

RESOLUTION NO. 2024-71

AUTHORIZING CONTRACT NO. 2024-094 WITH WSP USA INC. FOR TICKET VENDING MACHINE CONSULTANT SERVICES IN AN AMOUNT NOT TO EXCEED \$173,716.94 FOR THE BASE CONTRACT AND IN AMOUNTS NOT TO EXCEED \$88,085.66 AND \$117,970.09 FOR OPTION YEARS 1 AND 2, RESPECTIVELY, FOR A TOTAL CONTRACT NOT TO EXCEED \$379,772.69 (GENERAL FUND, MANAGEMENT INFORMATION SERVICES DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") currently utilizes 124 ticket vending machines (TVMs) and 16 customer service kiosks (CSKs) along the HealthLine as well as both heavy and light rail lines of service; and

WHEREAS, the current system, which was implemented in 2007, includes hardware and software which are reaching their end-of-life and becoming increasingly difficult to support; and

WHEREAS, the Authority currently has a need for an experienced consultant to provide specification development, cost estimation and subject matter expertise in order to aid in the procurement of a new ticket vending machine solution; and

WHEREAS, the proposal of WSP USA Inc., located at One Penn Plaza, 4th Floor, New York, New York 10119, to provide ticket vending machine consultant services in an amount not to exceed \$173,716.94 for the base contract and amounts not to exceed \$88,085.66 and \$117,970.09 for option years 1 and 2, respectively, for a total contract not to exceed \$379,772.69, was received on July 8, 2024; and

WHEREAS, the General Manager, Chief Executive Officer deems the offer of WSP USA Inc. as negotiated, to provide ticket vending machine consultant services, 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 WSP USA Inc. to provide ticket vending machine consultant services be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with WSP USA Inc. to provide said services.

Section 3. That said contract will be funded through the General Fund, Management Information Services Department budget, in an amount not to exceed \$173,716.94 for the base contract and in amounts not to exceed \$88,085.66 and \$117,970.09 for option years 1 and 2, respectively, for a total negotiated contract amount not to exceed \$379,772.69.


Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon funding for future years, compliance by the contractor to the specifications and addenda, if any, the Affirmative Action Plan adopted by the Board of Trustees, bonding and insurance requirements and all applicable law relating to contractual obligations of the Authority.

Section 5. That this resolution shall become effective immediately upon its adoption.

Adopted: September 24, 2024



President

Attest: 

Secretary-Treasurer



<p>TITLE/DESCRIPTION: CONTRACT: TICKET VENDING MACHINE CONSULTANT</p> <p>VENDOR: WSP USA INC.</p> <p>AMOUNT: NOT TO EXCEED \$173,716.94 FOR THE BASE CONTRACT AND IN AMOUNTS NOT TO EXCEED \$88,085.66 AND \$117,970.09 FOR OPTION YEARS 1 AND 2, RESPECTIVELY, FOR A TOTAL CONTRACT NOT TO EXCEED \$379,772.69</p>	<p>Resolution No.: 2024-71</p> <p>Date: September 19, 2024</p> <p>Initiator: Management Information Services Department</p>
<p>ACTION REQUEST:</p> <p><input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____</p>	

1.0 PURPOSE/SCOPE: This action will allow the Greater Cleveland Regional Transit Authority ("Authority") to enter into a contract for ticket vending machine consultant services to support the Authority's upcoming ticket vending machine purchase.

2.0 DESCRIPTION/JUSTIFICATION: The Authority currently utilizes 124 ticket vending machines (TVMs) and 16 customer service kiosks (CSKs) along the HealthLine as well as the heavy and light rail lines. The current system was implemented in 2007, and the hardware and software are at their end of life. Software updates and support are also reaching end-of-life, decreasing the time in which they can remain supported.

3.0 PROCUREMENT BACKGROUND: The Request for Proposals ("RFP") was posted on the Authority's Procurement website and advertised in the local newspapers. Nineteen (19) interested parties downloaded the solicitation. Five (5) proposals were received in response to the solicitation on July 8, 2024. After an initial evaluation by a panel of Authority employees, four (4) proposers were selected to be interviewed.

Each shortlisted proposer was asked to submit a best and final offer following their interview. Best and final offers were reviewed by a panel of Authority employees in accordance with established Procurement Department policies and procedures. After negotiations, the proposal from WSP USA Inc., to provide said services in an amount not to exceed \$173,716.94 for the base contract and in amounts not to exceed \$88,085.66 and \$117,970.09 for option years 1 and 2, respectively, for a total contract not to exceed \$379,772.69, was determined to be the most advantageous proposal to the Authority, price and all other factors considered.

A cost analysis was performed, and the Procurement Department has determined the offer of WSP USA Inc. to be fair and reasonable for the Authority. The negotiated contract amount is approximately 7% above the independent cost estimate.

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 certified DBE firms.

5.0 POLICY IMPACT: Does not apply.

- 6.0 ECONOMIC IMPACT: This procurement will be funded through the General Fund, Management Information Services Department budget, in an amount not to exceed \$173,716.94 for the base contract and in amounts not to exceed \$88,085.66 and \$117,970.09 for option years 1 and 2, respectively, for a total contract amount not to exceed \$379,772.69.
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would leave the Authority without third-party subject matter expertise in its future procurement of ticket vending machines, potentially negatively impacting the resulting solution and implementation.
- 8.0 RECOMMENDATION: This procurement was discussed by the Board of Trustees at the September 10, 2024 Organizational, Services & Performance Monitoring Committee meeting. It is recommended that the offer of WSP USA Inc. be accepted and the resolution adopted authorizing the General Manager, Chief Executive Officer 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.



General Manager, Chief Executive Officer