



MEMORANDUM

Date: September 7, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Rodrigo Delostrinos
Director of Transportation

Subject: Approve the procurement of professional services from WSP USA Inc. to prepare the Transit Development Plan in an amount not to exceed \$150,000.

Introduction

Approve the procurement of professional services from WSP USA Inc. to prepare the Transit Development Plan in an amount not to exceed \$150,000 to commence in FY 2024 pursuant to Section 2-797 (3) of the Code of Ordinances: Exemption from competitive bid requirements pursuant to purchases and acquisitions under contracts of the federal government, the state or its political subdivisions, and governmental purchasing cooperative programs. Authorizing any necessary budget adjustments; Authorizing the City Manager to execute necessary documents upon consent of the City Attorney.

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 City of Key West-Key West Transit (KWT) Major TDP Update was completed in September of 2019. In order to allocate adequate time for the TDP preparation, staff requests TDP project to begin on November 1, 2023.

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 city 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 TDP planning effort, gathered data, and resultant documents occurs when the an entity 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.

Tentative City of Key West TDP Development Timeline:

November 1, 2023: Retain Services of WSP USA, Inc.

November 2023-June 2024: TDP Development

July 2024: Delivery of TDP to City of Key West

July to August 2024: FDOT TDP Review

September 2024: Request City of Key West Commission approval of TDP

Procurement

Section 2-797 (3) of the Code of Ordinances provides for exemption from competitive bid requirements pursuant to purchases and acquisitions under contracts of the federal government, the state or its political subdivisions, and governmental purchasing cooperative programs. The Central Florida Regional Transportation Authority (CFRTA) d/b/a LYNX, entered into Contract #22-C60 with WSP USA Inc. for General Planning Consulting Services based on its formal solicitation RFP 22-R0 General Planning Consulting Services. This CFRTA solicitation's Scope of Services meets the needs of the City of Key West. Staff has determined that the contract price is fair and reasonable. The TDP development is an authorized operational expense that is grant reimbursable at 50%.

The budget line number for this expenditure is listed in Cost Center: Transit System, General Administration, Professional Services: 411-4401-544.3100—5 Year Major Transit Development Plan Update.

Recommendation

Approve the procurement of professional services from WSP USA Inc. to prepare the Transit Development Plan in an amount not to exceed \$150,000.

Exhibits:

Exhibit A – Agreement

Exhibit B – Central Florida Regional Transportation Authority Contract