

# Cleveland Airport System BKL Airport Master Plan Update

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## **Pre-Qualification Conference**

Tuesday, October 13<sup>th</sup>, 2020



# Pre- Bid Meeting Agenda

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Introduction  
Ordinance and Background  
Burke Operations  
CDF Operation  
Scope of Work  
OPICC Requirements

# Introduction

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- The City of Cleveland, Department of Port Control is responsible for the planning, operation, and development of CLE and BKL.
- Our goal is to ensure that we meet the needs of the present without compromising our ability to meet the needs of the future.
- We aim to achieve this through continued customer and stakeholder satisfaction as well as flexible development ushered in through comprehensive planning.

# Ordinance

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## Authorizing Ordinance: 513-2020

- The FAA is not funding this project; however, concurrence, and approval, of this plan, by the FAA, will be required.
- Where applicable, all work will be prepared in a manner consistent with current FAA regulations, policies, Advisory Circular, and guidance.



# Burke Lakefront Airport

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- August 25, 1947: BKL opens for business operating as “Cleveland Municipal Airport”.
- Close proximity to downtown Cleveland is advantageous for business and local travel.
- Two runways, instrument and visual.



# Burke Lakefront Airport

Located on the north coast, BKL resides on approximately 445 acres of filled land.



# Scope of Work

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- Aviation Forecasts
  - Recent Change in Category
  - General Aviation Operations
- Airport Layout Plan Update
  - Consideration of CDF Operations
  - Other Ancillary Items
  - Alternatives
- Exhibit “A” Property Map
  - No historic
  - Survey work is complete
- Technical Report
  - Updated to reflect changes and findings

# Aviation Forecasts

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- As of 2019, BKL is classified as a Primary Airport.
- BKL accommodates a variety of aviation businesses including, charters, air taxi, general aviation, military operations, and student pilots.



# ALP – Considerations: CDF

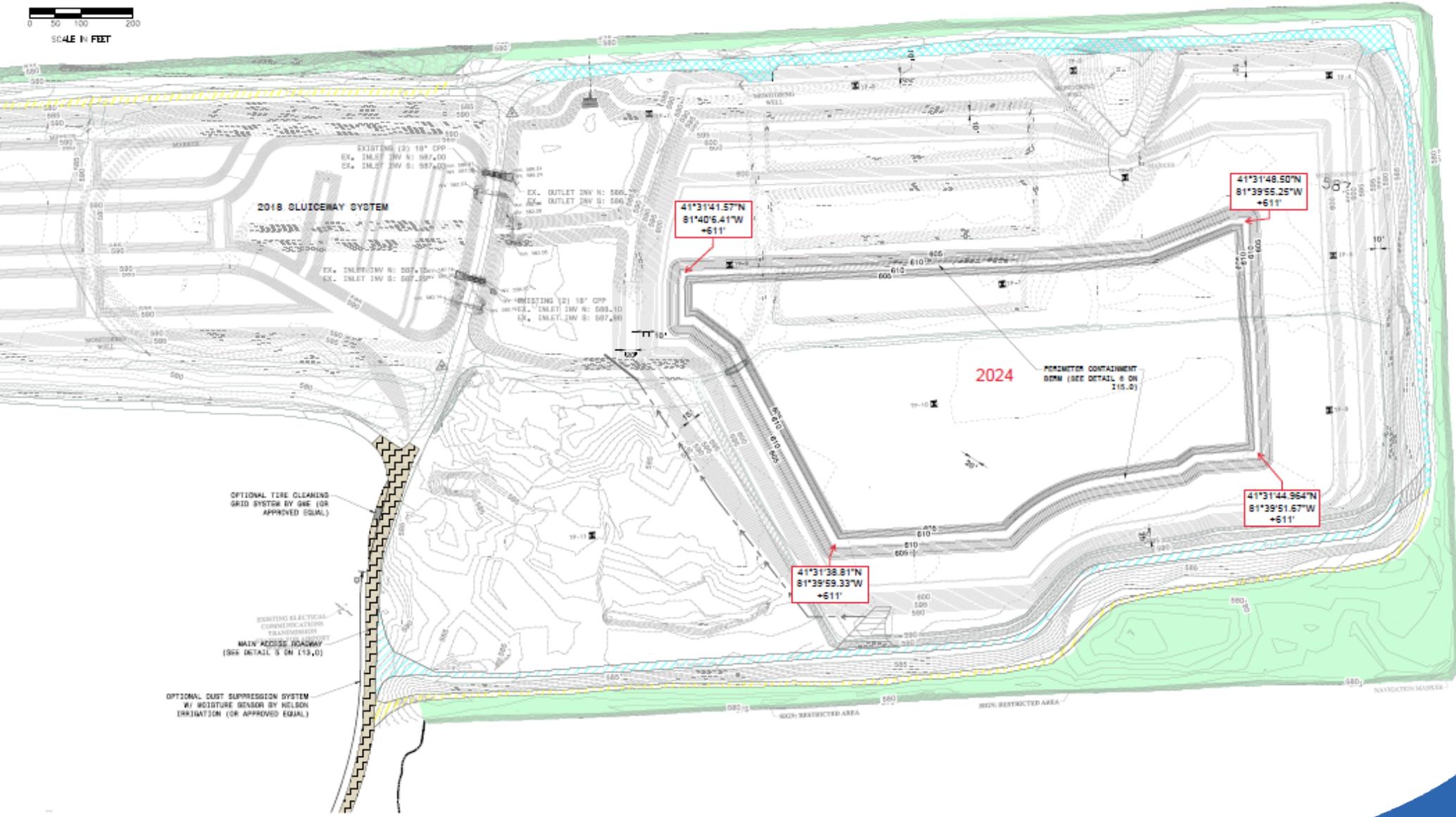
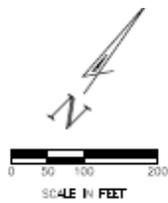
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- There are multiple Confined Disposal Facilities (CDF) located on BKL's campus.
- Through a partnership involving local, state, and federal agencies, the Cleveland-Cuyahoga County Port Authority operates on the CDF's
- The operation involves erecting a series of berm raises for material storage and operation of a material recycling facility.



