



**K900-15**

**Sustainable Roofing Project  
Design/Build Services**

**Pre-Proposal Meeting  
April 11, 2016**

Fred Szabo, Interim Director  
Department of Port Control

**PRE-QUAL MEETING AGENDA**



<b>Introduction.....</b>	<b>Kim McGreal</b>
<b>Project General Scope.....</b>	<b>Kim McGreal</b>
<b>Safety .....</b>	<b>Edward McDonald III</b>
<b>Security .....</b>	<b>Paul Fisk</b>
<b>Operations .....</b>	<b>Robert Fischietto</b>
<b>OEO Requirements .....</b>	<b>Jennifer Wiman</b>
<b>Contract Information.....</b>	<b>Lou Rice</b>
<b>Questions and Answers</b>	

**Please send all future questions to:**

**Lou Rice**

**[lrice@clevelandairport.com](mailto:lrice@clevelandairport.com)**

**ORDINANCE No. 382-16**

**General Project Location**



The Department is proposing a combined total of approximately 8,000 sf. of sustainable roof space on two (2) roofs which will capture over 100,000 gallons of water per year.

The two sustainable roofs will be visible from the terminal as well as by the air traveling public taking off or landing.

## DESIGN SERVICES



The project requirements will most likely include the involvement, in varying degrees, of surveying, civil engineering, mechanical, electrical, structural, environmental services and architectural disciplines.

The pertinent professional services will include, at a minimum, the following:

1. Project and construction management
2. Integrated schedule for design and construction
3. Applicable permit acquisition
4. Extensions of designs
5. Cost control
6. Material and equipment acquisition
7. Construction
8. Inspection and quality assurance/quality control
9. As-built survey for acceptance and record purposes
10. Training for operation and maintenance
11. Turnover, warranty and as-built drawings



## DESIGN SERVICES



- Choosing light weight water retention material (preferably locally sourced), containment methods for the water retention material and water, slow release/overflow design, artistic design and/or incorporation of CLE logo, and designed within weight bearing specifications of the respective roofs.
- Choosing plants if a vegetated green roof is selected by CLE. Currently vegetation is limited to sedums or approved alternate (USDA suggestion list), growing medium (requested Haydite BioBlends™ or approved alternate), waterproofing layer, drainage, and location.
- Key Performance Indicators of the roof can be monitored and measured with in-line flow meters, thermometers, including the amount of rain captured and the difference in contaminants from the airport sustainable roof runoff versus traditional runoff.
- Informative and artistically designed signage installed on the roof or at windows explaining the benefits of the roofs.
- Firms will need to provide a price for a five (5) year maintenance package as well as submit an Operation and Maintenance (O&M) manual to the City to support long-term use of the roofs.

## CONSTRUCTION SERVICES



The construction services shall include all general contracting and construction work necessary to complete the following:

- Installation of waterproofing layer, drainage, signs and vegetation, in accordance with the Design/Build Contract.
- The incorporation of landscaping, environmental sustainability and provision for information technology elements (i.e. in-line flow meters), as required.
- Fulfill project close-out and punch list requirements, repairs and/or replacements during the warranty period.
- The waterproofing membrane must be warrantied for use under sustainable roof media.

7

## SAFETY



### **Edward K. McDonald III**

Deputy Chief of Administration & Performance Management  
(216) 265-4901

- **Total Access Safety Management System**
  - All employees and stakeholders have the right to a safe environment at CAS.
- **OSHA/FAA/DPC/Requirements**
  - All federal, state, local, and department safety policies and regulations must be adhered to at all times.
- **Site Specific Health and Safety Plan**
  - Must be prepared by a competent person per OSHA's definition.
  - Must be submitted in advance and include Safety Data Sheets for any hazardous materials that will be used as a part of the project.
  - HASP must be approved by the department designee prior to receiving the Notice to Proceed.
- **Insurance requirements**
  - Certificate of Insurance must be submitted by the awarded firm and approved by the department designee prior to receiving the Notice to Proceed.

8

## SECURITY REQUIREMENTS



**Paul Fisk** , Airport Security Manager  
(216) 265-3328

- The Firm must assume the cost of each Cleveland Hopkins Airport issued access media. The cost is \$65 non-refundable for the following :
  - Fingerprint based Criminal History Records Check (CHRC)
  - Security Threat Assessment (STA)
  - Training on Airport specific Security badge responsibilities
  - Payment to "Treasurer, City of Cleveland". Checks, Credit Cards or if authorized by finance it may be invoiced monthly
  - Expect 1-3 weeks to complete the process
- All vehicles operating outside of the VSR will require an escort. Vehicles operating in the VSR will require an escort if the operator does not have a SIDA badge and driving privileges. Vehicles must be properly marked and lighted. All vehicle movement must comply with the rules and regulations of the FAA and the Airport.
- Ramp hang tags to allow vehicle access may be attained provided all qualifications for insurance are met.
  - Current registration
  - Proper signage (2 ft x 2ft company logo)
  - 10 million dollar policy
- The Firm can who are not need for the entirety of the project or if it is for specialty services. Escort procedures apply. ID applications are available from Security.
- No credentials will be issued until a Notice to Proceed is issued. Please allow 5-7 days for processing after Fingerprint results are received.

