

Date: July 10, 2015
To: Prospective Proposers
From: City of Cleveland, Department of Port Control
Subject: Addendum No. 2 to Request for Qualifications – Airline Master Lease Consulting Services

Please be advised that the City of Cleveland, through its Director of the Department of Port Control (“Department”), hereby publishes Addendum No. 2 to the Request for Qualifications – Airline Master Lease Consulting Services, dated June 1, 2015.

This addendum serves as the response to all inquiries received, from prospective proposers, prior to the question deadline date of July 1, 2015.

STATEMENT SUBMITTAL DEADLINE: Monday, July 27, 2015

INQUIRIES

1.	Question	We believe information in the affidavit in Paragraph K, of Section 6, Statement Content, addresses the information required in the affidavit in Paragraph J of the same section. Please confirm that one affidavit, included in Paragraph J, is the city’s intent.
	Answer	Only one (1) Affidavit is required.
2.	Question	We take exception to certain Financial requirements, in Section 6, Paragraph H, for inclusion in the Statement of Qualifications and will duly note said exceptions in our Statement. Please advise if this exception would be grounds for disqualification of the Statement.
	Answer	Please refer to Page 15, Section 5.1, of the Request for Qualifications.
3.	Question	Item A, under General Terms and Conditions (bottom of page 6 of the RFQ), indicates that more than one firm could be selected to perform this task. How does the Department anticipate separating tasks since Airline lease negotiations are normally performed by one firm?
	Answer	The Department intends to select only one firm for this contract.
4.	Question	Item B, under the General Terms and Conditions (top of page 7 of the RFQ), indicates the term of this contract will be up to one (1) year with a one year extension. With the current agreement set to expire December 21, 2015, what additional services are anticipated after the completion of the lease negotiation? Does this suggest a possible extension of the current agreement?
	Answer	At this time, no additional services are being anticipated after the completion of the lease negotiation. An extension is possible, but the goal, for completion of an agreement, in principle, is on or about January 1, 2016.

5.	Question	Item B, under the Insurance discussion (on page 9 of the RFQ) indicates \$2,000,000 for automobile liability coverage. Why would this be necessary for this type of contract?
	Answer	If it is necessary for the Consultant to drive on the airside of the terminal, \$10,000,000 is required. \$1,000,000 is necessary for driving landside and escorted access to the airside but NOT actually operating any vehicles.
6.	Question	The RFQ has a goal of 10% participation for CSB's and indicates the City's commitment to assist MBEs and FBEs, but no goal was noted. Is there any combined goal for the use of those types of firms?
	Answer	The participation goal for this project is 10% CSB only. However, the City does encourage the use of MBEs and FBEs on the contract as well, but their participation will not be counted toward the goal. There isn't a combined goal for the project.
7.	Question	Item A, under Qualifications for Statements (page 15 of the RFQ); states that a firm needs to "provide evidence that it has a minimum of five (5) "continuous years"..... What is meant by "continuous years" of experience? (Note: Lease negotiations typically last between 18 months to 2 years max)
	Answer	At least five (5) years of "cumulative" experience would be appropriate and acceptable.