# CDF Operation





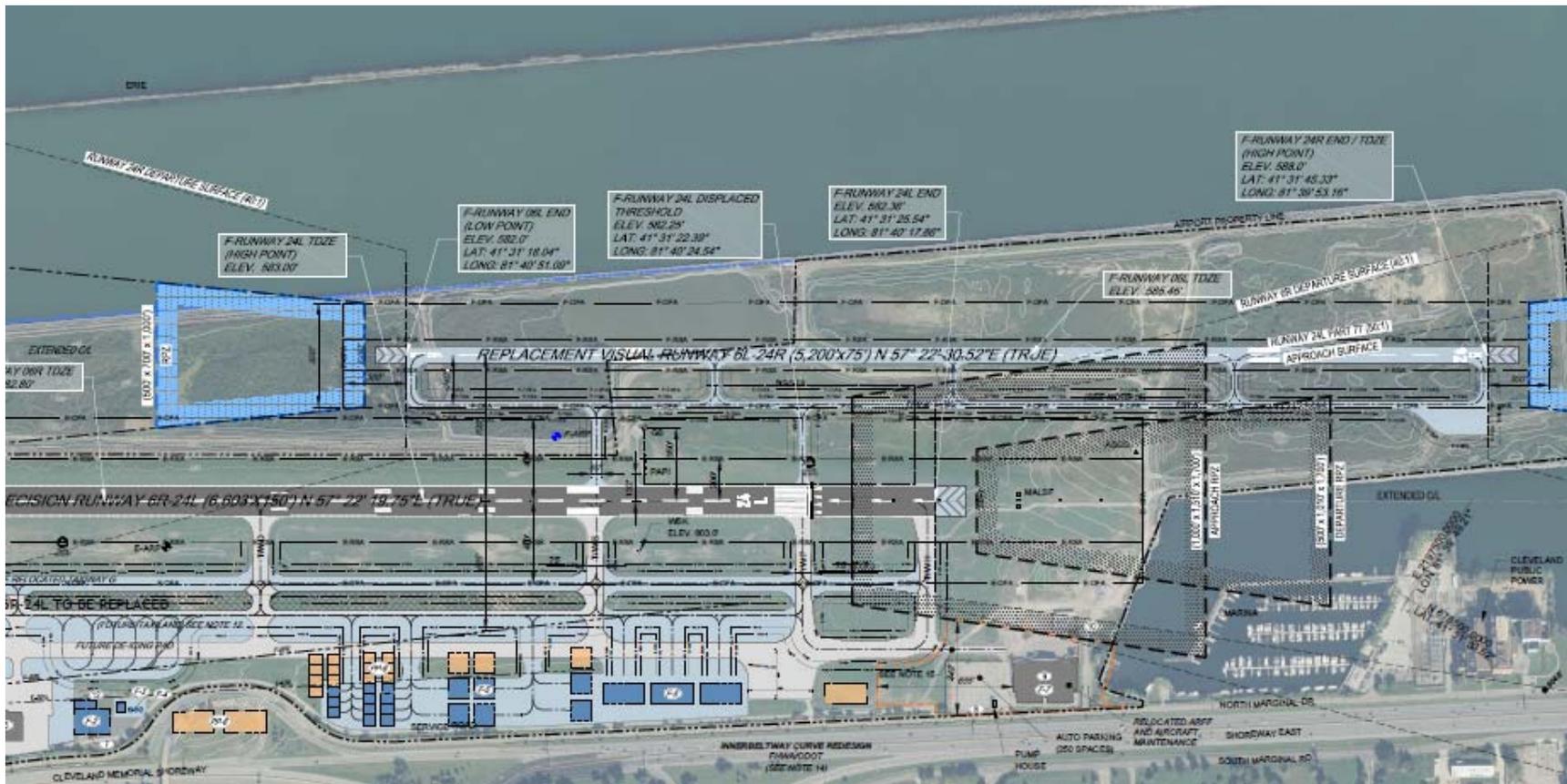
**LEGEND**

	PROPOSED MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR

- NOTES:**
1. THE TOPOGRAPHIC SURVEY SHOWN WAS PROVIDED BY T&C ENGINEERING, LLC IN AUGUST 2017.
  2. THE SURVEY DATUM IS IN NAD 1983 OHIO NORTH ZONE FEET AND 30LD 1985 ELEVATIONS.
  3. EXISTING SITE CONDITIONS MAY VARY FROM CONDITIONS AND GRADES SHOWN ON THESE PLANS DUE TO RECENT SITE OPERATOR'S ACTIVITIES.

# Future Considerations

- Current Airport Layout Plan



# Preparation of Exhibit "A"

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- Completion of an Exhibit "A" property map.
  - Burke has never had an Exhibit "A".
  - DPC has begun contracting required survey work.
- Details the manner in which land was acquired, and the funding sources used for acquisition.
  - BKL's campus resides on a series of submerged land leases.



# Technical Report

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- Review and update BKL Technical Report
- Reflect findings and amendments



# OFFICE OF PROPERTIES, INCLUSION AND CONTRACT COMPLIANCE (OPICC) TEAM

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# OPICC Requirements

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## POINTS OF DISCUSSIONS:

**1. Provisions of DBE/ACDBE and SBE Program**

**2. Project Goals/SOQ**

**3. SBE Verification and Validation**

**4. Required OCI Forms/Documents**

**5. Project Compliance Requirements**

**6. Non Compliance and Sanctions**

# 1. PROVISIONS OF THE DBE/ACDBE AND SBE PROGRAM

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**1a. 49 CFR PART 26 - DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