## OPERATIONS REQUIREMENTS



**Bob Fischietto**  
CLE Airport Operations Manager  
(216) 265-6161

**CLE Operations**  
(216) 265-6090

- Emergency Phone contacts of personnel will be delivered to Airport Operations for contacts regarding project site and its activities
- Activity on the airport must comply with the requirements of FAA rules and regulations. Reference the construction Advisory Circular "Operational Safety on Airports During Construction," 150/5370-2, current version (E). This file may be downloaded from the FAA's website at <http://www.faa.gov>
- Incursions (unauthorized access into an area intended for the movement of aircraft) will not be dealt with lightly, especially a runway incursion. Any incident will most likely result in the removal of the subject individual, and possibly the supervisor, from the airfield permanently
- Site maintenance should be performed on a regular basis to include the sweeping of debris and collection of trash. This is for FOD / dust / wildlife control purposes

**Jennifer Wiman**  
**OEO Contract Compliance Officer**  
**Phone (216)-664-2667 Fax (216)-664-3870**  
[JWiman1@city.cleveland.oh.us](mailto:JWiman1@city.cleveland.oh.us)

**Chapter 187 Subcontracting Requirements:**

→ **Utilization Goals Professional Services**

10% CSB

→ **Utilization Goals Public Improvement**

5% MBE

5% FBE

5 % CSB

- Contractors will be required to report payments and certified payrolls into the B2Gnow and LCPtracker Compliance Monitoring Systems throughout the duration of the project
- Please visit the Office of Equal Opportunity website for a registry of all certified MBE/FBE and CSB companies

11

[www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity](http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity)

**OEO Chapter 188**

**Fannie M. Lewis Resident Employment Law Requirements**

- 20% of the total work hours to be performed by Cleveland Residents
- 4% of the 20% to be performed by Cleveland Low Income Residents
  - Cleveland Low Income Employees must be approved by OEO
  - Prime Contractors can be penalized if the resident employment requirements are not met

12

## **BID SCHEDULES**

**SCHEDULE 1 “Project Contact Information Form ”**

**SCHEDULE 2 “Schedule of Subcontractor Participation”**

**SCHEDULE 3 “Statement of Intent to Perform as a  
Subcontractor ”**

**SCHEDULE 4 “CSB/MBE/FBE Unavailability/Impracticality  
Certification”**

13

## **RFP SCHEDULE**

### **2016 RFP SCHEDULE:**

- Pre-Proposal meeting ..... April 11, 2016 @ 10:00 AM
- Pre-Proposal meeting Addendum ..... April 13, 2016
- Deadline for Questions.....April 18, 2016  
(please submit via email to [lrice@clevelandairport.com](mailto:lrice@clevelandairport.com))
- Addendum (if necessary)..... April 20, 2016
- **Statement of Proposal due** .....**April 27, 2016 @ 4:00PM**

14

## QUESTIONS AND ANSWERS



- Sealed Statements and Proposals may be mailed or delivered to the address below and must be identified on the outside of the envelope(s) as:

### **Sustainable Roofing Project**

- If hand-delivered, Statements and Proposals should be addressed as above and taken to the Welcome Center located in the center of the baggage claim level of the passenger terminal building level at Cleveland Hopkins International Airport.

**Please send all future questions to:**

**Department of Port Control  
Environmental Services  
5300 Riverside Drive  
P.O. Box 81009  
Cleveland, OH 44181-0009  
Attention: Lou Rice  
Phone: (216) 265-6149  
[lrice@clevelandairport.com](mailto:lrice@clevelandairport.com)**

15



Sustainable Roofing Project Design/Build Services  
 Pre-Proposal Meeting  
 April 11, 2016  
 WBS K900-15  
 Attendance Record

Printed Name	Signature	Company	Phone No.	Fax No.	Email
1. Holly Hudson		Cosmos Technologies	412.321.3951	412.321.3954	lhudson@COSMOSTECHNOLOGIESINC.COM
2. Jen Kalin		R.E. Warner Assoc.	440.835.9400	440.835.9474	jkalin@rewarner.com
3. BRIAN LINC		TECHNICAL ASSURANCE	440.759.3638		BLINC@TECHNICALASSURANCE.COM
4. JOE PARENTE		Technical Assurance	440 759.3638		jparente@technicalassurance.com
5. Louis Rice		DPC	214 265-6119	214 265 6091	LRICE@CLEVELANDAIRPORT.COM
6. Windsor Ford		Dant Moore Company	216-3875175	216 771 8399	wford@dantmoore.com
7. DINO LUSTRI		DPC	216 387 3781		DLUSTRI@CLEVELANDAIRPORT.COM
8. JENN WIMAN		City of Cleve	216 664 2661	216 664 3780	twiman@city.cleveland.oh.us
9. Patrick Hoffman		RoofTop Green LLC	330-464-9748	-	phoffman@clevelandinnovation.com
10. STEVE POTOLAZK		DELTA AIRPORT CONJ.	440 895 0465	440 895 0466	spotolazk@deltairport.com
11. <del>John House</del>		<del>Dignity Agency</del>	<del>216 536 7510</del>		<del>thouser@dignity.com</del>
12. Bob Fishette		A/P Ops CHA	265 6116		
13. Beau Williams		DPC Env Services	216-265-6009		bwilliams@clevelandairport.com
14. Ben Camacho		" P&E	216 265-6773		BCAMACHO@ " " " "
15. NIKO ANANIADIS		SAFESPAN SCAFFOLD	716 939-4002	716 694-1188	NANANIADIS@SAFESPAN.COM
16. Kim McGreal		DPC	216 265 6615	216 265 6185	Kmcgreal@clevelandairport.com
17. DENNIS AVERY		DPC	216 265 6781		DAVERY@CLEVELANDAIRPORT.COM

CSB, MBE