

Executive Summary



TO: Bogdan Vitas, City Manager

FROM: Norman Whitaker, Director / KWDoT

DATE: March 14, 2014

SUBJECT: Approval of Staff Ranking of Transportation Consulting Firms to RFP 002-14 for the Transit Development Plan (TDP) 2014 Major Update

ACTION STATEMENT:

This resolution will approve Staff recommendation of the highest ranking Transportation Consulting firms responding to RFP 002-14 for the Transit Development Plan (TDP) 2014 Major Update; authorize staff to negotiate a contract with the highest ranked firm, in accordance with the Consultants Competitive Negotiation Act (CCNA), until an acceptable contract is agreed upon; and authorize the City Manager to enter into a contract in substantial compliance with the form agreement, attached hereto, with the selected firm, in the amount not to exceed \$75,000.

BACKGROUND:

Prior to 2008, all public transit agencies maintained a Five (5) Year Transit Development Plan (TDP) as an operating guide for said services. The Plan looks at the transit systems goals, objectives, funding requirements in the operating and capital areas; and provides key indicators that assist with achieving identified goals in order to remain on target and current with these tasks during the period of time covered by each Five (5) Year Plan. TDP documents are required to be updated on an annual basis, with a major update required mid cycle on all Plans.

In 2007 the FAC regulations revised the requirement of the TDP from a 5 Year Plan to a 10 Year Plan, which was completed in FY2009. The Ten (10) Year Plan also required an annual updated, with a major updated required mid cycle, which is where we are today.

JUSTIFICATION / PURPOSE:

As noted above, the minor annual TDP updates are traditionally prepared and performed in-house by KWDoT staff; however, major Plan updates absolutely require assistance by experts in the field. Once the work is performed by the consultant, it is submitted to the City and FDOT for review and comments, prior to final adoption and approval by both agencies governing boards. The TDP document is crucial in identifying and determining the agency's eligibility for grant funding which includes capital and operating assistance, at the Federal and State levels. In summary if you have not identified funding requirements in your TDP document the odds that you will be successful at soliciting said funds are slim to none. The TDP planning process, community involvement and multiple agency involvement / participation is critical to assist with identifying all concerns and/or issues to assure they are adequately represented in the Ten (10) Year TDP.

It is absolutely essential that the commission, manager's and other staff members of the City, as well as representatives from Monroe County, the City of Marathon, and the public (including but not limited to a transit advisory committee), participate in this process to provide as much information and feedback as possible in preparation of the Plan.

Key West Transit issued and solicited RFP 002-14, Transit Development Plan (TDP) 2014 Major Update with the response deadline date of February 19, 2014.

On February 19, 2014, KWT received three (3) responses and price quotes, they are as follows:

NelsonNygaard	\$ 74,924
Omnibus Innovation Groups, Inc.	\$137,329
Tindale-Oliver & Associates	\$ 74,909

Key West Transit Director and Project & Grants Manager reviewed each proposal to ensure the proposals contained the required submittals.

City Staff, at a properly noticed meeting consistent with the "Sunshine Law" conducted on March 13, 2014, ranked the firms in order they were received by City Clerk on February 19, 2014. The results are provided, as well as the evaluation criteria and maximum points allowed upon which the results are based:

Request for Proposals for Transit Development Plan (TDP) 2014 Major Update													
Ranking Committee Meeting Date: March 13, 2014 - 2:00 pm													
Ranking	Points	NelsonNygaard				Omnibus Innovation Groups, Inc				Tindale-Oliver & Associates			
Criteria	Allowed	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff
Expertise, Experience & Qualifications of the Firm & Staff, Experience with Florida Government Agencies	35	5	10	35	30	15	20	35	35	35	30	35	35
Approach & Understanding of Project	30	20	20	28	25	15	20	28	30	25	20	30	30
Past Performance & Reference Verification	15	11	11	11	11	15	15	15	15	15	15	15	15
Cost	20	10	10	19	15	0	5	10	1	20	20	20	15
Total Score (individual)	100	46	51	93	81	45	60	88	81	95	85	100	95
Total Score (group)		271				274				375			
Total Possible Score		400				400				400			
%		68%				69%				94%			
		NelsonNygaard				Omnibus Innovation Groups, Inc				Tindale-Oliver & Associates			

Staff has evaluated and ranked, in order of most experience, qualified, reference verification and cost, as listed below:

1. Tindale-Oliver & Associates
2. NelsonNygaard
3. Omnibus Innovations Groups, Inc.

OPTIONS / ADVANTAGES / DISADVANTAGES:

Option 1): Would see the City approve the resolution awarding and authorizing Tindale-Oliver & Associates (TOA) to perform the required 10 Year TDP Major Update at a cost not to exceed \$75,000.00, noting three (3) price quotes were received and that TOA is the lowest, most responsive price received by the City based on the Scope of Services to be performed.

The advantage of Option 1 is that the City continues to be eligible for grant assistance without any loss of funding or other added problems that very well may result from non-compliance status with FDOT or FTA. The disadvantage would be the opposite – it would place the City in jeopardy of losing funds both immediate and possibly long range.

Option 2): Would be that the City not approve staff recommendation at this time which will jeopardize State and Federal funding in place as well as future grant programs used in public transit services.

There are no advantages to Option 2 at this time. The disadvantage would be a loss of revenue assistance via various grant programs for public transit services.

FISCAL IMPACT:

Option 1): This project will be funded through budget line item 411-4401-544-3100.

Also as information, attached is the State of Florida (DOT) 5 Year Work Program Budget Sheet which outlines the FDOT project funding commitments for annual, recurring grant programs available to the City with regard to operating and capital assistance. The period of allocation shown on the attached, covers budget cycles 2015 through 2019. Please note this is operating and capital assistance programs that very well may be affected as a result of not complying with the TDP requirement by September 1, 2014.

Option 2): Would be to not approve the resolution recommended at this time which would result in the City's inability to complete the required task or TDP, meet grant compliance with FDOT regulations; all of which jeopardizes grant funding immediately and in the future.

RECOMMENDATION:

City Staff recommends the City Commission select Option 1; approve city staff highest rank qualified consultant for the TDP 2014 Major Update, Tindale-Oliver & Associates; authorize the City Manager to negotiate and enter into a contract to not exceed \$75,000; execute all required documents; and authorize the expenditure of funds for this project.

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