**1b. 49 CFR PART 23 - AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE)**

**\* EFFECTIVE MARCH 2013:  
SMALL BUSINESS ENTERPRISE (SBE) element of DBE/ACDBE Program**

## 2. PROJECT GOALS

### Project Specific Goal

15 %

- ✓ **based on willingness, readiness and availability**
- ✓ Certified DBE/ACDBE website: <http://www.dot.state.oh.us/dbe/Pages/UCP.aspx>

**Small Business Enterprise (SBE) Project Goal: 5%**

## 2a. STATEMENT OF QUALIFICATION (SOQ)

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### What to do?

#### Submit

- ✓ DBE Utilization Plan
- ✓ Must demonstrate Good Faith Effort in obtaining DBEs

**NOTE: No Good Faith Effort will be considered a non-responsive SOQ.**

- When selected, complete ALL required DBE forms.

# 3. SBE VERIFICATION AND VALIDATION

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## 2 Kinds of SBEs

### **a. Certified DBEs**

### **b. Validated Non-certified DBEs**

#### **Submission requirements:**

- b1. Application for OPICC's Validation
- b2. Most recent three (3) years business tax returns
- b4. One of the following certifications:
  - b4-1. CSB Certification - Cleveland OEO
  - b4-2. Small Business Certification - Cuyahoga County
  - b4-3. US SBA 8(a) Certification
  - b4-4. NEORSD Certification
  - b4-5. Northern Ohio Supplier Diversity Council Certification

## 4. REQUIRED OPICC FORMS/DOCUMENTS

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### 4a. Certified DBEs/ACDBEs:

