



October 19, 2021

Dear Prospective Firm:

The City of Cleveland, ("City"), owner and operator of Cleveland Hopkins International Airport and Burke Lakefront Airport (collectively "Airports"), through its Director of the Department of Port Control ("Director"), invites written Statements of Qualifications ("Statements") from Firms with a thorough knowledge of, and experience in, financial consulting services, including financial analysis, forecasting and evaluating financial information and advising the Director on any financial or management issues that may arise in connection with the Airports' operations or development.

A non-mandatory pre-qualification meeting will be held, on **Monday, November 1, 2021, at 11:00 a.m. local time, via WebEx Meeting. To call into the meeting call 1-415-655-0002 and the access code is 2634 624 5346.** Although attendance is not mandatory, firms are encouraged to attend. **Those planning to attend the pre-qualification conference must register by 4:00 p.m. on Thursday, October 28, 2021, 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 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 City no later than **4:00 p.m. local time on Friday, December 3, 2021.** No Statements shall be accepted after that time unless such date or time is extended pursuant to a written addendum issued by the City.

Sealed Statements may be mailed to the address below and must be identified on the outside of the envelope(s) as: **Statement: Financial Consulting 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

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, December 3, 2021.**

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,

A handwritten signature in cursive script, appearing to read "Sharri Muia".

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