

**AGENDA ITEM REPORT**

**DATE:** August 17, 2021  
**DEPARTMENT:** Transit  
**REQUESTER:** Robert Codie  
**TITLE:** Award Contract for Professional Planning Services for LeeTran

**I. MOTION REQUESTED**

A) Award contracts for Request for Proposal No. RFP200360ANB, Professional Planning Services for LeeTran to Vanasse Hangen Brustlin Inc., Kimley-Horn and Associates, Inc., and Tindale Oliver to provide professional planning services on an as-needed basis for three years, as approved in the department's annual adopted budget.  
 B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.  
 C) Authorize the Director of Procurement Management to negotiate and execute renewals of the contracts, with County Administration approval, for up to three additional years, as approved in the department's annual budget, and if doing so is in the best interest of Lee County.

**II. ITEM SUMMARY**

Award competitively solicited contracts to a selection of responsive and responsible vendors to provide professional transit planning services on an as-needed basis for an initial term of three years, as approved in the department's annual adopted budget. The awarded firms are as follows: Vanasse Hangen Brustlin Inc., Kimley-Horn and Associates, Inc., and Tindale Oliver. The contracts can be renewed for an additional three years at the agreement of all parties. The expenditures for these services in Fiscal Year 2019/2020 were \$510,928.16. Purchases in excess of \$100,000.00 will be presented to the Board for approval.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**A) Board Action and Other History

A Request for Proposal, RFP160427ANB, Professional Planning Services for LeeTran, was solicited in 2017 on behalf of the Board of County Commissioners seeking professional consultant services to provide miscellaneous continuing Transit Planning services for various tasks/projects on an as-needed basis.

Lee County received two submissions, and after evaluation, both Tindale Oliver and The Corradino Group were recommended for award and approved on May 16, 2017. The contract terms were for a one-year period with the option to renew for an additional three one-year periods, for a total contract term of four years. Both contracts expired on June 4, 2021.

In June 2020, LeeTran submitted a request to Procurement Management to obtain proposals for the project known as RFP200360ANB, Professional Planning Services for LeeTran. On the proposal deadline of April 6, 2021, the Procurement Management Department received five proposals.

At the evaluation meeting on April 23, 2021, the Evaluation Committee considered criterion as listed on the solicitation request including such items as qualifications of company, company relevant experience and reference, plan of approach, personnel and pricing. Based on the information submitted by the proposers, the Committee reached a consensus to recommend the award of a contract to three firms for use on an as-needed basis for an initial three-year period as approved in the department's annual adopted budget. The contract can be renewed up to three additional years upon the agreement of all parties. Total expenditures for these services for Fiscal Year 2019-2020 were \$510,928.16.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets?	

	If yes, please include reasons in III(D) above.	
F)	Fund: Enterprise Program: LeeTran Project: Operating Account Strings: K15440148600.503190.16	
G)	Fund Type?	Enterprise
H)	Comments: Expenditures will be on an as-needed basis as approved in the department's annual adopted budget.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Price Analysis RFP200360ANB</a>	8/6/2021	Backup Material
<a href="#">Cost Estimate</a>	8/6/2021	Backup Material
<a href="#">Contract - Tindale Oliver</a>	8/6/2021	Contract
<a href="#">Contract - Vanesse Hangen Brustlin</a>	8/6/2021	Contract
<a href="#">Contract - Kimley Horn</a>	8/6/2021	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Transit	Tucker, Mary	Approved	8/6/2021 - 2:34 PM
Transit	Codie, Robert	Approved	8/6/2021 - 2:57 PM
Budget Services	Henkel, Anne	Approved	8/6/2021 - 3:21 PM
Budget Services	Winton, Peter	Approved	8/9/2021 - 8:31 AM
County Attorney	Adams, Joseph	Approved	8/9/2021 - 1:38 PM
County Manager	Mora, Marc	Approved	8/9/2021 - 5:06 PM