4a1. **B-3** (*DBE/ACDBE Participation Plan*)

4a2. **B-2** (*DBE/ACDBE Affidavit*)

4a3. **B-4A** (*Letter of Intent to Perform as Subcontractor/Sub-consultant*)

### 4b. Good Faith Effort

### 4c. Non Certified DBEs/ACDBEs and SBEs:

4c1. **B-6** (*Non DBE/ACDBE and SBE Participation Plan*)

4c2. **B-4B** (*Letter of Intent to Perform as Subcontractor/Sub-consultant*)

## 4. REQUIRED OPICC FORMS/DOCUMENTS - continuation

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### 4d. Tier Subcontractors (i.e. 2<sup>nd</sup>/3<sup>rd</sup>...)

4d1. **B-8** (*2<sup>nd</sup> Tier/3<sup>rd</sup> Tier Subcontractor/Sub-consultant*)

4d2. **For DBE:** B-2 and B-4A; **For Non DBE:** B-4B

### 4e. Emergency Utilization of Subcontractors

4e1. **B-9** (*Emergency Addition-Conditional Approval of Subcontractor/Sub-consultant*)

- limited to 3 requests only

### 4f. With ongoing projects, submit:

4f1. Required B forms accordingly **with revised** B-3, B-6 or B-8

4f2. Copies of **ALL** sub contracts, sub-agreements and POs

# 4a1. ENCLOSURE B-3 (DBE/ACDBE Participation Plan)

**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 BASE Bid/Proposal Amount	Base Bid\$\$\$\$\$\$

\*\*\*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 (must provide)	Address	Contact Person	Scope of Work	Percent Participation	Dollar Value of Work
1. DBE1	xx-xxxxxxx	Address1, City, State Zip	Point of Contact	Solicited work (NAICS Code)	%	\$\$\$
2. DBE2	xx-xxxxxxx	Address1, City, State Zip	Point of Contact	Solicited work (NAICS Code)	%	\$\$\$
3.						
4.						
5.						
6.						
7.						
<b>Total DBE/ACDBE Dollars (%)</b>						

The undersigned will enter into formal agreement with the certified DBEs/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	Email:	Telephone	Fax	Date
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# 4a2. Enclosure B-2 (DBE/ACDBE AFFIDAVIT)

## 4a3. Enclosure B-4A (Intent to Perform...)

### Enclosure B2 (DBE/ACDBE AFFIDAVIT)

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

**THIS PAGE IS TO BE COMPLETED BY ALL DISADVANTAGED BUSINESS ENTERPRISE/AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (DBE/ACDBE) PROPOSED TO PARTICIPATE ON THIS PROJECT.**

I hereby declare and affirm that I am (company representative) \_\_\_\_\_ and duly authorized representative of the \_\_\_\_\_ (name of corporation or joint venture) whose address is \_\_\_\_\_.

I HEREBY DECLARE AND AFFIRM THAT I AM A DISADVANTAGED BUSINESS ENTERPRISE/AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (DBE/ACDBE) AS DEFINED BY 49 CFR Part(s) 23 or 26. I WILL PROVIDE INFORMATION AND/OR THE CERTIFICATION TO DOCUMENT THIS FACT **(attach copy of certification)**.

I DO SOLEMNLY SWEAR OR DECLARE AND AFFIRM THAT THE CONTENTS OF THE FOREGOING STATEMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

\_\_\_\_\_  
(Affiant) (Date)

State of \_\_\_\_\_  
City and County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ signed officer personally appeared.

\_\_\_\_\_ described in the abovementioned affidavit has not previously performed the same in the capacity therein stated and for \_\_\_\_\_.

In witness whereof, I have hereunto set my hand and official seal.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

(SEAL)

### Enclosure B4-A (Intent to Perform as Certified DBE/ACDBE)

**ENCLOSURE B-4A  
LETTER OF INTENT TO PERFORM AS A CERTIFIED DBE/ACDBE SUB-CONTRACTOR/CONSULTANT**

*This form is to be completed by Prime Contractors and Consultants and ALL certified DBE and ACDBE Sub-contractors and Sub-consultants.*

Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_

**TO BE COMPLETED BY PRIME CONTRACTOR/CONSULTANT**

Prime Contractor/Consultant: \_\_\_\_\_  
(FEDERAL TAX ID - MUST PROVIDE \_\_\_\_\_)

