

# LYNX Oversight Committee Agenda

Meeting Date: 7/22/2021  
Meeting Time: 11:00 AM

Central Florida Regional Transportation Authority  
455 N. Garland Ave.  
2nd Floor Open Space  
Orlando, FL 32801

As a courtesy to others, please silence all electronic devices during the meeting.

## 1. Call to Order

## 2. Approval of Committee Minutes



Oversight Committee Minutes 6.24.21

Pg 3

## 3. Public Comments


- Citizens who would like to speak under Public Comments shall submit a request form to the Assistant Secretary prior to the meeting. Forms are available at the door.


## 4. Chief Executive Officer's Report

## 5. Finance & Audit Committee Report


## 6. Consent Agenda


### A. Request for Proposal (RFP)

i.  Authorization to Release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor Uniforms Pg 7


ii.  Authorization to Release a Request for Proposal (RFP) for Occupational Health Services Pg 8



### B. Award Contracts

i.  Authorization to Negotiate and Award a Contract for Southern Operations and Maintenance Facility Site Selection and Suitability Study to WSP USA, Inc. Pg 9








ii.  Authorization to Negotiate and Award a Contract for Bus and Facility Disinfecting Services to Klen Space, Inc. Pg 11

### C. Extension of Contracts



i.  Authorization to Exercise the First Option Year of Contract #18-C117 with Stepp's Towing Service, Inc. for Bus and Support Vehicle Towing Services Pg 13

- ii.  Authorization to Exercise the First Option Year of Contract #18-C122 with Haines City Fire Extinguisher Service, Inc. for Bus Fire Suppression System Preventive Maintenance and Related Services Pg 15
- iii.  Authorization to Exercise the Second Option Year of Contract #18-C02 for Transit Bus Tire Leasing with Bridgestone Americas Tire Operations, LLC Pg 17

**D. Miscellaneous**

- i.  Authorization to Execute Amendment 3 to Interlocal Project Agreement No. 1 Between the Orlando Utilities Commission and LYNX Pg 19  
-Attachments 
- ii.  Authorization to Negotiate and Enter into Memorandum of Agreement for the Pine Hills Transfer Center with Orange County Pg 28  
-Attachments 
- iii.  Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities Pg 35
- iv.  Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations for Architecture and Engineering Services for Shelters, Transfer Centers and LYMMO with Kimley-Horn and Associates, Inc. Pg 38
- v.  Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations with WSP USA, Inc. for Construction Engineering and Inspections Services (CEI) for the Pine Hills Bus Transfer Station Pg 41

**7. Action Items**

- A.  Authorization to Implement August 22, 2021 Service Changes Pg 44
- B.  Authorization to Submit the Fiscal Year 2022 Transit Development Plan Annual Update to the Florida Department of Transportation Pg 47

**8. Other Business**

**9. Adjourned**

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

**LYNX**  
**Central Florida Regional Transportation Authority**  
**Oversight Committee Meeting Minutes**

**PLACE:**     **LYNX Central Station**  
              **455 N. Garland Avenue**  
              **Virtual and 2<sup>nd</sup> Floor, Board Room**  
              **Orlando, FL 32801**

**DATE:**       **June 24, 2021**

**TIME:**       **11:00 a.m.**

**Members in Attendance:**

Lee Constantine, Vice-Chair, Seminole  
County BoCC  
Christina Martin, City of Orlando  
Jo Santiago, FDOT  
Renzo Nastasi, Orange County

**Staff Members in Attendance:**

James E. Harrison, Chief Executive Officer  
Tiffany Homler-Hawkins, Chief Administrative Officer  
William Slot, Chief Innovation and Sustainability Officer  
Dana Baker, Chief Operating Officer  
Leonard Antmann, Interim Chief Financial Officer

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**1. Call to Order**

Vice-Chair Constantine called the meeting to order at 11:00 a.m.

**2. Approval of Minutes**

A motion to approve the May 27, 2021 Oversight Committee meeting minutes was made by Renzo Nastasi and seconded by Christina Martin. Motion carried unanimously.

**3. Public Comments**

No one requested to address the Committee.

**4. Chief Executive Officer's Report**

Jim Harrison, Chief Executive Officer, stated that LYNX presented its proposed FY2022 budget to the Seminole County Board of County Commissioners on June 15. Budget presentations are scheduled for Orange and Osceola in July. After the presentations, the Draft Budget will be presented in August and the Final Budget adoption in September.

Ridership continues to stay around sixty-five percent of pre-pandemic levels. Ridership is expected to keep increasing.

The LYNX Ride with Confidence campaign started last month. There is also a statewide effort by the Florida Public Transportation Association and the American Public Transportation Association to get passengers on public transportation.

LYNX is still under the Transportation Security Administration's security directive regarding the wearing of face masks. Passengers are required to wear a mask to enter the bus terminal and to board a bus.

## **5. Finance & Audit Committee Report**

Amanda Clavijo, Finance and Audit Committee Chair, reported that the Finance and Audit Committee met on Thursday, June 17, 2021. She gave an overview of the Finance & Audit Committee agenda.

All Consent Agenda items were approved to move forward to the Oversight Committee.

The external auditors will be onsite at LYNX starting on August 30, 2021.

## **6. Committee Consent Agenda Items**

Vice-Chair Constantine asked if there were any changes to the Consent Agenda before there is a motion to approve consent agenda items 6.A.i. through 6.D.v. Mr. Harrison stated that he recommends the entire Consent Agenda for approval.

- A. Invitation for Bid (IFB)
  - i. Authorization to Release an Invitation For Bid (IFB) for the Provision of Bulk Oils and Lubricants
- B. Award Contracts
  - i. Authorization to Negotiate and Award a Contract to Voya Retirement Insurance and Annuity Company for Retirement Plan Administration and Recordkeeping Services
  - ii. Authorization to Negotiate and Award a Contract to Humana for Dental Insurance
- C. Extension of Contracts
  - i. Authorization to Exercise the Second Option Year of Contract #17-C19 for the Repainting of Bus Shelters by JMD Global Developers, LLC
  - ii. Authorization to Exercise the First Option Year of Contract #18-C142 with New Flyer of America, Inc. for the Provision of Sixty Foot (60') Articulated Compressed Natural Gas (CNG) Buses
- D. Miscellaneous
  - i. Authorization to Extend the Employment Benefits Provided for Under the Families First Coronavirus Response Act (FFCRA) Related to Emergency Paid Sick Leave (EPSL)
  - ii. Authorization to Amend Contract #20-C28 with Akerman LLP for Legal Services – General Counsel
  - iii. Authorization to Execute MetroPlan Orlando's Intergovernmental Coordination and Review (ICAR) and Public Transportation Collaborative Planning Agreement

- iv. Authorization to Extend Sub-Recipient Awards to Selected Human Services Agencies
- v. Authorization to Auction Surplus Capital Items and Obsolete Parts

Christina Martin made a motion to approve Consent Agenda items 6.A.i through 6.D.v. Seconded by Renzo Nastasi. Motion passed unanimously.

