

**Lee County Board Of County Commissioners  
Agenda Item Summary**

Blue Sheet No. 20040313

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** 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

**WHAT ACTION ACCOMPLISHES:** 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. DEPARTMENTAL CATEGORY:**

6. Independent

COMMISSION DISTRICT #:

*C6C*

**3. MEETING DATE:**

*04-06-2004*

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:**  
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE *AC-4-4*
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER
- B. DEPARTMENT ~~\_\_\_\_\_~~
- C. DIVISION *Transit*
- BY: *Steven L. Myers, Director*

**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 Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services <i>Admin 3/18/04</i>				G County Manager
					OA	OM	Risk	GC	
<i>HIS see 3/18/04</i>	<i>[Signature]</i>	<i>N/A</i>		<i>[Signature]</i> <i>3/18/04</i>	<i>[Signature]</i> <i>3/18/04</i>	<i>[Signature]</i> <i>3/18/04</i>	<i>[Signature]</i> <i>3/18/04</i>	<i>[Signature]</i> <i>3/18/04</i>	<i>[Signature]</i> <i>3/18/04</i>

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty  
 Date: *3/18/04*  
 Time: *3:30 pm*  
 Forwarded To:  
*Admin 3/18*

*PR: 3/18/04 AB*

# Memorandum

To: Cindy Logan, Contracts Management

From: Steven L. Myers *SLM*

Date: 02/10/04

**SUBJECT: REQUEST TO PREPARE THE FRONT END DOCUMENTS FOR Automated  
Bus Arrival Times for Ft. Myers Beach**

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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: N/A

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: Steven L. Myers, Transit Director and  
Marsha Segal-George, Ft. Myers Beach Town Manager, or designee, as they are  
funding the project.

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.