

RESOLUTION NO. 2014-20

AUTHORIZING CONTRACT NO. 2013-194 WITH G. STEPHENS, INC. FOR PROJECT 15.45 – ON-CALL SCHEDULING AND COST CONTROL SERVICES IN AN AMOUNT NOT TO EXCEED \$200,000.00 FOR A PERIOD OF 36 MONTHS (RTA CAPITAL AND/OR RTA DEVELOPMENT FUNDS, ENGINEERING & PROJECT DEVELOPMENT DEPARTMENT BUDGET)

WHEREAS, The Authority requires scheduling and cost control services that can be quickly assigned as projects are identified, in addition to requiring independent estimates, review of contractor cost proposals and invoices, and other services related to project closeouts; and

WHEREAS, the proposal of G. Stephens, Inc., with an office located at 15712 Miles Avenue, Cleveland, Ohio 44128, to perform said services was received on December 27, 2013, in response to a competitive solicitation; and

WHEREAS, G. Stephens, Inc. has agreed to perform the required services for the negotiated labor rates in an amount not to exceed \$200,000.00 for a period of 36 months; and

WHEREAS, the General Manager/Secretary-Treasurer deems the offer of G. Stephens, Inc. to be the most advantageous to the Authority, finds the negotiated hourly rates to be fair and reasonable for said services, 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 negotiated offer of G. Stephens, Inc. to provide various task order services under Project 15.45 – On-Call Scheduling and Cost Control Services 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 G. Stephens, Inc. for the performance of said services.

Section 3. That said contract shall be payable from the RTA Capital and/or RTA Development Funds, Engineering & Project Development Department budget, including but not limited to 100% Local funds and FTA Grants to be determined, in an amount not to exceed \$200,000.00 for a period of 36 months.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon future funding, compliance by the contractor to the Specifications and Addenda, thereto, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution 2013-31; 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 G. Stephens, Inc. will attempt to exceed the 15% minimum DBE goal assigned to this procurement.

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

Adopted: March 18, 2014



President

Attest: 

CEO, General Manager/Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: PROJECT 15.45 - ON-CALL SCHEDULING AND COST CONTROL SERVICES VENDOR: G. STEPHENS, INC AMOUNT: \$200,000 FOR 36 MONTH PERIOD	Resolution No.: 2014-20
	Date: March 13, 2014
	Initiator: Engineering & Project Development
ACTION REQUEST: <input checked="" type="checkbox"/> Approval Review/Comment Information Only Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a contract for On-Call Scheduling and Cost Control Services for a period of 36 months.

- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority requires scheduling and cost control services that can be quickly assigned as projects are identified. The On-Call consultant will assist with monitoring and determining the accuracy, completeness and the impact of past and potential issues associated with the contractor's schedule. In addition, the consultant will assist GCRTA's Resident Engineer by providing independent estimates, reviewing contractor cost proposals and invoices, and completing project closeout activities. These services will expand the capacity and amplify the expertise of the Authority's in-house personnel to accomplish various tasks and support GCRTA's capital program.

- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposal (RFP) was posted on the GCRTA Procurement web site and advertised in the local newspapers. These services were solicited through a competitive negotiated procurement, utilizing the Brooks Act Procedures. Under this process, the Authority's evaluation panel first selects the most technically qualified firm, solicits a pricing proposal from that firm, and negotiates only with that firm. Should the Authority determine that an 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 price was reached.

 G. Stephens, Inc. has successfully completed projects for the Greater Cleveland RTA, Akron Metro, Central Ohio Transit Authority, and Ohio Department of Transportation, among others.

- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. A 15% DBE Goal was established for this procurement. G. Stephens, Inc. is a certified DBE firm (African American owned) and has additionally committed to the use of another certified DBE firm, Ed Arch Associates (African American owned), and will achieve 100% DBE participation on the contract.

- 5.0 **POLICY IMPACT:** Does not apply.

- 6.0 ECONOMIC IMPACT: This contract shall be payable from the RTA Capital and/or RTA Development Funds, Engineering & Project Development Department budget, including but not limited to 100% Local funds and FTA Grants to be determined, in an amount not to exceed \$200,000.00 for a period of 36 months. This is the budgeted amount for this project.
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer will create undue hardship on GCRTA's Engineering Department due to their existing workload.
- 8.0 RECOMMENDATION: This procurement was discussed at the March 4, 2014 Planning and Development Committee meeting. It is recommended that the offer of G. Stephens, 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