

**AGENDA ITEM REPORT**

**DATE:** December 18, 2018  
**DEPARTMENT:** Transit  
**REQUESTER:** Robert Codie  
**TITLE:** Award Contract for Architectural Design Services for LeeTran's Passenger Amenities Program

---

**I. MOTION REQUESTED**

- A) Award Competitive Negotiation Request for Proposal No. CN180087LAC, Architectural Design Services and Construction Oversight for LeeTran's Passenger Amenities Program to Atkins North America, Inc., for a period of three years, to provide professional engineering and consulting services associated with the design of landing pads, passenger shelters, amenities, and bus route infrastructure improvements, emphasizing ADA improvements, at various bus stop locations throughout Lee County in an amount not to exceed \$1,189,604.52.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Authorize the County Manager or designee to add or delete work, locations or services as needed and to execute any documents necessary for these changes.
- D) Grant the County Manager or designee the authority to negotiate renewals of the contract, including changes in price, for up to three additional one-year periods, and/or to extend the contract, and to execute all associated documents, as approved in the department's annual adopted budget, if doing so is in the best interest of Lee County.

**II. ITEM SUMMARY**

Award contract to Atkins North America, Inc., to provide professional engineering and consulting services associated with the design and construction management of landing pads, passenger shelters, amenities, and bus route infrastructure improvements, emphasizing ADA improvements, at various bus stop locations throughout Lee County, for an initial period of three years, with the option to renew for three additional one-year periods, in an amount not to exceed \$1,189,604.52. The contract is for design and construction management of approximately 102 existing bus stop landing pads for the ADA compliance and approximately 39 bus shelter design completion including construction management. Design and construction for landing pads is approximately \$10,650 and an average cost to complete remaining design and ADA modifications of shelters is approximately \$2,649.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

A) Board Action and Other History

Lee County Transit (LeeTran) submitted a request to Procurement Management to obtain proposals to contract with a qualified firm to provide professional engineering and consulting services associated with the design of landing pads, passenger shelters, amenities, and bus route infrastructure improvements, emphasizing ADA improvements, at various bus stop locations throughout Lee County.

On March 2, 2018, Procurement Management advertised CN180087LAC, Architectural Design Services & Construction Oversight for LeeTran's Passenger Amenities Program. On the proposal deadline of April 5, 2018, Procurement Management received four proposals. On May 9, 2018, the evaluation committee met and short-listed three firms to return for a secondary evaluation that included a presentation and question and answer session. Firms that presented were: ACAI Associates, Inc., Atkins North America, Inc., and RG Architects, P.A. On May 29, 2018, the second evaluation committee meeting was held and following the presentations, the committee recommended awarding the contract to Atkins North America, Inc., following successful negotiations. Staff completed successful negotiations with Atkins North America, Inc. to provide professional engineering and consulting services associated with the design of landing pads, passenger shelters, amenities, and bus route infrastructure improvements, emphasizing ADA improvements, at various bus stop locations throughout Lee County, for an initial contract period of three years with the option to renew for three

additional one-year periods, in an amount not to exceed \$1,189,604.52.

- B) Policy Issues  
Lee County followed Federal Transit Administration's third-party contracting policy.
- C) BoCC Goals  
Transportation, providing multimodal transportation.
- D) Analysis  
LeeTran's bus stops improvements will enhance transit riders' mobility.
- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$1,189,604.52
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.	Yes
F)	Fund: CIP Program: Transit Project: Passenger Amenities Program Account Strings: 20886430100; 21886448640; 22886448640	
G)	Fund Type?	Other: CIP
H)	Comments: Budgeted in CIP. CIP #22886448640 - 100% Federal Transit Administration grant funds CIP # 21886448640 - 80% Florida Department of Transportation (FDOT) grant funds CIP #20886430100 - 20% local match to FDOT grant funds	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

An initial contract period of 3 years with the option of renewing for 3 additional 1-year periods.

**VII. FOLLOW UP**

Follow up on the contract renewals and expiration dates.

**ATTACHMENTS:**

Description	Upload Date	Type
Proposed Contract	11/30/2018	Contract
Atkins - authorized signatory list	11/30/2018	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Transit	Turner, Nicole	Approved	12/5/2018 - 5:39 PM
Transit	Codie, Robert	Approved	12/7/2018 - 2:34 PM
Budget Services	Henkel, Anne	Approved	12/7/2018 - 2:47 PM

Budget Services  
County Attorney  
County Manager

Winton, Peter  
Swindle, Amanda  
Harner, David

Approved  
Approved  
Approved

12/7/2018 - 3:45 PM  
12/7/2018 - 4:21 PM  
12/10/2018 - 1:50 PM