civil Engineering: Autodesk Civil 3D (DWG)
- Mechanical, Electrical, Plumbing: Autodesk Revit MEP (RVT)
- Structural: Autodesk Revit Structure and Robot (RVT)
- GIS: Autodesk Map (ESRI SHP)
- Project Management: Autodesk Navisworks (NVD)

Owner: Cleveland Department of Port Control, Planning & Engineering
Point Cloud: LIDAR data collected via aerial, terrestrial, or mobile methods shall be provided to the owner in both its RAW format and in a registered format. The data shall be provided in the file types requested by the owner.

CAD/BIM Model Best Practices

AutoCAD:

1) The base point of any DWG delivered to the owner shall be 0,0,0.
2) All deliverables to the owner shall have the UCS set to its default state. Only rotations utilizing DVIEW Twist will be accepted.
3) All drawing objects shall have their properties defined as BYLAYER.
4) Layers will meet the current DPC layer standards at the time of electronic drawing submittal.
5) Linework/models and their associated labels/text shall be on separate layers.
6) No exploded dimensions or drawing elements.

Revit:

1) The base point and rotation of any Revit model will be referenced to the survey base point assigned by the project's site engineer/surveyor. In the event that the project is interior only,

two outside building coordinates will be identified and used so that the model is geospatially accurate.

GIS:

1) All GIS data delivered to the owner shall be in the form of ESRI SHP files.

DELIVERABLES

A) All Electronic Deliverables delivered at every completion stage(30%, 60%, 90%, Final and As-builts) shall be on the coordinate system directed by the owner. These deliverables shall also be in a format approved by the owner and dependent on the current operating software.

B) Existing conditions files shall be provided to the owner in model form and in the following formats:
   1) A PNEZD comma delimited coordinate file, post processed, on a coordinate system and using the DPC Survey Code List and line-work generation methodologies.
   2) An ETRANSMITTED DWG file representing the existing conditions in model form representing verbatim what is being submitted via PDF/copies. No alterations, exploding, bursting or other CAD detriment will be accepted.
   3) Each surface shall be submitted in a separate XML file.
   4) Each alignment shall be submitted in a separate XML file.

Point Cloud files are also the property of the owner and shall be provided to the owner in the following formats:

1) The RAW scans in the format provided by the hardware manufacturer.
2) A post processed, registered point cloud with a registration error report in the native hardware format. Registrations must meet the owner's requirements.
3) The post-processed, registered point cloud in the RCP format for use with Autodesk modeling.
4) Data shall be delivered on a media approved for the size of the data sets including but not limited to, high speed USB flash drives, high speed external hard drives, blu-ray discs. Format to be coordinated before delivery.
5) The consultant is expected to maintain a copy of this data for the entire project duration and a period of 3 years after final payment. In the event of extended projects, the consultant will maintain the data indefinitely until the owner provides a written release of responsibility of the point cloud data.

Point Clouds for as-built deliverables, in addition to the above requirements:

1) Point cloud comparisons will be provided in rendered results showing discrepancies. Both data sets used for these analyses shall be provided to the owner. A procedure list showing analysis technique steps will be provided to the owner as part of the as-built effort.
2) Standard project as-built line-work will be generated from the point cloud as well as surfaces for the purpose of comparison to proposed design.