## **7. Action Items**

- A. Authorization to Release a Request for Proposal (RFP) for the Manufacture of LYNX Transit Shelters

Vice-Chair Constantine recognized Jeff Reine, Senior Project Manager, to make the presentation. Mr. Reine detailed the history of the shelter program, where shelters are located and how shelters are designed and placed in the system.

The FY2022 amenities program was displayed that detailed where more shelters would be placed.

Commissioner Constantine asked about advertising on the bus shelters. Mr. Reine stated that advertising is based on jurisdictional rules and the available right of way. If the city or county allows advertising, LYNX is advertising on the shelters. Matt Friedman, Director of Marketing Communications, stated that LYNX has five hundred advertising faces that culminate in one million advertising dollars per year, just on bus shelters.

A motion for Authorization to Release a Request for Proposal (RFP) for the Manufacture of LYNX Transit Shelters was made by Jo Santiago and seconded by Renzo Nastasi. Motion passed unanimously.

- B. Ratification of a Grant Application for the FY22/23 Service Development Grant Application to the Florida Department of Transportation (FDOT) and Adoption of Resolution #21-004

Vice-Chair Constantine recognized John Slot, Chief Innovation Officer, to make the presentation. Mr. Slot stated that the grant is for new service. This will extend Route 10, and will provide direct service connecting St. Cloud and Lake Nona. The eliminated Route 10 sections will be covered by NeighborLink. The Osceola County Board of County Commissioners will provide a fifty percent match.

Jo Santiago stated that she needs to abstain from voting on this item.

A motion for Ratification of a Grant Application for the FY22/23 Service Development Grant Application to the Florida Department of Transportation (FDOT) and Adoption of Resolution #21-004 was made by Renzo Nastasi and seconded by Christina Martin. Motion passed with Jo Santiago abstaining.

C. Authorization to Execute Lease Agreement with City of Kissimmee for the Osceola County Satellite Facility

Vice-Chair Constantine recognized Tiffany Homler-Hawkins, Chief Administrative Officer, to make the presentation. Ms. Homler-Hawkins stated that ten years ago, LYNX and the City of Kissimmee entered into an agreement to save some bus routes, and this will be the third lease agreement. There have been some changes in fees, and details of the agreement were provided. This is a five-year agreement.

A motion for Authorization to Execute Lease Agreement with City of Kissimmee for the Osceola County Satellite Facility was made by Jo Santiago and seconded by Renzo Nastasi. Motion passed unanimously.

**8. Other Business**

No other business was discussed.

**9. Adjourned**

Meeting adjourned at 11:32 a.m.

**Certification of Minutes:**

I certify that the foregoing minutes of the June 24, 2021 Oversight Committee meeting are true and correct, approved by the Oversight Committee.

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Assistant

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.A. i

**To:** LYNX Oversight Committee

**From:** Dana Baker  
Chief Operations Officer  
Dana Baker  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6161

**Item Name:** Authorization to Release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor Uniforms

**Date:** 7/22/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor uniforms.

### **BACKGROUND:**

Per the Union Contract, bus operators receive a yearly uniform allowance to be used for the purchase of shirts, pants, jackets, caps and other authorized items from the authorized supplier who is currently DesignLab, Inc. The second option year of the contract will expire September 30, 2021.

At the May 26, 2016, Board of Directors' meeting, staff received authorization to release a Request for Proposal (RFP) for operator uniforms. The RFP was released June 24, 2016. In September of 2016, the Board awarded Contract #17-CO4 to DesignLab, Inc. for the provision of uniforms. The contract was for three (3) years with two (2) one (1) year options.

### **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

This is not a DOT assisted project. Federal dollars will not be expended. However, LYNX will reach out to small local businesses.

### **FISCAL IMPACT:**

The FY2021 Approved Operating Budget includes \$266,130 for bus operator and transportation supervisors' uniforms.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.A. ii

**To:** LYNX Oversight Committee

**From:** Terri Settington  
Director Of Human Resources  
Terri Settington  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6106

**Item Name:** Authorization to Release a Request for Proposal (RFP) for Occupational Health Services

**Date:** 7/22/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release a Request for Proposal (RFP) for Occupational Health Services.

### **BACKGROUND:**

LYNX is seeking a qualified Proposer from Occupational Health Care Providers for services relating to pre-employment physical exams, post-accident physical exams, occupational medical exams (audiometry, spirometry and fit testing), drug/alcohol testing, Hepatitis B shots and return-to-work (fitness for duty) exams.

The contract for these services enables us to meet the mandated requirements of the drug and alcohol testing rules issued by U.S. Department of Transportation as prescribed by Omnibus Transportation Employees Testing Act of 1991, as amended.

The current contract expires on January 23, 2022.

### **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

### **FISCAL IMPACT:**

The Approved FY2021 Amended Operating Budget includes \$158,150 for services relating to pre-employment physical exams, post-accident physical exams, occupational medical exams, drug/alcohol testing, Hepatitis B shots and return-to-work exams.



# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.B. i

**To:** LYNX Oversight Committee

**From:** **Bruce Detweiler**  
Interim Director Of Planning And Development  
**Myles O'Keefe**  
(Technical Contact)  
**Alena Dvornikova**  
(Technical Contact)  
**Jeffrey Reine**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6136

**Item Name:** **Authorization to Negotiate and Award a Contract for Southern Operations and Maintenance Facility Site Selection and Suitability Study to WSP USA, Inc.**

**Date:** 7/22/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a contract to WSP USA, Inc., in an amount not to exceed \$260,000 for a Southern Operations and Maintenance Facility Site Selection and Suitability Study and recommendation(s).

### **BACKGROUND:**

At the February 25, 2021 Board of Directors meeting, staff received authorization to release a Request for Proposal (RFP) for Southern Operations and Maintenance Facility Site Selection and Suitability Study and recommendation(s), which was released on April 19, 2021. Proposals were due to LYNX by 2:00 PM EST on May 25, 2021.

Two (2) Responses were received from the following firms: Wendel Architecture, PC and WSP USA, Inc.

