

CLEVELAND PUBLIC LIBRARY

Board Meeting

September 26, 2019

**RESOLUTION AUTHORIZING AMENDMENT TO AGREEMENT WITH JOHNSON
RANDOLPH ADVISORS**

WHEREAS, On May 2, 2019, the Cleveland Public Library entered into a contract with Cassandra Johnson of Johnson Randolph Advisors, LLC for a total fee of \$9,750 plus up to \$500 in reimbursables to assist the Library with its efforts to promote diversity in its construction projects by providing recommendations for changes to the Library's procurement and solicitation documents; and

WHEREAS, On July 11, 2019 the Library and Johnson Randolph Advisors entered into an amendment to the original agreement to increase the total fee to \$9,967.50 and to reduce the reimbursables to \$282.50, thus leaving the total contract amount at \$10,250; and

WHEREAS, On July 16, 2019, the Library and Johnson Randolph Advisors amended the agreement to add services related to preparation, planning, coordination, attendance, and support for a pre-proposal meeting to be held in conjunction with the Facilities Master Plan design professional selection process and to increase the total compensation under the agreement to an amount not-to-exceed \$18,250; and

WHEREAS, CPL Administration also engaged Cassandra Johnson to provide additional services with regard to assistance with the selection process for the Facilities Master Plan design professionals and additional meetings with members of the Administration from July through September 2019 in the additional amount of \$4,330.86, (including reimbursables), increasing the total contract amount to \$22,580.86; and

WHEREAS, The Library has been pleased with the services provided by Johnson Randolph Advisors and desires to amend its agreement or enter into a new agreement to include additional services in conjunction with the preparation of a pre-proposal meeting and for the selection of construction managers for the Facilities Master Plan, and meetings with members of the Administration and the Board for an additional fee not-to-exceed \$20,073.36 (including reimbursables); now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to negotiate and execute an amendment to the agreement with Johnson Randolph Advisors, LLC subject to the approval of the Chief Legal Officer, to provide payment for services rendered in the amount of \$4,330.86 (including reimbursables), and for additional services as described in this Resolution in an amount not-to-exceed \$20,073.36 (including reimbursables), bringing the total contract amount to an amount not-to-exceed \$42,654.22, which expenditure shall be charged to General Fund Account 12100053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution.

Johnson Randolph

September 24, 2019

Mr. Jeremiah Swetel
Chief Operating Officer
Cleveland Public Library
525 Superior Avenue
Cleveland, Ohio 44114

Re: Construction Supplier Diversity - Proposal #8 – Engagement thru January 30 2019

Dear Jeremiah,

Thank you for the opportunity to present the below proposal, presented in response to our conversation from yesterday; and your follow-up email.

The basis for the proposal is the scope of work detailed in your email of 9/23/19 and all remaining, uninvoiced work. Please note the following; the costs included below are supplemental to invoices previously submitted for payment; proposed work for the CMR selection process is based on actuals for the AE selection process; and estimates of mileage are only applicable when I travel to the CPL offices from another location. If I am scheduled in my downtown office, there is no mileage charge to CPL.

#	Proposal #8 - Engagement thru Jan 30, 2020	Type	Hours	Mileage	Notes
1	July 2019 Administration	Actual Time	1.75	NA	
2	July 2019 - Curriculum Pre-Development	Actual Time	5.50	NA	Proposal Requested by Owner, On Indefinite Hold
3	August 2019 - Administration	Actual Time	7.50	36	2 round trips
4	September 2019 - Administration	Actual Time	6.75	36	2 round trips
5	September 2019 - Meeting with CEO; Report Prep	Actual Time	4.25	18	1 round trip
6	September 2019 - Supplier Diversity Meeting	Actual Time	1.50	18	1 round trip; Owner will not pay for this meeting going forward
7	September 2019 - Disparity Study Tutorial Pre-Development	Actual Time	3.00	NA	Proposal Requested by Owner; Owner Declined
8	September 2019 - Vendor Sourcing	Actual Time	1.50	9	50% of 1 round trip

Fifth Third Building
600 Superior Ave., East, #1300
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Johnson Randolph

9	Oct 2019 - Jan 2020: CEO Meetings	Proposed Time	8.00	72	4 Meetings with CEO, 4 Round Trips, 4 Status Reports; JS Email
10	Oct. 2019 - Jan. 2020: Miscellaneous Prep Meetings	Proposed Time	10.00	72	4 round trips; JS Email
11	Oct 2019 - Jan 2020: CMR PPM Support	Proposed Time	68.00	72	Based on AE Selection Support Actuals; 4 Round Trips; JS Email
12	Oct 2019 - Jan 2020: CMR Selection Support (RFQ Review & Interviews)	Proposed Time	40.50	72	Based on AE RFQ Actuals w/ additional time for participation in 3 (actual) rounds of selection committee review; 4 Round Trips; JS Email
13	Oct 2019 - Jan 2010: Participation in 3 Board Meetings	Proposed Time	6.00	54	3 Round Trips, 2 Hours per Meeting (Attendance & Prep); JS Email
14			164.25	459	
15					
16	Labor Rate (Hourly)	\$150	\$24,637.50		
17	Mileage (Mile)	\$0.58	\$266.22		
18	Total		\$24,903.72		

Please let me know if there is anything else I can provide. Thank you again!

Cassandra L. Johnson, Principal
Johnson Randolph Advisors

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