

Date: December 29, 2016
To: Prospective Proposers
From: City of Cleveland, Department of Port Control
Subject: Addendum No. 2 to Request for Qualification – **Storm Sewer Environmental Data Gathering for GIS.**

Please be advised that the City of Cleveland, through its Director of the Department of Port Control, hereby publishes Addendum Number Two (2) to the Request for Qualifications – **Storm Sewer Environmental Data Gathering for GIS**, dated November 11, 2016.

This Addendum Number Two (2) serves to publish the answers for questions received after the pre-qualification conference for the “Storm Sewer Environmental Data Gathering for GIS” Project.

SUBMITTAL DEADLINE: Friday, January 13, 2017, at 4:00 p.m. local time

Questions and Answers:

1. What is the current as-is setup (process, procedures) for collecting, storing and reporting off of the data for the day to day operations? Current collecting, storing and reporting day-to-day is limited to changes that stem from construction. DPC is looking for consultants to present approaches for managing this information in the SOQ submittals. This first GIS effort is meant to establish the base framework for the GIS so future information can be uploaded as well as inputting base map and sewer data.
2. How many systems are involved? (COTS and custom solutions). Is there documentation available on those including application architecture. Currently information is stored in 2D AutoCAD and paper formats. DPC assumes “COTS” is commercial off the shelf software which it prefers.

3. Is there an IT vision/ strategy that has been established by leadership to help with the prioritization of tasks? Generally, yes. The first task is establishing the framework and entering the sewer and basic base map information. DPC is looking for consultant expertise to assist DPC in further development, strategies, prioritization of tasks, etc.
4. What are some of the other pain points that have to be considered in addition to items already mentioned in the RFQ? Has there been any other assessments done in this regard? Submitter may need to clarify the intent of the question. DPC intends to expand the GIS by including other data sets as internal users gather and submit data and as funding and time become available. Some example pain points that have been considered are scaling the GIS so it is manageable but expandable; storing, managing, and user access to security sensitive information; user accessibility; etc.
5. How many stakeholder groups are involved and how many users are anticipated for the new set up? Initially users are envisioned to be limited to DPC Environmental and Engineering with roll-out to other DPC divisions (e.g. Field Maintenance, ARFF, Building Maintenance, etc.) once base and sewer data is finalized. Eventually designers, contractors, tenants, etc. are envisioned users. DPC is looking for consultant expertise in scaling the GIS.
6. Are there any limitation on the technology solutions that might be considered? Submitter may need to clarify the intent of the question. DPC prefers commercially available software. Limitations or challenges may include data storage, web based access, hosting, etc.

7. Please elaborate on the following: "The Department requires experienced water resources and GIS consultants with demonstrated capabilities in interpreting engineering data and who can provide focused services for the airport" (Page 4 of RFQ)? Are there in-house staff that QA/QC and interpret the data today?
There is in-house staff but DPC is looking to the consultants to supplement this staff. The intent of the sentence "...experienced water resources and GIS consultants..." is to have resources available to DPC that are experienced in interpreting and reconciling conflicting or overlapping engineering data and assisting DPC in scaling the GIS for priority information for current and future design uses.
8. What would be some of the measures of success for this project? Is there a benchmark. *Submitter may need to clarify the intent of the question. For assessing SOQs, experience with successfully implementing GIS from the ground up for similar sized clients. For implementation, a scalable GIS that has been built on strategy and DPC input.*
9. What is the IT budget for the implementation of this project? *This information cannot be divulged.*
10. Data conversion in water and sewage infrastructure in other industries, such as Sanitary Authorities, Water Authorities, would that be adequate for your requirements or is Airport related 5 years of continuous experience mandatory? *For this project, airport experience is preferred but not mandatory.*
11. Is the City of Cleveland looking to procure SUE-related services under this contract? *Not at this point.*

12. Referencing page 17, Section 6.1.2: Please confirm whether the City is asking each firm to demonstrate that they employ only one “designated staff member with experience converting legacy data sources at airports with a focus on utility data” versus more than one. And, please confirm that if a proposer includes resumes in the Key Staff section that demonstrate that these staff members have “experience in developing applicable data schemes which can support additional infrastructure attribution,” that this will meet the requirement listed in this section. The City is looking for consultant staff and experience whether it be through one or many staff members. Airport experience is preferred but not necessarily mandatory. Key staff resumes should include this experience.
13. Referencing page 17, Section 7.A Cover Letter: Given that proposer may have a large corporate board that will not be directly involved in fulfilling this contract, is the City willing to accept experience from the Key Staff in place of corporate officer experience? Yes, corporate staff are generally included in SOQs to provide information about the consulting firm however DPC is interested in the staff that will be performing the work and working directly with DPC.
14. Referencing page 18, Section 7.C. Qualifications/Experience, (ii): Please confirm that proposers shall submit 5 projects from the Prime in this section. The RFQ states: “The list should be limited to no more than five for the prime...and no more than two...for each sub consultant.” The limitation to five and two keeps SOQs manageable to review and is meant to have the consultant present the most relevant experience.
15. Referencing page 6, Section 2.2 bullet F. “The Department shall have complete and total ownership of the data in a non-proprietary format”, is that intended to

mean the data should be in an interoperable format, which can be utilized in multiple platforms? The intent of this statement is to ensure that the GIS is in a format that can be used by DPC without consultant control or hosting. In other words, DPC wants a GIS that is established in a manner that can be migrated or supported by DPC without ongoing consultant support. The GIS should be based in software that is commercially available, non-proprietary, and well supported, stored on a server that does not require access fees, and consultant gateways for uploading data.