I am the \_\_\_\_\_ and duly authorized representative of the (firm of) \_\_\_\_\_, which intends to perform work for the above project operating as (strike out conditions that do not apply) an Individual, a Company, a Corporation, organized and existing under the law of the State of \_\_\_\_\_, or a Proprietorship, a Partnership, or Joint Venture consisting of: \_\_\_\_\_

**TO BE COMPLETED BY CERTIFIED SUB-CONTRACTORS/CONSULTANTS**

DBE/ACDBE Subcontractors/consultants: \_\_\_\_\_

The firm I represent is a Disadvantaged Business Enterprise/Airport Concession Disadvantaged Business Enterprise which is currently certified by the Ohio Unified Certification Program as DBE/ACDBE with a certification date of \_\_\_\_\_. My firm is certified to perform work in the following areas: (Please provide a description of ALL work along with the NAICS Code for which your firm is certified): \_\_\_\_\_

The undersigned is prepared to perform the following described work in connection with the above project. (Specify in appropriate detail particular work items or parts to be performed along with NAICS Code for this project only. Also, please provide associated pricing with work outlined)

Type of Work and Items	Price Associated
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows (Do not leave the chart below blank. Information is to be provided for ALL procurements with the exception of RFQ's (task order) and concessions (ACDBE) projects.

Rev 3/2013

## 4b. Good Faith Effort (49 CFR Part 26.53)

### ENCLOSURE B-5 GOOD FAITH EFFORTS GUIDELINES

Instructions: In the event a competitor is unable to commit to full attainment of an established AC/DBE contract specific goal, a good faith efforts evaluation must be conducted by the Airport. All competitors must provide documentation demonstrating all of the steps outlined below were taken in attempting to obtain AC/DBE participation. **ALL GOOD FAITH EFFORT DOCUMENTATION MUST BE SUBMITTED AT THE TIME OF BID/PROPOSAL/QUALIFICATION.** With the exception of the RFQ process, the Airport is not allowed to contact potential contractors/consultants prior to selection of the successful bidder/proposer regarding information submitted. If good faith efforts are not submitted at the time of bid/proposal the bidder/proposer will be deemed **NON-COMPLIANT.**

1. Whether the contractor attended any pre-solicitation or pre-bid meetings that were scheduled by the recipient to inform AC/DBEs of contracting and subcontracting opportunities.
2. Whether the contractor advertised in general circulation, trade association, and minority-focus media concerning the subcontracting opportunities.
3. Whether the contractor provided written notice to a reasonable number of specific AC/DBEs, that their interest in the contract was being solicited in sufficient time to allow the AC/DBEs to participate effectively.
4. Whether the contractor followed up initial solicitations of interest by contacting AC/DBEs to determine with certainty whether the AC/DBEs were interested.
5. Whether the contractor selected portions of the work to be performed by AC/DBEs in order to increase the likelihood of meeting the AC/DBE goals (including, where appropriate, breaking down contracts into economically feasible units to facilitate AC/DBE participation).
6. Whether the contractor provided interested AC/DBEs with adequate information about the plans, specifications and requirements of the contract.
7. Whether the contractor negotiated in good faith with interested AC/DBEs, not rejecting AC/DBEs as unqualified without sound reasons based on a thorough investigation of their capabilities.
8. Whether the contractor made efforts to assist interested AC/DBEs in obtaining bonding, lines of credit, or insurance required by the recipient or contractor; and
9. Whether the contractor effectively used the services of available minority community organizations; disadvantaged contractors' groups; local, state and Federal disadvantaged business assistance offices; and other organizations that provide assistance in the recruitment and placement of AC/DBEs.

**\*PLEASE ATTACH ALL SUPPORTING DOCUMENTATION OF THE GOOD FAITH EFFORTS TO THE BID/PROPOSAL/QUALIFICATIONS. COMPETITORS WILL BE DETERMINED NON-COMPLIANT WITHOUT THE APPROPRIATE SUPPORTING GOOD FAITH EFFORTS DOCUMENTATION.**

**All solicitation documentations must  
be included with proposals upon  
submissions**

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

# 4c1. ENCLOSURE B-6 (NON CERTIFIED DBE/ACDBE and SBE PARTICIPATION PLAN)

**ENCLOSURE B-6**  
**NON-CERTIFIED DISADVANTAGED BUSINESS ENTERPRISE / AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE SUB-CONTRACTOR/CONSULTANT (NON-CERTIFIED DBE/ACDBE) AND SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION PLAN**  
 \*\*\*Bidders MUST make a Good Faith Effort to meet the established SBE Goal\*\*\*

