Lee County Board Of County Commissioners Agenda Item Summary

Blue Sheet No. 20040313

1. REQUESTED MOTION:

<u>ACTION REQUESTED</u>: Request Board authorize Marsha Segal-George, Town Manager, Town of Fort Myers Beach, or designee, to serve as a voting member of the Proposal Evaluation Committee in addition to Lee County Staff, for the Request for Proposals for AUTOMATED BUS ARRIVAL TIMES FOR FORT MYERS BEACH RFP.

WHY ACTION IS NECESSARY: Requires Board Approval

<u>WHAT ACTION ACCOMPLISHES</u>: Will allow Fort Myers Beach Town Manager, or designee, to serve on the Proposal Evaluation Committee as a voting member to be able to evaluate the submittals for the AUTOMATED BUS ARRIVAL TIMES FOR FORT MYERS BEACH RFP.

2. <u>DEPARTMENTAL CATEGORY</u> :		3. MEETING DATE: 04-06-2004			
6. Independent COMMISSION DISTRICT #:	C6C				
4. AGENDA:	5. REQUIREMENT/PURPOSE: (Specify)	6. REQUESTOR OF INFORMATION:			
X CONSENT	STATUTE	A. COMMISSIONER			
ADMINISTRATIVE	ORDINANCE	B. DEPARTMENT			
APPEALS	X ADMIN. CODE AC-4-4	C. DIVISION Transit			
PUBLIC	OTHER	BY: Steven L. Myers, Director			
WALK ON					
TIME REQUIRED:					

7. BACKGROUND:

The Transit Division has submitted a request from Contracts Management to obtain proposals for the AUTOMATED BUS ARRIVAL TIMES FOR FORT MYERS BEACH RFP. Transit is requesting that Marsha Segal-George, Ft. Myers Beach Town Manager, or designee, serve as a voting member of the Proposal Evaluation Committee.

Pursuant to the Lee County Contract Manual, approved by the Board on September 25, 2001, Section 11 REQUEST FOR PROPOSALS FOR OTHER PROFESSIONAL SERVICES, 11.3.2 Committee Membership, only "County" staff can serve on the committee as "voting". No outside industry shall be allowed to sit on the Committee as a voting member but as a "non-voting" only. We are therefore, requesting that the Board authorize a limited, one-time exception to the Lee County Contract Manual and allow Marsha Segal-George, Ft. Myers Beach Town Manager, or designee, to participate on the committee as a voting member.

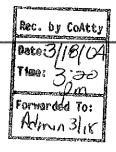
8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department	B Purchasing	C Human	D Other	E County	F Budggt Services		G County Manager		
Director	or Contracts	Resources		Attorney		(M)	M 3118104		1
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10. COMMISSION ACTION:

APPROVED
DENIED
DEFERRED
OTHER





Memorandum

To: Cindy Logan, Contracts Management							
From: Steven L. Myers							
Date: 02/10/04							
SUBJECT: REQUEST TO PREPARE THE FRONT END DOCUMENTS FOR Automated							
Bus Arrival Times for Ft. Myers Beach							
Our department is preparing to bid the above-referenced project.							
Attached you will find the Bid Schedule (if applicable), Supplementary General Conditions, Special Conditions, Technical Specifications and one set of drawings for your use. Please prepare the appropriate construction front-end document.							
Below is the necessary information you require.							
Front-end Documents to be completed by: Susan Riley							
Prequalification required: x Yes No							
Estimated Cost: \$60,000							
Project CIP Number: <u>N/A</u>							
Contract Duration: 90 days Substantial 60 days Final							
Project Manager's Name: Steven L. Myers Phone No. 239-277-5012 x2221							
Consultant Name: N/A Contact Name: Address: Phone No.: Fax No.:							
Who will serve as Owner's Representative: <u>Steven L. Myers, Transit Director and Marsha Segal-George, Ft. Myers Beach Town Manager, or designee, as they are funding the project.</u>							

MEMO – PREPARE CONSTRUCTION DOCUMENTS (Continued) Scope of Work: Is attached DBE Goal: 10% Cost of Bidding Document: -0 To Whom Payable (If other than LCBOCC): N/A Pre-bid Location: x office on site On Site Address: County Permits required: Yes x No If yes, list with cost: Performance Bond Required __100% Funds are available in account #KI5440148640.506410 Additional Comments: The Town of Fort Myers Beach is funding this project and has requested to sit on the selection committee. Please include Marsha Segal-George, Town Manager, or designee, to the selection committee.

If you should require additional information, please let me know.