

RESOLUTION NO. 2005- 60

AUTHORIZING CONTRACT NO. 2005-016 WITH TRANSPORTATION RESOURCE ASSOCIATES, INC. TO PROVIDE CONSULTING SERVICES TO DEVELOP STANDARD OPERATING PROCEDURES FOR TRAIN CONTROL IN AN AMOUNT NOT TO EXCEED \$79,407.00 (GENERAL FUND – SERVICE MANAGEMENT DEPARTMENT BUDGET)

WHEREAS, consulting services are needed to develop Standard Operating Procedures (SOPs) for the movement of light and heavy rail trains both for normal operations and in response to unusual circumstances and emergencies; and

WHEREAS, the proposal of Transportation Resource Associates, Inc., located at 1608 Walnut Street, Suite 1602, Philadelphia, PA 19103 to provide these consulting services was received on March 25, 2005; and

WHEREAS, after negotiations, the proposal of Transportation Resource Associates, Inc. to provide these consulting services in an amount not to exceed \$79,407.00 was determined to be the most advantageous to the Authority, cost and other factors considered; and

WHEREAS, the General Manager/Secretary-Treasurer deems the negotiated offer of Transportation Resource Associates, Inc. to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of Transportation Resource Associates, Inc., as negotiated, to provide consulting services to develop Standard Operating Procedures for Train Control be and the same is hereby accepted.

Section 2. That the General Manager/Secretary-Treasurer of the Authority be and he is hereby authorized to enter into a contract with Transportation Resource Associates, Inc. to provide said consulting services to develop Standard Operating Procedures for Train Control.

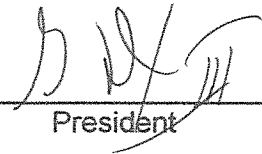
Section 3. That said contract shall be payable out of the General Fund, Service Management Department budget, in an amount not to exceed seventy-nine thousand, four hundred seven & 00/100 dollars (\$79,407.00).

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon compliance by the contractor to the Specifications and Addenda thereto, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2005-051; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects Transportation Resource Associates, Inc. will attempt to exceed the 0% minimum DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: May 17, 2005



President

Attest: 

CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: AUTHORIZING CONTRACT NO. 2005-016 WITH TRANSPORTATION RESOURCE ASSOCIATES, INC. TO PROVIDE CONSULTING SERVICES TO DEVELOP STANDARD OPERATING PROCEDURES FOR TRAIN CONTROL IN AN AMOUNT NOT TO EXCEED \$79,407.00 (GENERAL FUND - SERVICE MANAGEMENT DEPARTMENT BUDGET)	Resolution No.: 2005-60
	Date: May 12, 2005
	Initiator: Service Management Department
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This action will allow the Authority to enter into a contract for consulting services to develop Standard Operating Procedures for Train Control.
- 2.0 DESCRIPTION/JUSTIFICATION: Consulting services are needed to develop Standard Operating Procedures (SOPs) for the control of movement of light and heavy rail trains both for normal operations and in response to unusual circumstances and emergencies. The Authority has traditionally relied upon on-the-job training and verbal instructions. As seasoned personnel retire, the Authority loses much of the knowledge and expertise critical to effective on-the-job training. Without a documented standardized procedure, the Authority faces inconsistent approaches, lower productivity and potentially inappropriate response to rail emergencies or other unplanned rail service interruptions. In addition, the absence of standard operating procedures increase the learning curve for new employees, makes it difficult to evaluate employee performance; and more difficult to develop corrective action plans. Finally, the Ohio Department of Transportation (ODOT) mandates that the Authority develop Standard Operating Procedures for this functional area.
- 3.0 PROCUREMENT BACKGROUND: Four proposals were received in response to this solicitation. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, and after negotiations, the proposal of Transportation Resource Associates, Inc. to provide these consulting services was selected as the most advantageous to the Authority.

 Transportation Resource Associates, Inc. (TRA) is headquartered in Philadelphia, PA. TRA is a professional consulting firm with fifteen years of experience in the public transportation industry. TRA offers expertise in a wide range of transit fields and modes, including rail transit, bus, commuter rail and paratransit operations; rail state safety oversight; maintenance; system safety and security, emergency management; transit management; planning and training.

 A cost analysis has been performed and the Procurement Department has determined that the price of Transportation Resource Associates, Inc. is fair and reasonable to the Authority.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: All Affirmative Action requirements have been met. A 0% DBE goal was established for this procurement due to the lack of available certified small and disadvantaged businesses.

- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This contract will be funded through the General Fund, Service Management Department budget in an amount not to exceed seventy-nine thousand, four hundred seven & 00/100 dollars (\$79,407.00). The negotiated price is below the estimate of \$80,000.00 for this project.
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer will leave the Authority without Standard Operating Procedures and in violation of a mandate by ODOT.
- 8.0 RECOMMENDATION: This procurement was reviewed by the Board of Trustees Operations Committee at their May 3, 2005 meeting and recommended for approval to the Board of Trustees. It is recommended that the offer of Transportation Resource Associates, Inc. be accepted and the resolution passed authorizing the General Manager/Secretary-Treasurer to enter into a contract.
- 9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement Requirements.



CEO General Manager/Secretary-Treasurer