Name of Prime Contractor			
Name of Project			
Project/Contract No		Total BASE Bid Amount	

\*\*\*All firms must provide FEDERAL TAX ID NUMBER AND COMPLETE FORM B-4B\*\*\*

SBE YES	NO	Name of NON-CERTIFIED DBE/ACDBE <small>(For SBE - Identify if DBE/ACDBE)</small>	Federal Tax ID <small>(must provide)</small>	Address <small>Street City, State Zip</small>	Contact Person <small>Point of Contact</small>	Scope of Work <small>Solicited Work</small>	Percent Participation <small>%</small>	Dollar Value of Work <small>(Non-Certified DBE/ACDBE)</small>	Dollar Value of Work <small>(SBE)</small>
	x	1. Non-DBE 1	xx-xxxxxxx	Street City, State Zip	Point of Contact	Solicited Work	%	\$\$\$\$\$	
		2.							
	x	3. SBE 1	xx-xxxxxxx	Street City, State Zip	Point of Contact	Solicited Work	%		\$\$\$\$\$
		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	Email:	Telephone	Fax	Date
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# 4c2. ENCLOSURE B-4B

## (letter of intent to perform as a non-certified dbe/acdbe AND sbe subcontractor/sub-consultant)

**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/CONSULTANT**

Prime Contractor/Consultant: \_\_\_\_\_  
(Federal Tax ID Number – MUST PROVIDE \_\_\_\_\_)

I am the \_\_\_\_\_ and duly authorized representative of the (firm of) \_\_\_\_\_, which intends to perform work for the above project operating as (*strike out conditions that do not apply*) an individual, a Company, a Corporation, organized and existing under the law of the State of \_\_\_\_\_, or a Proprietorship, a Partnership, or Joint Venture consisting of:  
\_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY NON-CERTIFIED DBE/ACDBE/SBE SUB-CONTRACTORS/CONSULTANTS**

Sub-Contractor/Consultant: \_\_\_\_\_

I am the \_\_\_\_\_ and duly authorized representative of the (firm of) \_\_\_\_\_, which intends to perform work for the above project operating as (*strike out conditions that do not apply*) an individual, a Company, a Corporation, organized and existing under the law of the State of \_\_\_\_\_, or a Proprietorship, a Partnership, or Joint Venture consisting of:  
\_\_\_\_\_  
\_\_\_\_\_

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows (Do not leave the chart below blank. Information is to be provided for ALL procurements with the exception of RFQ's (task order) and concessions (revenue generating))

**projects.** If the chart below has not been completed the form will be considered **INCOMPLETE** and will be returned and potentially delay the procurement process):

Type of Work and Items	Work Hours Involved	Projected Commencement Date	Projected Completion Date
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

**REPRESENTATION TO UTILIZE 2<sup>ND</sup>/3<sup>RD</sup> TIER SUB-CONTRACTOR/CONSULTANTS**

I further represent that \_\_\_\_\_ percent (\_\_\_ %) of the dollar value of my subcontract will be performed by 2<sup>nd</sup> / 3<sup>rd</sup> tier subcontractors and/or suppliers, which are: \_\_\_ certified / \_\_\_ not certified by the Airport as an Airport Concession/Disadvantaged Business Enterprise. (*Please provide 2<sup>nd</sup>/3<sup>rd</sup> tier sub information on form B-7.*)

NOTE: All sub-contractor/consultant agreements with certified and non-certified sub-contractors/consultants must be provided to the Airport prior to issuance of the DBE/ACDBE/SBE Notice to Proceed (NTP). Delay in receipt of this information can directly impact the project timeline.

**TO BE COMPLETED BY NON-CERTIFIED SUB-CONTRACTOR/CONSULTANTS**

The undersigned sub-contractor/consultant will enter into a formal agreement for the above work with \_\_\_\_\_ (prime contractor/consultant) conditioned upon the execution of a contract with the Airport.

