

SUMMARY OF RESOLUTION

Authorization to Enter into an Agreement with The Eric Ryan Corporation for Utility Consulting and Administrative Support Services

Description

Port Authority of Allegheny County (Authority) requires a contractor to provide Utility Consulting and Administrative Support Services which include but not limited to monitoring of utility bills including recommendations for cost reductions of utility services, bill approval services, assisting the Authority in energy and telecommunications procurements, and energy management which includes the construction and maintenance of an accurate and historical database of energy costs and usage, an inventory of meters, site addresses and phone numbers of utility providers, support of the Authority's staff regarding construction activities, and, at the request of the Authority, an on-site energy audit of operating locations (Services). Work tasks would be assigned to the contractor via task specific work orders on an as-needed basis. The agreement would be for a three-year period with the option of extending the term of the agreement up to an additional two years at the sole discretion of the Authority.

Evaluation Committee

Consistent with the Authority's Board-adopted Procurement Policy and Procedures for Competitive Negotiations for Professional and Technical Services, an Evaluation Committee (Committee) was convened to evaluate proposals and recommend the top-rated proposer to perform Services. Committee was comprised of five members and represented the Human Resources and Finance Divisions.

Schedule

Request for Proposal No. 11-02 for Services was publicly advertised and an informational meeting was held on March 18, 2011. Also, 411 firms that were registered under the appropriate categories in the Authority's "ebusiness" received electronic notification of this RFP. One proposal was received on April 5, 2011 which was distributed to Committee.

Evaluation Process

Pursuant to the requirements of the Authority's Procedures for Competitive Negotiations for Professional and Technical Services, a survey was conducted to determine that the RFP was not restrictive. In addition, the controller and the Purchasing and Materials Management Department staff examined the proposal that was received and determined that it was responsive to the RFP and the proposer, The Eric Ryan Corporation, is qualified to provide the requested services. The survey and the results of the proposal evaluation were reviewed by the chief financial officer and the chief executive

officer who determined that the RFP was not restrictive and determined that the proposal process should move forward without resolicitation of Services.

Committee met to discuss and evaluate the proposal and determined that an interview with The Eric Ryan Corporation was not necessary. Therefore, Committee agreed that the evaluation process has resulted in the proposal by The Eric Ryan Corporation (ERC) being a qualified proposal for Services.

Summation of Committee follows for ERC.

ERC demonstrated exceptional experience, especially long-term experience with large local companies and public agencies, including the Authority, doing similar work as required by the RFP. ERC provided an excellent Project Work Plan, providing highly detailed flow charts indicating every step of the administrative support process. ERC provided very detailed organization charts, including which staff was responsible for each activity. Staff resumes demonstrated excellent experience, much of which was with the Authority. Costs were considered to be reasonable, with a nine percent increase over the current agreement's costs, which were established in 2006. ERC did not propose to utilize any subcontractor, but will be performing 100 percent of the work with its own staff resources. There was no DBE goal established for this solicitation.

Negotiations

The total not-to-exceed amount recommended for approval for the agreement for Services is \$180,000 and is to be allocated by the Authority on an as-needed basis through task specific work orders. The agreement will be for a three-year period with the option to extend the term of the agreement up to an additional two years at the sole discretion of the Authority.

RESOLUTION

WHEREAS, Port Authority of Allegheny County (Authority) requires the services of a contractor to provide Utility Consulting and Administrative Support Services which include, but are not limited to, monitoring of utility bills including recommendations for cost reductions of utility services, bill approval services, assisting the Authority in energy and telecommunications procurements, and energy management which includes the construction and maintenance of an accurate and historical database of energy costs and usage, an inventory of meters, site addresses and phone numbers of utility providers, support of the Authority's staff regarding construction activities, and, at the request of the Authority, an on-site energy audit of operating locations (Services); and

WHEREAS, in order to obtain a qualified contractor to perform Services, a Request for Proposal (RFP) detailing the required scope of services was prepared and publicly advertised; and

WHEREAS, a single proposal was received on April 5, 2011 and was reviewed by the Authority's Evaluation Committee; and

WHEREAS, pursuant to the requirements of the Authority's Procedures for Competitive Negotiations for Professional and Technical Services, a survey and evaluation was done to ensure that RFP was not restrictive; and

WHEREAS, based upon the survey and evaluation, it was determined that none of the firms surveyed had raised any concerns that RFP documents were restrictive or caused any limitation to fair and open competition; and

WHEREAS, the single proposal was reviewed and determined to be responsive and the proposer was found to be responsible and qualified to perform Services; and

WHEREAS, the single proposer, The Eric Ryan Corporation, is the current provider of the proposed Services and is currently providing Services in a satisfactory manner; and

WHEREAS, an agreement for Services in the total not-to-exceed amount of \$180,000, which would be allocated on an as-needed basis through task specific work orders, is recommended for approval.

NOW, THEREFORE, BE IT RESOLVED that the chief executive officer and/or chief financial officer be, and hereby are, authorized to enter into an agreement with The Eric Ryan Corporation, in a form approved by counsel, to provide Services in an amount not-to-exceed \$180,000 to be allocated on an as-needed basis through task specific work orders, for an initial three-year period with the option to extend the term of the agreement up to an additional two years at the sole discretion of the Authority, and also, to take all such other actions necessary and proper to carry out the purpose and intent of this resolution.