# LYNX Oversight Committee Agenda

The initial scoring and ordinal ranking occurred as follows:

<b>Firm</b>	<b>Total Score</b>	<b>SEC Ordinal Ranking</b>
Wendel Architecture, PC	267	8
WSP USA, Inc.	281	6

After review of the proposals, the Source Evaluation Committee (SEC), made a recommendation to negotiate and award the contract to WSP USA, Inc.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal of 2% is assessed for this procurement. LYNX’s procurement policy requires contractors to use a good faith effort to subcontract portions of their work for material, supplies and services to Disadvantaged Business Enterprise (DBE) Firms.

## **FISCAL IMPACT:**

The Approved FY2021 Capital Budget includes \$260,000 for a site suitability evaluation to be funded 100% with Federal grants.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.B. ii

**To:** LYNX Oversight Committee

**From:** Elvis Dovalés  
Director Of Maintenance  
Elvis Dovalés  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Negotiate and Award a Contract for Bus and Facility Disinfecting Services to Klen Space, Inc.

**Date:** 7/22/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and award a one (1) year contract, with no extensions, to Klen Space, Inc., for contracted bus and facility disinfecting services in an amount not to exceed \$1,013,376.

### **BACKGROUND:**

Bus and facilities disinfecting services were approved by the LYNX Board on September, 24 2020 under Action Agenda Item #7.A as an Operating Budget line item. Currently, facilities and bus disinfecting is being performed by temporary employees that are limited by LYNX Administrative Rule #4 to a 90 day employment term. Due to the work term limitations, the disinfecting program is difficult and costly to manage internally.

With LYNX Board Approval on May 27, 2021 under Consent Agenda Item #6.A.i, a contract was awarded to USSC Acquisition Corp., for a Bus Disinfecting System. It is anticipated that when the bus disinfecting system is installed that a portion of the contracted disinfecting services will be discontinued.

# LYNX Oversight mmittee Agenda

LYNX issued RFP 21-R27 for Facilities and Bus Disinfecting Services on April 13, 2021. Nine (9) responses were received from the following firms:

- 3P America, LLC
- ACP Facility Services, Inc.
- BMS CAT of Florida, LLC
- CL02 Sterilization, Inc.
- Jani-King of Orlando
- Klen Space, Inc.
- National Interior Solutions, LLC
- TBN Holdings, Inc. d/b/a SERVPRO
- Water Restoration Guys

The scoring and ordinal ranking occurred as follows:

Firms	Total Score	Ordinal Ranking
3P America, LLC	181	21
ACP Facility Services, Inc.	229	10
BMS CAT of Florida, LLC	183	23
CLO2 Sterilization, Inc.	200	18
Jani-King of Orlando	231	10
Klen Space, Inc.	267	3
National Interior Solutions, LLC	209	13
TBN Holdings, Inc. d/b/a SERVPRO	193	18
Water Restoration Guys	193	19

The Source Evaluation Committee (SEC), made a recommendation to award the contract to Klen Space, Inc.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2021 Amended Operating Budget includes \$773,552 for enhanced cleaning services.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.C. i

**To:** LYNX Oversight Committee

**From:** Elvis Dovalés  
Director Of Maintenance  
Elvis Dovalés  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Exercise the First Option Year of Contract #18-C117 with Stepp's Towing Service, Inc. for Bus and Support Vehicle Towing Services

**Date:** 7/22/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of Contract #18-C117 with Stepp's Towing Service, Inc. for bus and support vehicle towing services.

### **BACKGROUND:**

At the Board of Directors meeting on July 26, 2018, the Board authorized LYNX under item #7.B. ii to award Contract #18-C117 to Stepp's Towing Service, Inc. for an amount not to exceed two hundred and forty thousand six hundred dollars (\$240,600) for a period of three (3) years with the option to extend for two (2) one (1) year periods. Contract #18-C117 expires on September 30, 2021 and option year one (1) will extend the contract from October 1, 2021 to September 30, 2022.

LYNX requires on demand towing services for occasions when a bus or support vehicle cannot return to its operating base at LYNX Operations Center (LOC) or Osceola Satellite Facility (OSF). This generally is a result of a system failure (engine, transmission, etc.) or severe structural damage due to an accident. Also, LYNX will occasionally have its fleet towed to various repair centers to have repairs performed.

### **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

# LYNX Oversight mmittee Agenda

## FISCAL IMPACT:

The Amended FY2021 Operating Budget includes \$72,000 for Towing Service for Bus and Support Vehicle.

# LYNX Oversight mmittee Agenda

## Consent Agenda Item #6.C. ii

**To:** LYNX Oversight Committee

**From:** Elvis Dovalés  
Director Of Maintenance  
Elvis Dovalés  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Exercise the First Option Year of Contract #18-C122 with Haines City Fire Extinguisher Service, Inc. for Bus Fire Suppression System Preventive Maintenance and Related Services

**Date:** 7/22/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the first option year of Contract #18-C122 with Haines City Fire Extinguisher Service, Inc. for bus fire suppression system preventive maintenance and related services and increase the Not to Exceed cost to \$328,000.

### **BACKGROUND:**

At the Board of Directors meeting on September 27, 2018, the Board authorized LYNX under item #7.C. ii to award Contract #18-C122 to Haines City Fire Extinguisher Service, Inc. for a period of three (3) years with the option to extend for two (2) one (1) year periods. The total contract not to exceed will need to be increased to \$328,000. Contract #18-C122 expires on September 30, 2021 and option year one (1) will extend the contract from October 1, 2021 to September 30, 2022.

The Amerex Fire Suppression System and the Fogmaker Fire Suppression System are the current on-board engine compartment fire suppressant systems used in LYNX fleet and are used in the event of a catastrophic fire in the engine compartment. The services requested will consist of semi-annual, annual, six (6) year maintenance/service and twelve (12) year hydrostatic tests. Each bus must be serviced by a certified technician trained in fire suppression systems.

### **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

# LYNX Oversight Committee Agenda

## FISCAL IMPACT:

The Amended FY2021 Operating Budget includes \$71,000 for bus fire suppression system preventive maintenance and related services.



# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.C. iii

**To:** LYNX Oversight Committee

**From:** Elvis Dovalés  
Director Of Maintenance  
Elvis Dovalés  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6239

**Item Name:** Authorization to Exercise the Second Option Year of Contract #18-C02 for Transit Bus Tire Leasing with Bridgestone Americas Tire Operations, LLC

**Date:** 7/22/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to exercise the second option year of Contract #18-C02 for transit bus tire leasing services with Bridgestone Americas Tire Operations, LLC.