Respectfully submitted, this  
\_\_\_\_\_ Day \_\_\_\_\_, 20\_\_\_\_

(NON-CERTIFIED DBE/ACDBE/SBE Firm Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
\_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Name Typed) \_\_\_\_\_  
(Title) \_\_\_\_\_

(SEAL IF PROPOSER IS A CORPORATION)

# 4d1. ENCLOSURE B-8

## (2ND TIER/3RD TIER SUBCONTRACTOR/SUB-CONSULTANT)

### ENCLOSURE B-8

#### 2<sup>ND</sup>/3<sup>RD</sup> TIER SUBCONTRACTOR/SUBCONSULTANT FORM

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

#### DEFINITIONS

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

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

Name of Prime Contractor									
Name of Project								Total BASE Bid Amount	
<b>***All firms must provide FEDERAL TAX ID NUMBER AND COPIES OF AGREEMENTS***</b>									
2 <sup>nd</sup> /3 <sup>rd</sup> Tier Sub-Contractor/Consultant Name	1 <sup>st</sup> TIER Sub-Contractor/Consultant w/Agreement w/ 2 <sup>nd</sup> /3 <sup>rd</sup> Tier	Identify 2 <sup>nd</sup> Tier 3 <sup>rd</sup> Tier	CERTIFIED DBE/ACDBE (YES / NO)	Federal Tax ID (must provide)	Address	Contact Person	Scope of Work	Total Dollar Amount	
1. Firm 1	Sub to Sub	1st	Yes	xx-xxxxxxx	Street City, State Zip	Point of Contact	Solicited Work (NAICS)	\$\$\$\$\$	
2. Firm 2	Sub to sub to sub	2nd	No	xx-xxxxxxx	Street City, State Zip	Point of Contact	Solicited Work	\$\$\$\$\$	
3. Firm 3	Sub to sub to sub to sub	3rd	No	xx-xxxxxxx	Street City, State Zip	Point of Contact		\$\$\$\$\$	
4.									
5.									
6.									
7.									
<b>TOTAL DOLLARS</b>									

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	Email:	Telephone	Fax	Date
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# 4e1. ENCLOSURE B-9 (EMERGENCY FORM)

## Emergency Form

### Requirements:

1. Acquire prior approval before utilization of sub/s
2. Submit revised documents to add/exclude a sub
  - ✓ For DBE – B-3, B-2, B-4A
  - ✓ Non DBE – B6, B-4B
  - ✓ For Tier – use forms accordingly
  - ✓ Copy of sub-agreement
3. Limited to 3 requests only

**ENCLOSURE B-9**  
**EMERGENCY ADDITION-CONDITIONAL APPROVAL OF SUB-CONTRACTOR/CONSULTANT FORM**  
**THIS FORM IS TO BE USED ONLY WHEN SUBCONTRACTORS/CONSULTANTS ARE TO BE ADDED ON AN EMERGENCY BASIS**

**APPROVAL WILL BE GRANTED WITHIN 24 HOURS OF THE FORMAL REQUEST**

PROJECT: \_\_\_\_\_  
CONTRACT AMOUNT: \_\_\_\_\_  
EST. WORK START DATE: \_\_\_\_\_  
EST. COMPLETION DATE: \_\_\_\_\_  
SUPPLIER ONLY: \_\_\_\_\_ YES/NO \_\_\_\_\_

TO THE DIRECTOR OF THE CLEVELAND AIRPORT SYSTEM,  
I RESPECTFULLY REQUEST YOUR CONSENT TO SUBLET THE FOLLOWING WORK TO:  
SUBCONTRACTOR/CONSULTANT TO PERFORM:

\_\_\_\_\_

FEDERAL TAX ID: \_\_\_\_\_  
WORK TO BE PERFORMED (ADD NAICS CODES): \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_  
ADDRESS AND PHONE NUMBER: \_\_\_\_\_  
\_\_\_\_\_

SUB-SUB (ONLY FOR SUBS OF SUBS – PLEASE LIST ORIGINAL SUBS NAME): \_\_\_\_\_  
\_\_\_\_\_

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

BY SIGNING THIS FORM, THE CONTRACTOR LISTED BELOW HAS MADE ASSURANCES THAT ALL SUBCONTRACTORS LISTED ABOVE WHO ARE UTILIZED TOWARDS THE FULFILLMENT OF A DBE GOAL WILL BE PERFORMING A COMMERCIALY USEFUL FUNCTION AS OUTLINED IN 49 CFR PART 26. IF IT IS DISCOVERED THAT THE DBE IS NOT PERFORMING OR HAS NOT PERFORMED A COMMERCIALY USEFUL FUNCTION, THE PRIME CONTRACTOR WILL IMMEDIATELY NOTIFY THE EBED OFFICE OF ITS FINDINGS. **THE APPROVAL OF THIS FORM IS CONDITIONAL.** FINAL APPROVAL WILL NOT BE GRANTED UNTIL ALL EBED A & B FORMS ARE COMPLETED & CONTRACTUAL AGREEMENTS ARE SIGNED AND PROVIDED TO THE EBED OFFICE WITHIN 5 DAYS OF SIGNATURE. THIS ADDITION MUST BE APPROVED BY THE AIRPORT DIRECTOR AND CITY OF CLEVELAND BOARD OF CONTROL. THIS CONTRACT IS SUBJECT TO STATE OF OHIO PREVALING WAGE OR FEDERAL DAVIS BACON (WAGE & HOUR) REQUIREMENTS. PLEASE CONTACT 216-265-3353 FOR ADDITIONAL INFORMATION. IF THE WAGE & HOUR STANDARDS ARE NOT COMPLIED, PAYMENT TO THE CONTRACTOR CAN BE STOPPED OR THE PROJECT CAN BE STOPPED ENTIRELY.

