



October 30, 2023

Dear Prospective Firm:

The City of Cleveland, ("City"), owner and operator of Cleveland Hopkins International Airport and Burke Lakefront Airport, through its Director of Port Control ("Director"), invites written Statements of Qualifications ("Statements") from Firms interested in providing environmental analytical and regulatory services, for the Department of Port Control.

A non-mandatory pre-qualification meeting will be held, on **Friday, November 3, 2023, at 10:00 a.m. local time, via WebEx Meeting. To call into the meeting call 1-415-655-0002 and the access code is 2634 347 9822.** Those planning to attend the pre-qualification conference must register by 4:00 p.m. on Thursday, November 2, 2023, by e-mail to [smuia@clevelandairport.com](mailto: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. After registering you will receive the link to the WebEx meeting presentation. During, or before the pre-qualification meeting, interested parties may ask questions pertaining to this Request for Qualifications. Please e-mail questions to [smuia@clevelandairport.com](mailto: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 Department no later than **4:00 p.m. local time on Wednesday, December 6, 2023.** No Statements shall be accepted after that time unless such date or time is extended pursuant to a written addendum issued by the City.

Statements may be mailed to the address below and must be identified on the outside of the envelope(s) as: **Statement of Qualifications – Environmental Analytical & Regulatory Services**

Cleveland Airport System  
Department of Port Control  
2<sup>nd</sup> Floor Administrative Offices  
5300 Riverside Drive  
P. O. Box 81009  
Cleveland, Ohio 44181-0009

**Attn: Sharri Muia, Contracts & Procurement Manager**

Firms may also elect to submit their Statement electronically. Please send the electronic Statement submission to [airportprocurement@clevelandairport.com](mailto:airportprocurement@clevelandairport.com). Electronic submissions must be received no later than 4:00 p.m. local time on Wednesday, December 6, 2023.

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,



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