### **BACKGROUND:**

On September 28, 2017 the LYNX Board of Directors, on Consent Agenda Item #7.B.iv., approved the award of Contract # 18-C02 to Bridgestone Americas Tire Operations, LLC for three (3) years with the option for two (2) one (1) year options for a total not to exceed amount of \$3,203,484 for the five-year period. The first option year of Contract #18-C02 was approved by the LYNX Board of Directors on Consent Agenda Item #6.C.i. on August 27, 2020. The first option year expires on September 30, 2021 and option year two (2) will extend the contract from October 1, 2021 to September 30, 2022.

The Contractual Not to Exceed Amounts per Fiscal Year are:

Fiscal Year 2018:	\$600,853
Fiscal Year 2019:	\$612,911
Fiscal Year 2020:	\$637,395
Fiscal Year 2021:	\$662,926
Fiscal Year 2022:	\$689,399

It has been LYNX practice to lease tires due to the fact that by leasing tires it results in lower costs per tire mile and the costs of inventory and tire disposal are avoided. LYNX has continually monitored the market reviewing benefits of leasing versus buying transit bus tires and it has been proven that leasing produces the greater benefit as shown below.

# LYNX Oversight Committee Agenda

FY22 Tire Lease to Buy Annual Cost Comparison @ 54,000 miles per year					
Tire Size	Total # Tires	Lease Cost per tire mile	Purchase Cost per tire mile	Lease Cost per year	Purchase cost per year
B275/70R22.5	48	\$ 0.006338	\$ 0.01032	\$16,428.10	\$26,751.21
B315/80R22.5	1566	\$ 0.005886	\$ 0.00952	\$497,743.70	\$805,106.09
B305/70R22.5	340	\$ 0.005964	\$ 0.01021	\$109,499.04	\$187,426.50
385/55R22.5	12	\$ 0.019001	\$ 0.01510	\$12,312.65	\$9,787.53
<b>Annual Totals</b>				<b>\$635,983.49</b>	<b>\$1,029,071.33</b>

**DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

**FISCAL IMPACT:**

The Amended FY2021 Operating Budget includes \$658,000 for transit bus tire leasing services.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.D. i

**To:** LYNX Oversight Committee

**From:** William Slot  
Chief Innovation Officer  
Kenneth Jamison  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6146

**Item Name:** Authorization to Execute Amendment 3 to Interlocal Project Agreement No. 1 Between the Orlando Utilities Commission and LYNX

**Date:** 7/22/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to enter into Amendment No. 3 to Interlocal Project Agreement No. 1 with the Orlando Utilities Commission (OUC) to add the City of Orlando to the agreement and to increase the number of buses purchased for the eBus Pilot Program to fourteen.

### **BACKGROUND:**

On April 23, 2020, the LYNX Board of Directors authorized the CEO to enter into a Master Interlocal Agreement and Interlocal Project Agreement No. 1 with the Orlando Utilities Commission (OUC) to allow for an electrification pilot program for up to eight (8) electric buses.

On December 10, 2020, the LYNX Board of Directors authorized the CEO to execute Amendment 1 to Interlocal Project Agreement No. 1 with OUC. This amendment established the station fee at \$17,000 per month and increased OUC's total contribution amounts to \$2,100,000.

On March 25, 2021, the LYNX Board of Directors authorized the CEO to execute Amendment 2 to Interlocal Project Agreement No. 1 with OUC. This amendment reduced the station fee to \$13,000 to reflect project cost reductions and decreased OUC's total contribution amounts to \$1,721,000.

The City of Orlando has requested an amendment to Interlocal Project Agreement No. 1 between LYNX and OUC to add the City as a party to the agreement. This will allow the City to have a direct involvement in project cost decisions as these costs are charged to the city as part of the LYMMO service. The amendment also increases the total number of electric buses from eight (8) to fourteen (14).

# LYNX Oversight Committee Agenda

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this Agreement.

## **FISCAL IMPACT:**

These charges will be a pass through to the City of Orlando for the LYMMO program, and there is no fiscal impact to LYNX.

**AMENDMENT 3 TO INTERLOCAL PROJECT AGREEMENT NO. 1**

**BETWEEN**

**THE ORLANDO UTILITIES COMMISSION**

**AND**

**BETWEEN THE CENTRAL FLORIDA REGIONAL TRANSPORTATION**

**AUTHORITY D/B/A “LYNX”**

**This Amendment 3 to Interlocal Project Agreement No. 1** (“Amendment 3”) is made as of the \_\_\_\_ day of \_\_\_\_\_ 2021, by and between the **Central Florida Regional Transportation Authority d/b/a “LYNX”**, a body politic and corporate formed pursuant to Part III of Ch. 343, Florida Statutes (hereinafter, “LYNX”) and the **Orlando Utilities Commission**, a statutory commission existing under the laws of the State of Florida (hereinafter, “OUC”) and the **City of Orlando**, a municipal corporation created by and existing under the laws of the State of Florida, whose address is P.O. Box 4990, 400 S. Orange Avenue, Orlando, Florida 32802-4990 (the “City”). LYNX and OUC are hereinafter each referred to individually as a “Party” and collectively as the “Parties.” The City is being added to the Interlocal Project Agreement No. 1 by means of this Amendment 3 with rights and obligations limited as described herein and the Scope of the eBus Pilot Program is being amended to provide for the procurement of an additional six (6) buses.

**RECITALS:**

**WHEREAS**, LYNX was created and established by Part III, Chapter 343, Florida Statutes, for the purpose of governing and operating a public transportation system and public transportation facilities in Seminole, Orange and Osceola Counties, and may exercise all powers necessary, appurtenant, convenient, or incidental to carrying out of said purpose; and

**WHEREAS**, the City and LYNX have entered into an Interlocal Agreement dated, 6<sup>th</sup> day of April, 2015, “Second Amended and Reinstated Operation Agreement between LYNX and the City of Orlando,” providing for the City’s funding of certain LYNX operations, “City Funding Obligations,” including those operations referenced in the Interlocal Project Agreement No. 1; and

**WHEREAS**, OUC provides public utilities, energy and conservation services, electric vehicle charging, water and electricity to the residents located in the counties of Orange and Osceola; and

**WHEREAS**, City has requested, and LYNX and OUC have agreed, that the City should be included in any decisions made to further amend the Interlocal Project Agreement No. 1., particularly to the extent that any such amendments impact the City's Funding Obligations under the City/LYNX Agreement; and

**WHEREAS**, OUC and LYNX entered into that Interlocal Cooperation Agreement dated April 23, 2020 ("Interlocal Agreement"), pursuant to which OUC and LYNX intend to cooperatively pursue various energy efficiency and conservation programs that mutually benefit both their customers by means of one or more Interlocal Project Agreements issued thereunder and subject to the general terms thereof; and

