

RESOLUTION NO. 2012-99

AUTHORIZING CONTRACT NO. 2012-142 WITH KS & ASSOCIATES, INC. FOR ON-CALL SURVEYING SERVICES FOR 24 MONTHS IN AN AMOUNT NOT TO EXCEED \$200,000.00 (RTA CAPITAL AND/OR DEVELOPMENT FUNDS, ENGINEERING & PROJECT DEVELOPMENT DEPARTMENT BUDGET)

WHEREAS, the Authority has the need to contract with a firm to provide surveying services that can be assigned as task orders on an on-call basis; and

WHEREAS, the proposal of KS & Associates, Inc., with an office located at 260 Burns Road, Suite 100, Elyria, Ohio 44146, to perform said services was received on November 8, 2012 in response to a competitive solicitation; and

WHEREAS, KS & Associates, Inc. has agreed to perform the required services at negotiated labor rates at a total price not to exceed two hundred thousand & 00/100 dollars (\$200,000.00) for a period of twenty-four (24) months; and

WHEREAS, the General Manager/Secretary-Treasurer deems KS & Associates, Inc. to be the most qualified firm to provide said services and finds the negotiated hourly rates to be fair and reasonable for those services and, therefore, 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 negotiated offer of KS & Associates, Inc. to provide various task order services for On-Call Surveying Services for a period of twenty-four (24) months be and 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 KS & Associates, Inc. for the performance of said services.

Section 3. That said contract shall be payable from the RTA Capital and/or Development Funds, Engineering & Project Development Department budget, including but not limited to FTA Grants to be determined and 100% Local funds in an amount not to exceed two hundred thousand & 00/100 dollars (\$200,000.00) for a period of twenty-four (24) months.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon appropriation of funds for future years; compliance by the contractor to the Specifications and Addenda, thereto, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2012-036; bonding and insurance requirements; and all applicable laws relating to the contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that KS & Associates, Inc. will exceed the 15% minimum DBE goal assigned to this project.

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

Adopted: December 18, 2012

  
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President

Attest:   
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CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority  
**STAFF SUMMARY AND COMMENTS**

<b>TITLE/DESCRIPTION:</b>  <b>CONTRACT:</b> ON-CALL SURVEYING SERVICES  <b>VENDOR:</b> KS & ASSOCIATES, INC.  <b>AMOUNT:</b> NOT TO EXCEED \$200,000.00 FOR TWO YEAR PERIOD	<b>Resolution No.:</b> 2012-99
	<b>Date:</b> December 13, 2012
	<b>Initiator:</b> Engineering & Project Development
<b>ACTION REQUEST:</b> Approval      Review/Comment      Information Only      Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a contract for On -Call Surveying Services for a period of twenty-four (24) months.
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority requires an On-Call Surveying Services that can be quickly assigned as projects are identified. The Consultant will determine land areas, monumenting of property boundaries platting and layout of lands and sub-divisions, including the topography, utilities, the alignment and grades of streets, buildings, other property improvements and features, field note records and property descriptions representing such surveys on an as needed basis for several potential tasks. Services requested and funded on a task order basis.
- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposal (RFP) was posted on the procurement website and advertised in the local newspapers. Three proposals were received in response to this solicitation on November 8, 2012.

These services were solicited through a competitive negotiated procurement, utilizing the Brooks Act procedures. Under this procedure, the Authority's evaluation panel selects the most technically qualified firms to interview, based on the written proposals received. Interviews are conducted and based on this process; the single most technically qualified firm is selected and asked to submit a cost proposal. The Authority then negotiates with that firm. Should the Authority determine that a mutual agreement could not be reached with the most qualified firm, it may reject that proposal and repeat the process with the next most qualified firm. In this instance, negotiations were held with the first ranked firm and an acceptable agreement was reached with, KS & Associates, Inc.

A cost analysis was performed and the Procurement Department has determined the negotiated price with KS & Associates, Inc. to be fair and reasonable to the Authority.

- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. KS Associates, Inc. has committed to achieving the DBE goal through the utilization of Denise's Flagging & Construction Services, Inc. (female owned) in the amount of \$10,000, and L.V. Surveying, Inc. (female owned) in the amount of \$20,000 for a total DBE participation of \$30,000 or 15%.
- 5.0 **POLICY IMPACT:** Does not apply.
- 6.0 **ECONOMIC IMPACT:** This contract shall be payable from the RTA Capital and/or Development Funds, Engineering & Project Development Department budget, including but not limited to FTA Grants to be determined and 100% Local funds in an amount not to exceed two hundred thousand & 00/100 dollars (\$200,000.00) for a period of twenty-four (24) months.

- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer will negatively affect the Authority's ability to provide needed surveying services for numerous projects.
- 8.0 RECOMMENDATION: This procurement was discussed by the Planning and Development Committee at their December 4, 2012 meeting and recommended for approval to the Board of Trustees. It is recommended that the offer of KS & 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.

  
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CEO/General Manager/Secretary-Treasurer