CONTRACTOR SIGNATURE: \_\_\_\_\_  
REQUESTED SUB-CONTRACTOR SIGNATURE: \_\_\_\_\_  
EBED SIGNATURE: \_\_\_\_\_  
APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_  
REASON FOR DENIAL: \_\_\_\_\_

## 5. PROJECT COMPLIANCE REQUIREMENTS

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### **5a. Contract Clause Inclusion** (29 CFR Part 5.13)

### **5b. Certification and Compliance Reporting System under B2GNow**

## 5a. Contract Clause Inclusion Assurance 49 CFR §26.13:

### **Applied to ALL!**

Contracts and **ALL** Tier subcontracts/sub-agreements on certified and non certified DBE, ACDBE or SBE.

*"The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate, which may include, but not limited to withholding monthly progress payments, assessing sanctions, liquidated damages, disqualifying the contractor from future bidding as non-responsible."*

# 5b. Certification and Compliance Reporting System under B2GNow



[OUR MAIN SITE](#)

[CONTACT SUPPORT](#)



## Vendor Certification

Search and/or join our database of CSB/MBE/FBE/LGBTBE and Section 3 Businesses

[Search Certified Directory](#)

[Apply for / Renew Certification](#)

## Contracts

Search by contractor, contract number or description

[Contract Search](#)

## Outreach

Opportunities for vendor involvement

[View Outreach Opportunities](#)

## Account Access

Lookup Vendor accounts or reset user passwords

[Account Lookup](#)

[Forgot Password](#)

## System Training

Learn how to fully utilize our system with a live trainer

[Training](#)

## About the System

Learn more about this system and how it works today

[Information for Vendors](#)

## 5b. B2GNow Certification and Compliance Reporting System

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### What?

#### **1. ELECTRONIC Monthly Payments Compliance Report**

- Upload copies of invoices and cancelled checks
- Audit monthly notifications
- Payment verifications

#### **2. Project contract modifications**

#### **3. Upload documents**

### How?

**Training! Training! Training!**

# NOTE: Additions/Substitutions of Subcontractors

## ✓ 49 CFR Part 26.53:

**PRIOR APPROVAL** for Sub's  
termination or substitution

**ALL CORRESPONDING  
FORMS must be submitted  
to OCI for:**

- a. DBE/ACDBE/SBE
- b. Non certified firms

...and copy of sub-agreement/s

## ✓ City of Cleveland

### SUB-CONTRACTOR ADDITION & SUBSTITUTION POLICY

**EFFECTIVE November 1, 2011**

The Policy and Procedure for sub-contractor Addition and Substitution will be enforced throughout The City of Cleveland.

All sub-contractor Addition and/or Substitution request must be approved by the Board of Control **prior** to commencement of work and or services.

**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 sub-contractor.

Questions: Contact your Project Manager, the Division of Purchasing & Supplies or the Office of Equal Opportunity.

Division of Purchasing Supplies: 216-664-2620

Department of OEO: 216-664-4152

The complete **Subcontractor Addition and Substitution Policy** is available on-line at <http://www.city.cleveland.oh.us>

Click on **Doing Business with the City** under the **BUSINESS** drop-down menu.

## 6. Non compliance and Sanctions

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- **Grounds for contract termination**
- **Withholding monthly progress payments**
- **Assessing sanctions**
- **Disqualifying the contractor from future bidding as non-responsible.**

# OPICC Requirements

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

# Important Deadlines

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**Deadline for Question: Tuesday, October 20, 2020**

**Email questions to Sharri Muia at  
[smuia@clevelandairport.com](mailto:smuia@clevelandairport.com)**

**Addendum Posted: Tuesday, October 27, 2020**

**Statements Due: Tuesday, November 10, 2020 4 P.M.**