**WHEREAS**, OUC and LYNX entered into Interlocal Project Agreement No. 1 pursuant to the Interlocal Agreement dated April 23, 2020 to initiate an eBus Pilot Program pursuant to which OUC and LYNX agreed to partner by jointly procuring up to eight (8) eBuses with the associated charging infrastructure; and

**WHEREAS**, OUC and LYNX entered into Amendment 1 to Project Agreement No. 1 on or about December 23, 2020, pursuant to which OUC's total contributions under Project Agreement No. 1 were recalculated to increase the cap from One Million Two Hundred Thousand Dollars (\$1,200,000) to Two Million One Hundred Thousand Dollars (\$2,100,000) and to adjust the monthly Service Fee to be paid by LYNX to Seventeen Thousand Dollars (\$17,000) to accommodate the new contribution amounts from OUC; and

**WHEREAS**, OUC and LYNX entered into Amendment 2 to Project Agreement No. 1 on or about 25<sup>th</sup> day of March, 2021, pursuant to which the monthly Service Fee to be paid by LYNX to OUC was reduced to Thirteen Thousand Dollars (\$13,000).

Amendment 3 to Interlocal Project Agreement No. 1

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

**Section 1. Recitals.**

The recitals set forth above are true and correct as of the date hereof and are incorporated herein by this reference.

**Section 2. Addition of Section 22, City Participation.** Section 22 of the Interlocal Project Agreement No. 1, is created to read as follows:

***Section 22. City Participation.** LYNX and OUC agree that, the City will be notified by LYNX of any meetings between LYNX and OUC related to this Project Agreement and, in any event, will be kept reasonably updated and apprised by LYNX of any discussions or negotiations related to this Project Agreement to ensure that the City has the opportunity to participate in such meetings, discussions or negotiations. The Parties acknowledge that the purpose for this provision is to ensure that the City is involved in any meetings, discussions, or negotiations that impact the City's funding obligations under the LYNX/City Agreement. The City's contact person for purposes of this Section is the Transportation Department Director."*

**Section 3. Amendment of Section 3, General Scope of Project.** Section 3 of the Interlocal Agreement No. 1 is amended and restated as follows:

***Section 3. General Scope of Project.** The general scope of work under this Project Agreement is for OUC and LYNX to partner to effectively plan for and execute an eBus electrification pilot*

*program for up to fourteen (14) electric buses (eBus Pilot Program”). As part of this eBus Pilot Program, LYNX will procure fourteen (14) buses to be customized with an approximate 440k Wh battery system. In addition, OUC will purchase, install and maintain at pre-determined locations, an agreed number of Charging Stations and associated charger management software, procured in accordance with Section 6, to support deployment of the test buses into the local public transit service system. The Parties will use this eBus Pilot Program to begin to study real-world charging patterns, runtime analytics, and charging requirements for an eBus deployed for urban public transit use. The projected schedule for the first eight (8) buses procured through this eBus Pilot Program is attached hereto as Exhibit C and incorporated herein by this reference (“Project Schedule”). The additional six (6) buses being procured through this eBus Pilot Program are currently expected to be delivered and entered into revenue service by July 2022.*

**Section 4. Ratification of Remaining Terms.** All other terms of the Project Agreement No. 1 remain unchanged and are hereby ratified.

[REMAINDER OF PAGE INTENTIONALLY BLANK]



**IN WITNESS WHEREOF**, the Parties have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered in the presence  
of:

\_\_\_\_\_  
\_\_\_\_\_

**ORLANDO UTILITIES COMMISSION**

By: \_\_\_\_\_

Name: Clint Bullock

Title: General Manager & CEO

FOR THE USE AND RELIANCE  
OF OUC ONLY - APPROVED  
AS TO FORM AND LEGALITY.

\_\_\_\_\_  
Attorney for OUC

Date: \_\_\_\_\_

**SIGNATURE PAGE FOR LYNX**

**CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_

Name: James E. Harrison, Esq., P.E.

Title: Chief Executive Officer

Date: \_\_\_\_\_

This Agreement has been reviewed as to form by LYNX Senior Staff Attorney. This confirmation is not to be relied upon by any person other than LYNX or for any other purpose.

By: \_\_\_\_\_

Name: Carrie L. Sarver, Esq., B.C.S.

Title: Senior Staff Attorney

Date: \_\_\_\_\_

**SIGNATURE PAGE FOR CITY OF ORLANDO**

**ATTEST:**

**CITY OF ORLANDO**, municipal corporation,  
organized and existing under the laws  
of the State of Florida (SEAL)

By: \_\_\_\_\_  
Stephanie Herdocia, City Clerk

By: \_\_\_\_\_  
Buddy Dyer  
Mayor

Date: \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF ORANGE**

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2021, by Mayor Pro Tem and Stephanie Herdocia, City Clerk, of the City of Orlando, Florida, who are both personally known to me.

\_\_\_\_\_  
Notary Public Signature  
My Commission Expires: \_\_\_\_\_

FOR THE USE AND RELIANCE  
OF CITY OF ORLANDO - APPROVED  
AS TO FORM AND LEGALITY.

\_\_\_\_\_  
Roy K. Payne,  
Chief Assistant City Attorney

Date: \_\_\_\_\_

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.D. ii

**To:** LYNX Oversight Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Jeffrey Reine  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Enter into Memorandum of Agreement for the Pine Hills Transfer Center with Orange County

**Date:** 7/22/2021

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to negotiate and enter into a Memorandum of Agreement with Orange County for the Pine Hills Transfer Center. This will be for Construction, Engineering, Cost Sharing and Oversight for the Pine Hills Transfer Center.

### **BACKGROUND:**

Over the past 2 years, LYNX has undertaken the preliminary and final design of the Pine Hills Transfer Center. The project has recently been submitted to permitting and this effort is expected to be completed in late July. As part of construction activities for the project, Construction Engineering and Inspection Services (CEI) are required. Under a separate Board Item, LYNX is seeking the approval for CEI for the on-site portion of the project. For the roadway portion of the project associated with the county-owned Belco Drive, Orange County has agreed to provide in-kind CEI services in exchange for LYNX providing construction and associated improvements.

A copy of the final draft of this agreement has been included with this board item for reference.

