



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

**TO:** Jim Scholl, City Manager  
**FROM:** Rod Delostrinos, Director of Transportation  
**VIA:** Greg Veliz, Assistant City Manager  
**DATE:** July 27, 2018

**SUBJECT:** Authorize the procurement of professional services from Tindale Oliver & Associates, Inc. to prepare the Transit Development Plan in an amount not to exceed \$130,000.

**ACTION STATEMENT:** Authorize the procurement of professional services from Tindale Oliver & Associates, Inc. to prepare the Transit Development Plan (TDP) in an amount not to exceed \$130,000 to commence in FY 2018-19 provided the Transit Cost Center TDP line item request for \$130,000 is approved. Services will be retained via the River to Sea the Transportation Planning Organization for Volusia County and the developed areas of eastern Flagler County Contract without formal competitive procurement under City of Key West Code of Ordinances, Sec 2-797 (3) Purchases and acquisitions under contracts of federal government and the state or its political subdivisions and is in the best interests of the city.

**BACKGROUND:** A Transit Development Plan (TDP) is a Florida Department of Transportation (FDOT) required; 10-year horizon plan intended to support the development of an effective multi-modal transportation system for the State of Florida. Every five years a Major TDP Update is required. The last Key West Transit (KWT) Major TDP Update was completed in September of 2014. In order to allocate adequate time for the TDP preparation, staff requests TDP project to begin on October 1, 2018.

The TDP serves as the basis for defining public transit needs which is a prerequisite in receiving state funds. The Florida Administrative Code Rule 14-73.001 requires that the TDP be the transit agency's planning, development and operational guidance document.

The TDP defines public transportation needs; solicit broad input by coordinating with other plans, involve substantial public participation, and explores community goals with decision makers and other stakeholders; define alternative courses of action, and develop a systematic plan and monitoring program. While required by FDOT, the greatest value from the

*Key to the Caribbean – Average yearly temperature 77° F.*

TDP planning effort, gathered data, and resultant documents occurs when an agency uses the TDP to serve the local area and the traveling public by providing a logical, comprehensive basis for exploring near and mid-term public transit needs and opportunities.

The River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for designated Metropolitan Planning Area (MPA) that includes all of Volusia County and the developed areas of eastern Flagler County including Beverly Beach and Flagler Beach as well as portions of the cities of Palm Coast and Bunnell.

On February 8, 2016 the River to Sea Transportation Planning Organization opened proposals from a formal solicitation, Request for Proposal (RFP) Transit Planning Services-General Consulting. Although the RFP indicated a desired initial contract length of three (3) years with the option of two (2) annual extensions for a total of no more than five (5) years, contract negotiations between the River to Sea Transportation Planning Organization and Tindale Oliver & Associates Inc. yielded an agreement for an initial one-year term ending on June 30, 2017 with automatic annual renewal (unless cancelled by TPO) for a maximum of four (4) one-year of renewals. The total contract length is five (5) years pursuant to the terms and conditions of Request for Proposal (RFP) Transit Planning Services-General Consulting. The City of Key West

The terms and conditions of the original contract are extended and guaranteed to local governments as stated in the "piggybacking" Section 25 (b), Assignability found on page 19 of the contract between River to Sea TPO and Tindale Oliver & Associates Inc.

City staff has determined through informal solicitation that the rates of compensation are fair and reasonable. City staff has also determined that procurement under Section 2-797 (3) Purchases and acquisitions under contracts of federal government and the state or its political subdivisions contract opportunities is in the best interests of the City of Key West. Tindale Oliver & Associates provided the City of Key West with a project budget of \$127,494 for services associated with TDP production.

**Tentative City of Key West TDP Development Timeline:**

**October 1, 2018:** Retain Services of Tindale Oliver

**October 2018-June 2019:** TDP Development

**July 2019:** Delivery of TDP to City of Key West

**July to August 2019:** FDOT TDP Review

**September 2019:** Request City of Key West Commission approval of TDP

**PURPOSE AND JUSTIFICATION:** Production of a FDOT compliant Transit Development Plan.

**FINANCIAL IMPACT:**

Fiscal Year 18-19 Account 411-4401-544-31 budget requests allocation \$130,000 for TDP production. Purchase Order issuance and work commencement will occur on or after October 1, 2018.

**RECOMMENDATION:**

Staff recommends approval to procure professional services from Tindale Oliver & Associates, Inc. to prepare the Transit Development Plan in an amount not to exceed \$130,000.