



Pre-Qualifications Meeting

Professional Environmental Analytical Laboratory Services

Robert Kennedy, Director
Department of Port Control



PRE-QUALIFICATIONS MEETING AGENDA



- 1. Introduction**
- 2. Project Description**
- 3. Scope of Services**
- 4. OEO Requirements**
- 5. Questions and Answers**

Please send all future questions to:

Sharri Muia

smuia@clevelandairport.com

AUTHORIZING ORDINANCE



ORDINANCE No. 1208-15



PROJECT DESCRIPTION



Professional Environmental Analytical Laboratory Services

The City of Cleveland, Department of Port Control (DPC) has an established environmental services program that includes water quality monitoring, biological monitoring, waste management, deicing management, and other related services.

DPC is seeking a full service, independent, environmental laboratory that is appropriately certified in the State of Ohio to conduct analysis of surface water, soils, solid wastes, hazardous wastes, ground water, waste water, oils and oily waste.

SCOPE OF SERVICES



- **Coordination with DPC and its Consultants:**
 - To provide pre-cleaned containers and preservatives for all samples. Containers may be preserved at the laboratory prior to shipment to DPC and its Consultants. All sample containers will be pre-cleaned, assembled, and certified by the supplier according to EPA protocols.
 - To receive all samples under appropriate chain-of-custody protocols.

- Analyze all samples within the required holding times.

- Provide DPC with all analytical reports, for inclusion into required reports. Analytical reports may also be provided to DPC Consultant as requested by DPC.

- Provide DPC Environmental Services with a copy of the chain-of-custody along with all invoices for laboratory services. The chain-of-custody will be utilized as the work order for laboratory services, and shall be the mechanism by which the invoice is verified.



SCOPE OF SERVICES

- The laboratory shall provide shipping containers and coolers, sample containers, preservative, and shipping.
- The laboratory shall coordinate with DPC and its Consultants for project requirements and timely delivery of supplies.
- The laboratory shall provide guidance to DPC and its Consultants with applicable method numbers, sample container requirements, collection methods, preservatives, handling methods, and shipping requirements. The laboratory shall also secure subcontracted services when a service can not be fulfilled by the laboratory.
- The laboratory shall retain and dispose of all unused sample volumes, test blanks, and associated media.

SCOPE OF SERVICES



Nuisance biofilm growth specialty contracted or subcontracted laboratory will be requested as part of the scope of work to assist DPC to meet NPDES Permit 3II001 79*FD to submit for approval by Ohio EPA, a long-term plan to eliminate the CLE contribution to nuisance growth in the receiving streams.



SAFETY AND QUALITY



- **Zero Injury Philosophy**
- **OSHA / FAA / DPC Requirements**
- **Applicable trainings**
- **Established Laboratory Health and Safety Program**
- **Established Quality Assurance and Control Program**



SECURITY REQUIREMENTS

➔ It is not anticipated that laboratory staff will need to enter the secure areas of the airport. If that need arises insurance and badge requirements will be addressed at that time.

MAYOR'S OFFICE OF EQUAL OPPORTUNITY (OEO)

Jennifer Wiman, Contract Compliance Officer

216.664.2664

Jwiman1@city.cleveland.oh.us



- OEO strives to advance equal economic benefit for all Clevelanders by effectively administering, monitoring and enforcing overall contract compliance goals and requirements.
- OEO sub consultant participation goal for this project is:
 - 10% Cleveland Small Business (CSB)
 - Cleveland.diversitycompliance.com
 - Search certified directory for potential firms that can participate on the project.
- Laboratories shall submit the names of persons, subcontractors, joint ventures or others to be used in meeting the CSB goals or requirements. Participation of all sub consultants along with the anticipated amounts or percentages for the CSB firms should be included in your submittal.

The OEO monitors and enforces compliance with the City's CSB participation goals by, among other means, evaluating each bidder's OEO Schedules 1 through 4 to determine whether it has made a **good-faith effort** to employ CSB, MBE, and FBE subcontractors, as applicable to the contract. To make its determination, the OEO examines primarily the following aspects of the project and any particular bid:

- 1. Opportunities for subcontracting.
 - 2. Availability of CSB/MBE/FBE potential subcontractors.
 - 3. Bidder's commitment to CSB/MBE/FBE subcontractors.
 - 4. Bidder's efforts to subcontract to CSB/MBE/FBE firms.
- OEO Notice to Bidders Schedules 1-4 are available on the City of Cleveland's Office of Equal Opportunity website:
- <http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity>

Evaluation Credits for Prime Bidders/Consultants

- Contracting Departments may apply an Evaluation Credit of five percent (5%) of the total points awarded for proposals received from MBE and FBE Proposers to remediate past or present discrimination, where evidence of contracting disparity has been adequately demonstrated.
- If a Contracting Department does not apply an MBE or FBE Evaluation Credit to one or more proposals for the award of a Contract, the Contracting Department may apply Evaluation Credits as follows for proposals received from CSB prime contractors: (1) An Evaluation Credit of five percent (5%) of the total points awarded for proposals received from CCSBs. (2) An Evaluation Credit of five percent (5%) of the total points awarded for proposals received from RCSBs, provided no proposals are received from CCSBs.
- LPE and SUBE Evaluation Credits: The Contracting Department shall apply an Evaluation Credit in the following amounts for proposals received from LPE and/or SUBE prime contractors: An Evaluation Credit of two percent (2%) for proposals received from LPEs. An Evaluation Credit of two percent (2%) for proposals received from SUBEs.

RFQ SCHEDULE



- Pre-Qualification meeting July 11, 2018 11:00 AM
- Pre-Qualification meeting Addendum July 12, 2018
- Deadline for Questions.....July 18, 2018
(please submit via email to smuia@clevelandairport.com)
- Addendum (if necessary)..... July 25, 2018
- **Statement of Qualifications dueAugust 8, 2018@ 4:00 PM**

QUESTIONS AND ANSWERS



- Each Consultant shall submit seven (7) complete Statements, consisting of one (1) unbound original, five (5) identical bound copies OR
- One (1) digital copy in either Microsoft Word (.doc/.docx) or Adobe Acrobat (.pdf) format to smuia@clevelandairport.com
- Sealed Statements may be mailed to the address below and must be identified on the outside of the envelope(s) as:

Professional Environmental Analytical Laboratory Services

Please send all future questions to:

**Department of Port Control
Environmental Services
5300 Riverside Drive
P.O. Box 81009
Cleveland, OH 44181-0009
Attention: Sharri Muia
Phone: (216) 265-2693
smuia@clevelandairport.com**