### **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

# LYNX Oversight Committee Agenda

## FISCAL IMPACT:

The Approved FY2021 Capital Budget includes \$8,175,000 for the Pine Hills Superstop construction project. The total funding sources for the project will be as follows:

Federal 5307	\$5,705,000
Ladders of Opportunity Grant	1,200,000
Orange Cty Parks & Recreation	340,000
MetroPlan	930,000
<u>TOTAL</u>	<u>\$8,175,000</u>

**MEMORANDUM OF AGREEMENT**

**FOR CONSTRUCTION, ENGINEERING, COST SHARING & OVERSIGHT FOR  
BELCO DRIVE IMPROVEMENTS**

**(From Silver Star Road to Pine Hills Road)**

**between**

**ORANGE COUNTY**

**and the**

**CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**

This Memorandum of Agreement ("MOA") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between **ORANGE COUNTY**, a charter county and political subdivision of the State of Florida (hereinafter referred to as "**ORANGE COUNTY**"), and the **CENTRAL FLORIDA REGIONAL TRANSPORTATION AUTHORITY**, located at 455 North Garland Avenue, Orlando, Florida 32801, a body politic and corporate created by Part III, Chapter 343, Florida Statutes (hereinafter referred to as "**LYNX**").

**WITNESSETH:**

**WHEREAS, ORANGE COUNTY** has authority pursuant to Section 125.01, Florida Statutes, to enter into agreements, and

**WHEREAS, LYNX** has the authority pursuant to Section 343, Florida Statutes, to enter into agreements; and

**WHEREAS, LYNX** is constructing a bus transfer facility, known as the Pine Hills Transfer Center Project, within unincorporated Orange County on Parcel ID # 18-22-29-0169-00-021; and

**WHEREAS,** as part of this Project, **LYNX** will be reconstructing Belco Drive from Silver Star Road to Pine Hills Road ("Belco Drive Improvements"); and

**WHEREAS, LYNX** will have to go through the appropriate permit process and have all roadway plans associated with the Belco Drive reconstruction of the roadway and associated storm system approved by **ORANGE COUNTY** as part of the Pine Hills Transfer Center project; and

**WHEREAS,** Belco Drive is currently an **ORANGE COUNTY** owned and maintained roadway and will continue to be maintained as such after construction; and

**WHEREAS,** as part of the Pine Hills Transfer Center Project, **LYNX** will enter into a contract with a qualified contractor to build both on-site (transfer center) and off-site (Belco Drive reconstruction) improvements; and

**WHEREAS**, in exchange for **LYNX** funding the reconstruction of the off-site improvements of the **ORANGE COUNTY** owned and maintained right-of-way, Orange County Highway Construction Division staff will provide inspection and engineering support services to **LYNX** as in-kind services; and

**WHEREAS**, the construction support services provided by **ORANGE COUNTY** will be only for the roadway and storm system improvements associated with the Belco Drive right-of-way; and

**WHEREAS**, this MOA evidences the intentions of the respective parties to cooperate with each other in furtherance of the public interest in the reconstruction of Belco Drive from Silver Star Road to Pine Hills Road.

NOW, THEREFORE, in consideration of the mutual terms, conditions, and covenants hereinafter set forth, **ORANGE COUNTY** and **LYNX** hereby agree as follows.

### **SECTION 1-RECITALS**

1.1 The above recitals are true and correct and form a part of the MOA.

### **SECTION 2-COST SHARING TERMS**

2.1 **LYNX** agrees to fund the reconstruction of the Belco Drive Improvements, which consists of the reconstructing of Belco Drive from Silver Star Road to Pine Hills Road, all of which is owned and maintained right-of-way of **ORANGE COUNTY**. In exchange for **LYNX** providing the aforementioned funding and construction services, **ORANGE COUNTY** agrees to provide **LYNX** in-kind construction support services for the roadway and storm system improvements associated with the Belco Drive Improvements.

### **SECTION 3-GENERAL PROVISIONS**

3.1 **ORANGE COUNTY** and **LYNX** each represents, warrants, and covenants to and with the other its respective authority and power under Florida law to enter into this MOA, acknowledges the validity and enforceability of this MOA. Furthermore, **ORANGE COUNTY** and **LYNX** each represents, warrants, and covenants to and with the other that this MOA has been validly approved by its respective governing body, and that this MOA constitutes a legal, valid, and binding contract enforceable against each party in accordance with the terms hereof (assuming the due authorization, execution and delivery hereby by the other party hereto).

3.2 Both parties have been allowed equal input regarding the terms and wording of this MOA, and have had the benefit of consultation with their respective legal counsel prior to its execution, such that all language and wording herein shall be construed equally against the parties.

3.3 The headings or captions of sections or subsections used in this MOA are merely for the convenience of the parties for reference only and are not intended to define or

limit their contents, nor are they intended to affect the construction of or to be taken into consideration in interpreting this MOA.

3.4 The provisions of this MOA are declared by the parties to be severable only to the extent that the remaining provisions can effectuate the purpose and intent of the parties.

3.5 This MOA shall be governed by and construed in accordance with laws of the State of Florida. Venue for any action arising out of or related to this MOA shall be in the Circuit Court for the Ninth Judicial Circuit in Orange County, Florida. In the event a party deems it necessary to take legal action to enforce any provisions of this MOA, each party shall bear its own attorney fees and costs.

3.6 This MOA, along with its exhibits, constitutes the entire Agreement between the parties regarding the subject matter hereof. Any prior oral or written agreements or understandings of any kind between the parties relating to the subject matter hereof are null and void and have no further effect.

3.7 This MOA may be amended only by express written instrument approved by the Board of County Commissioners of **ORANGE COUNTY** and the Board of Directors of **LYNX**, and executed by the authorized officers of each party.

3.8 This MOA and any amendments thereto may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

3.9 Any notice required to be given or otherwise given by one party to the other party shall be in writing and shall be deemed delivered when given by hand delivery; five (5) days after being deposited in the United States Mail, postage prepaid, certified or registered; or the next business day after being deposited with a recognized overnight mail or courier delivery service; or when transmitted by facsimile or telecopy transmission, with receipt acknowledged upon transmission; or when sent by electronic mail, and addressed as follows:

If to **ORANGE COUNTY**: County Administrator, County Administration Center  
201 South Rosalind Avenue Orlando, FL 32801

With a copy to: Director, Orange County Public Works Department 4200 South John Young Parkway Orlando, Florida 32839

If to **LYNX**: Senior Project Manager, LYNX 455 North Garland Avenue Orlando, Florida 32801

(With a copy to: Procurement Manger/Contract Administrator of LYNX 455 North Garland Avenue Orlando, FL 32801

In all cases, a notice shall be deemed delivered to a party only upon delivery of the notice to the person or official indicated above in the same manner as for the party being notified. Either party may change its designated official or address for receipt of notice by giving notice of such change to the other party in the manner provided in this section.



3.10 This MOA shall become effective on the date of execution by **ORANGE COUNTY** or the date of execution by **LYNX**, whichever date is later.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have executed this MOA as of the day and year indicated below.