16. Do you maintain a basemap containing runways, buildings, land use, etc.? If so, what is the data format and what software is being used to maintain the basemap features? Yes, base maps with this type of information are maintained in AutoCAD formats.

17. Is there an existing GIS in place and if so, what software is being used? Are there any storm and sanitary features in GIS? An active GIS is not in place. Previous GISs were separated by user and contract (i.e. Environmental had an EMS, Sound and Real Estate both had respective GISs) however they were not combined. The GISs were ESRI based and DPC has the data from those GISs. From memory, the EMS had storm and sanitary features but they may be outdated or unreconciled with later construction drawings. Sewer information is stored as 2D AutoCAD with inverts stored in Excel tables.

18. If you have an existing GIS in place, how many staff members are supporting it? Are they City employees or consultants? There is no existing GIS in place. Previous versions were supported by consultants. This project envisions two to three City employees supporting the GIS and supplemented by consultants

as needed after the initial GIS is established. Additional support may be provided by other Departments within the City that have an established GIS.

19. Can the City provide examples of legacy data to be converted under the project including record drawings, Excel spreadsheets, CAD files, and shapefiles? The following examples may or may not be included in this phase of the project based on available funding: AutoCAD base maps that contain pavement, buildings, sewers, detention basins, creeks and rivers, fire hydrants, topographic contours; paper based red-line construction record drawings; Excel files that contain at least 50% of existing sewer inverts and pipe directions. Previous GISs may have some of this data as shapefiles that can be used. Some of this phase's efforts are consolidation and reconciliation of these multiple sources of data. The actual data will be shared with the selected team. For the purposes of this RFQ, demonstrating experience in the efficient conversion of industry standard file types and other database formats to a GIS would be valuable.

20. Is the CAD/BIM/DATA Specifications v0.4 dated 1/6/2016 the most recent version of CAS's specifications? Are there any related documents that the City can provide such as a CAD or BIM standard? The latest version, v0.5, is included with this addendum.

21. Referencing Pg 7, sec 3.1 G: "Failure of the successful Firm to strictly enforce a subcontract agreement with any of its subcontractors shall be considered a default by the successful Firm and grounds for termination of its contract." Can we get clarification of the intent of this provision, and perhaps revise to state that "the Firm is responsible for its subcontractors and their compliance with

the terms of this agreement.” The language cannot be changed but your interpretation of the intent is correct.

22. Regarding Pg 8-9 Insurance provisions:

1. 3.3 Can the Firm provide Certificates of Insurance rather than actual policy documents? Yes.
2. 3.3 C: Professional Liability/ E&O insurance is claims-made rather than occurrence based insurance. Please clarify. It is per occurrence.

23. Is there a CSB/MBE/FBE minimum requirement? If yes, what is the requirement? Yes, section 5.4, paragraph 2 states: “The City of Cleveland has established a Cleveland Area Small Business (“CSB”) subcontracting goal of ten percent (10%) for this project.” Although the City encourages the use of MBEs and FBEs this contract goal is for CSBs.

24. From reading the CSB/MBE/FBE information found

at: http://www.city.cleveland.oh.us/sites/default/files/forms_publications/CertificationEligibility3-2013.pdf?id=2950 it appears that any company located outside the Greater Cleveland Area will not qualify for any of these designations. Is this true? If yes, does that mean if any company not having a presence in the Cleveland area will not be considered or awarded the contract? The intent is to have Cleveland Small Businesses (CSB) utilized on the contract. Any company, Cleveland based or not, will be considered based on their SOQ submission. OEO established a 10% utilization goal for this project which means 10% of the contract should be subcontracted to a CSB certified company. To qualify for CSB certifications, companies must be registered with OEO. To qualify for the utilization goal, CSBs must have certifications in

current status. Companies acting as the prime do not need to hold OEO certifications but are highly encouraged to meet the OEO goals. OEO Schedules 1-4 will need to be completed when the contract is awarded. Schedule 4 is used to demonstrate a prime's due diligence efforts to subcontract a CSB. SOQs that meet OEO utilization will be considered better than those without.

25. Section 6.1 - Minimum Qualifications (1) page 17, states: "Provide evidence that it has a minimum of five (5) continuous years of experience in performing legacy data conversion at public-use airports....." If a firm has performed legacy data conversion, that has supported multiple platforms, just not for an airport, will that disqualify the firm from meeting this requirement? No, companies with experience performing legacy data conversion will be considered. Companies that have that experience at airports may be ranked higher but that is dependent upon its conversion experience; the conversion experience is ranked higher than airport experience.

26. Section 6.1, items 3 & 4, page 17. Can these items be satisfied after selection, but before award of contract? If applicable to the project, these items must be provided in the submitted SOQ. None of these items will be accepted after the due date/time of the SOQs.

27. DPC clarification to Section 3.3: this contract does not anticipate the selected contractor needing to operate a vehicle on the airfield and consequently the \$10M automobile insurance requirement is not necessary. Section 3.3A requires \$10M commercial umbrella insurance. This item can be reduced to \$1M/occurrence if no airfield access but needs to stay at \$10M if they are

going to be on the airfield. Correct, the General Liability. 3.3B requires \$10M automobile insurance. This does not apply if they are not operating a vehicle on the airfield. City of Cleveland must be named as additionally insured and should state this within the contract language.