

**F. Consent Agenda - Transit Services Department  
ITEM 16.**



**AGENDA REPORT  
April 23, 2019**

**Approval, Re: Permission to Issue RFQ for Transit Services Planning and  
Engineering Services**

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**SUBJECT:**

Permission to Issue Request for Qualifications for Space Coast Area Transit Planning and Engineering Services

**FISCAL IMPACT:**

FY2019-2020 - \$100,000

All of the funds expended under the Federal Transit Administration Grant are 100% Federal dollars with no local match.

**DEPT/OFFICE:**

Transit Services

**REQUESTED ACTION:**

It is requested that the Board of County Commissioners:

1. Authorize the Transit Services Department to develop and release for advertisement a Request for Qualifications (RFQ) for Planning and Engineering Services.
2. Approve Selection Committee consisting of Scott Nelson, Transit Services Director, Jim Liesenfelt, Assistant County Manager and Terry Jordan, Transit Planner, or their designee and approve the Negotiation Committee consisting of Scott Nelson, Transit Services Director, Karen Petters, Finance Officer, and Terry Jordan, Transit Planner, or their designee.
3. Authorize the County Manager to execute all resulting awards and contracts upon approval by the County Attorney's Office and County Risk Management Office.
4. Authorize the County Manager to execute any necessary budget change requests.

**SUMMARY EXPLANATION and BACKGROUND:**

Space Coast Area Transit (SCAT) has the need to begin several important planning, development and construction projects. Each of these projects will require transit planning or engineering work. A number of the new Federal and State requirements require first-hand knowledge and skills beyond Space Coast Area Transit staff current capabilities.

All work will be issued on a work order basis and will follow Brevard County Procurement

Guidelines and will be paid under Space Coast Area Transit's Federal Transit Capital Grants.

Examples of Task Orders include, but are not limited, to the following:

- Transit Development Plan as required by the Florida Department of Transportation
- Transit System Comprehensive Operations Analysis
- Transportation Disadvantaged Service Plan as required by the Florida Commission for the Transportation Disadvantaged
- Ridership analysis and forecasting for existing services, service modifications, and potential new services.
- Financial planning and analysis, including service costing and passenger revenue forecasting
- Fare policy analysis
- Capital project planning, including facility planning and design
- Geographical information system analysis
- Passenger survey development and analysis, including onboard surveys, origin and destination analysis, user satisfaction.
- Intelligent Transportation Systems planning
- Public participation program development

#### **ATTACHMENTS:**

##### **Description**

No Attachments Available



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April 24, 2019

**MEMORANDUM**

**TO:** Scott Nelson, Transit Services Director

**RE:** Item F.16., Permission to Issue Request for Qualifications (RFQ) for Transit Services Planning and Engineering Services

The Board of County Commissioners, in regular session on April 23, 2019, authorized the Transit Services Department to develop and release for advertisement a RFQ for Planning and Engineering Services; approved a Selection Committee consisting of you, Jim Liesenfelt, Assistant County Manager, and Terry Jordan, Transit Planner, or their designees; approved a Negotiation Committee consisting of you, Karen Petters, Finance Officer, and Terry Jordan, Transit Planner, or their designees; authorized the County Manager to execute all resulting awards and contracts upon approval of the County Attorney's Office and Risk Management; and authorized the County Manager to execute any necessary budget change requests.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

cc: Committee Members  
Finance  
Budget