



August 31, 2023

Dear Prospective Firm:

The City of Cleveland, ("City"), owner and operator of Cleveland Hopkins International Airport and Burke Lakefront Airport, through its Director of Port Control ("Director"), invites written Statements of Qualifications ("Statements") from Firms interested in providing comprehensive professional planning services, for the Department of Port Control.

A non-mandatory pre-qualification meeting will be held, on **Monday, September 11, 2023, at 10:00 a.m. local time, via WebEx Meeting. To call into the meeting call 1-415-655-0002 and the access code is 2634 815 0473.** Those planning to attend the pre-qualification conference must register by 4:00 p.m. on Friday, September 8, 2023, by e-mail to smuia@clevelandairport.com. When registering, it will be necessary to provide the names of all attendees. It is also advantageous to provide e-mail addresses for all attendees, although it is not required. During, or before the pre-qualification meeting, interested parties may ask questions pertaining to this Request for Qualifications. Please e-mail questions to smuia@clevelandairport.com.

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 in either Microsoft Word (.doc/.docx) or Adobe Acrobat (.pdf) format, to the Department no later than **4:00 p.m. local time on Friday, October 6, 2023.** No Statements shall be accepted after that time unless such date or time is extended pursuant to a written addendum issued by the City.

Statements may be mailed to the address below and must be identified on the outside of the envelope(s) as: **Statement of Qualifications – On-Call Professional Planning Services**

Cleveland Airport System
Department of Port Control
2nd Floor Administrative Offices
5300 Riverside Drive
P. O. Box 81009
Cleveland, Ohio 44181-0009

Attn: Sharri Muia, Contracts & Procurement Manager

Firms may also elect to submit their Statement electronically. Please send the electronic Statement submission to airportprocurement@clevelandairport.com. Electronic submissions must be received no later than 4:00 p.m. local time on Friday, October 6, 2023.

The Director reserves the right to reject all Statements or portions of any or all Statements, to waive irregularities and technicalities, to re-advertise or to provide the service otherwise in the best interest of the City. The Director may, at his sole discretion, modify or amend any and all of the provisions of this notice or the Request for Qualifications.

The Request for Qualifications documentation is available on the City Website as follows:

<http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/Finance/RFP>

<http://www.clevelandairport.com/about-us/business-cle/bids-rfps>

All future documentation including addenda, response to questions, schedule changes and additional requirements for this Request for Qualifications will be posted on the above sites as no additional mailings will be made.

Should you have any questions regarding this solicitation, please contact me.

Sincerely,



Sharri Muia
Contracts & Procurement Manager
Cleveland Airport System
Department of Port Control