**ORANGE COUNTY, FLORIDA**

By: Board of County Commissioners

By: \_\_\_\_\_  
Jerry L. Demings, Mayor

Date: \_\_\_\_\_

ATTEST: Phil Diamond, CPA, County Comptroller  
As Clerk of the Board of County Commissioners

By: \_\_\_\_\_  
Deputy Clerk

Print name: \_\_\_\_\_

**CENTRAL FLORIDA REGIONAL  
TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
James E. Harrison, Esq., P.E.  
Chief Executive Officer

Reviewed as to Form:

This Agreement has been reviewed as to form by **LYNX** Senior Staff Attorney. This confirmation is not to be relied upon by any person other than **LYNX** or for any other purpose.

By: \_\_\_\_\_

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.D. iii

**To:** LYNX Oversight Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Jeffrey Reine  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities

**Date:** 7/22/2021

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve the source evaluation committee ranking and initiate negotiations with AECOM Technical Services, Inc. for architecture and engineering services for Facilities.

### **BACKGROUND:**

On October 20, 2020, the LYNX Board of Directors granted permission to proceed with a Request for Proposal (RFP) for Architecture and Engineering Services. This permission was to allow for the award of two contracts: one for facilities and one for bus shelters, transfer centers and LYMMO. This will cover all associated design, permitting and engineering inspection as described in the RFP documents.

During the most recent Triennial Review, the FTA performed an extensive analysis of the process LYNX utilizes. While they did find that the agency methodology and approach was sound, they determined that most transit agencies handled this process differently. After a review of other agencies and the needs of LYNX over the length of the next contract, it was determined that a single RFP would be issued for facilities and another for shelters, transfer centers and LYMMO.

In April 2016, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #16-C06 to Jacobs Engineering, Inc., Contract #16-C07 to Kimley-Horn and Associates, Inc., and Contract #16-C08 to WSP USA, Inc. for Architectural and Engineering Consultant Services. The contracts were for a period of three (3) years with two (2) one (1) year extensions. The last extension was executed in April of 2020 and expired in April of 2021.

# LYNX Oversight mmittee Agenda

Under the previous set of contracts, the three firms were short-listed and mini-competitions were then performed to ensure an equitable distribution of work between the firms and compliance with the Consultants Competitive Negotiation Act (CCNA) as provided for in Fla. Stat. 287.055.

As LYNX has consolidated award of a contract to a single firm, the process for award per Fla. Stat. 287.055 is a two-step process. First, the agency is required to approve the SEC ranking and proceed with negotiations with the top rank firm. Once this has been determined to be successful, a second board item will be brought forth to award the contract to the selected firm.

In the event that negotiations are not successful with the top ranked firm, this board authorization will allow the agency to proceed with the same process with the next highest ranked firm.

## **PROCUREMENT PROCESS:**

RFP #21-R19 was released on March 26, 2021 and responses due on May 4, 2021.

A total of 6 firms responded to the RFP. These included:

AECOM Technical Services, Inc.  
Bentley Architects and Engineers, Inc.  
C & S Engineers, Inc.  
Jacobs Engineering Group, Inc.  
Kimley-Horn and Associates, Inc.  
WSP USA, Inc.

The SEC met on June 22, 2021 to discuss the six (6) proposals. The meeting was publicly noticed in accordance with the Florida Sunshine Law.

The proposals were evaluated by each member of the SEC based on the following criteria set forth in the RFP:

- Company Qualifications (40)
- Personnel Experience and Knowledge (30)
- Methodology and Approach (20)
- Financial Qualifications (10)

# LYNX Oversight mmittee Agenda

Scoring of the proposals submitted was based on a total possible score of 100 per reviewer and the lowest ordinal ranking will be recommended for contract approval:

<b>Proposer</b>	<b>Score</b>	<b>Ordinal Ranking</b>
AECOM Technical Services, Inc.	291	4
Bentley Architects & Engineers, Inc.	238	17
C & S Engineers, Inc.	238	16
Jacobs Engineering Group, Inc.	283	10
Kimley-Horn and Associates, Inc.	286	7
WSP USA, Inc.	289	6

After discussions on the proposals received from the six firms, the SEC ranked the proposals received. The motion by the SEC was to move forward with the procurement process with AECOM Technical Services, Inc. for Architecture and Engineering Services for Facilities.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2021 Capital Budget includes \$5,417,852 in facility related projects. Each project will be evaluated if A&E Services would be needed. These projects are funded with 100% Federal grants.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.D. iv

**To:** LYNX Oversight Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Jeffrey Reine  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations for Architecture and Engineering Services for Shelters, Transfer Centers and LYMMO with Kimley-Horn and Associates, Inc.

**Date:** 7/22/2021

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve the source evaluation committee (SEC) ranking and initiate negotiations with Kimley-Horn and Associates, Inc. for architecture and engineering services for Shelters, Transfer Centers and LYMMO.

### **BACKGROUND:**

On October 20, 2020, LYNX Board of Directors granted permission to proceed with a Request for Proposal (RFP) for Architecture and Engineering Services. This permission was to allow for the award of two contracts: one for facilities and one for bus shelters, transfer centers and LYMMO. This will cover all associated design, permitting and engineering inspection as described in the RFP documents.

During the most recent Triennial Review, the FTA performed an extensive analysis of the process LYNX utilizes. While they did find that the agency methodology and approach was sound, they determined that most transit agencies handled this process differently. After a review of other agencies and the needs of LYNX over the length of the next contract, it was determined that a single RFP would be issued for facilities and another for shelters, transfer centers and LYMMO.

In April 2016, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #16-C06 to Jacobs Engineering, Inc., Contract #16-C07 to Kimley-Horn and Associates, Inc., and Contract #16-C08 to WSP USA, Inc. for Architectural and Engineering

# LYNX Oversight Committee Agenda

Consultant Services. The contracts were for a period of three (3) years with two (2) one (1) year extensions. The last extension was executed in April of 2020 and expired in April of 2021.

Under the previous set of contracts, the three firms were short-listed and mini-competitions were then performed to ensure an equitable distribution of work between the firms and compliance with the Consultants Competitive Negotiation Act (CCNA) as provided for in Fla. Stat. 287.055.

As LYNX has consolidated award of a contract to a single firm, the process for award per Fla. Stat. 287.055 is a two-step process. First, the agency is required to approve the SEC ranking and proceed with negotiations with the top rank firm. Once this has been determined to be successful, a second board item will be brought forth to award the contract to the selected firm.

In the event that negotiations are not successful with the top ranked firm, this board authorization will allow the agency to proceed with the same process with the next highest ranked firm as per the state statute

## **PROCUREMENT PROCESS:**

RFP 21-R20 was released on March 26, 2021 and responses due on May 4, 2021.

A total of 3 firms responded to the RFP. These included:

Bentley Architects and Engineers, Inc.  
Kimley-Horn and Associates, Inc.  
WSP USA, Inc.

The SEC met on June 22, 2021 to discuss the three (3) proposals. The meeting was publicly noticed in accordance with the Florida Sunshine Law.

The proposals were evaluated by each member of the SEC based on the following criteria set forth in the RFP:

- Company Qualifications (40)
- Personnel Experience and Knowledge (30)
- Methodology and Approach (20)
- Financial Qualifications (10)

Scoring of the proposals submitted was based on a total possible score of 100 per reviewer and the lowest ordinal ranking will be recommended for contract approval:

<b>Proposer</b>	<b>Score</b>	<b>Ordinal Ranking</b>
Bentley Architects & Engineers, Inc.	263	9
Kimley-Horn and Associates, Inc.	288	4
WSP USA, Inc.	285	5

# LYNX Oversight Committee Agenda

After discussions on the proposals received from the three firms, the SEC ranked the proposals received. The motion by the SEC was to move forward with the procurement process with Kimley-Horn and Associates, Inc. for Architecture and Engineering Services for Shelters, Transfer Centers and LYMMO.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2021 Capital Budget includes \$4,313,477 in projects for shelters, transfer centers and LYMMO. Each project will be evaluated for A&E Services as needed. These projects are funded with 100% Federal grants.



# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.D. v

**To:** LYNX Oversight Committee

**From:** Leonard Antmann  
Chief Financial Officer  
Jeffrey Reine  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Approve the Source Evaluation Committee (SEC) Ranking and Initiate Negotiations with WSP USA, Inc. for Construction Engineering and Inspections Services (CEI) for the Pine Hills Bus Transfer Station

**Date:** 7/22/2021

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve the source evaluation committee (SEC) ranking and initiate negotiations for Construction Engineering and Inspection Services (CEI) for the Pine Hills Bus Transfer Station.

### **BACKGROUND:**

In March 2021, the LYNX Board of Directors granted permission to proceed with a Request for Proposal (RFP) for Construction Engineering and Inspection Services (CEI) for the Pine Hills Bus Transfer Station.

During the most recent Triennial Review, the FTA performed an extensive analysis of the process LYNX utilizes. While they did find that the agency methodology and approach was sound, they determined that most transit agencies handled this process differently. After a review of other agencies and the needs of LYNX over the length of the next contract, it was determined that a single RFP would be issued for facilities and another for shelters, transfer centers and LYMMO.

In April 2016, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #16-C06 to Jacobs Engineering, Inc., Contract #16-C07 to Kimley-Horn and Associates, Inc., and Contract #16-C08 to WSP USA, Inc. for Architectural and Engineering Consultant Services. The contracts were for a period of three (3) years with two (2) one (1) year extensions. The last extension was executed in April of 2020 and expired in April of 2021.

# LYNX Oversight Committee Agenda

Under the previous set of contracts, the three firms were short-listed and mini-competitions were then performed to ensure an equitable distribution of work between the firms and compliance with the Consultants Competitive Negotiation Act (CCNA) as provided for in Fla. Stat. 287.055.

As LYNX has consolidated award of a contract to a single firm, the process for award per Fla. Stat. 287.055 is a two-step process. First, the agency is required to approve the SEC ranking and proceed with negotiations with the top rank firm. Once this has been determined to be successful, a second board item will be brought forth to award the contract to the selected firm.

In the event that negotiations are not successful with the top ranked firm, this board authorization will allow the agency to proceed with the same process with the next highest ranked firm as per the state statute.

## **PROCUREMENT PROCESS:**

RFP # 21-R26 was released on April 20, 2021 and responses due on May 27, 2021.

A total of four firms responded to the RFP:

AECOM Technical Services, Inc.  
SAI Consulting Engineering  
Transystems  
WSP USA, Inc.

The SEC met on July 1, 2021 to discuss the four (4) proposals. The meeting was publicly noticed in accordance with the Florida Sunshine Law.

The proposals were evaluated by each member of the SEC based on the following criteria set forth in the RFP:

- Company Qualifications (40)
- Personnel Experience and Knowledge (30)
- Methodology/Approach (20)
- Financial Qualifications (10)

# LYNX Oversight mmittee Agenda

Scoring of the proposals submitted was based on a total possible score of 100 per reviewer and the lowest ordinal ranking will be recommended for contract approval:

<b>Proposer</b>	<b>Score</b>	<b>Ordinal Ranking</b>
AECOM Technical Services, Inc.	283	8
SAI Consulting Engineering	273	8
Transystems Corporation	272	8
WSP USA, Inc.	290	6

After discussions on the proposals received from the four firms, the SEC ranked the proposals received. Based on the rankings, the motion by the SEC was to move forward with the procurement process with WSP USA, Inc.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The Approved FY2021 Capital Budget includes \$8,175,000 for the Pine Hills Bus Transfer Station construction project, which includes \$750,000 for CEI services. Of the \$8,033,259 total, \$199,752 is encumbered. This project is 100% funded with a mix of Federal, State, and local dollars.

# LYNX Oversight Committee Agenda

## Action Agenda Item #7.A.

**To:** LYNX Oversight Committee

**From:** **Bruce Detweiler**  
Interim Director Of Planning And Development  
**Bruce Detweiler**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6136

**Item Name:** Authorization to Implement August 22, 2021 Service Changes

**Date:** 7/22/2021

---

### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee, to implement the proposed service changes effective August 22, 2021.

### **BACKGROUND:**

On September 24, 2020, staff received authorization from the Board of Directors to initiate the Public Participation Process for consideration of proposed service changes that would go into effect August 22, 2021. One in-person and one virtual hearing/workshop was held. LYNX customers and the public provided input on the service changes at the following workshops/public hearings:

Date/Time: Monday, June 28, 2021, 4-6 PM  
Location: LYNX Central Station, Orlando, FL

Date/Time: Tuesday, June 29, 2021, 5-7 PM  
Location: Virtual

Details of these events and the service change proposals are published on our website at [www.golynx.com](http://www.golynx.com)

The public comment period for the proposed service changes ran from June 16, 2021, through July 17, 2021. Public notices for the service change information and the public meetings were posted in the LYNX Central Station terminal lobby and bus bays; at SuperStops throughout the service areas; on [www.golynx.com](http://www.golynx.com), and on LYNX social media sites including Facebook and Twitter.

# LYNX Oversight Committee Agenda

## SCHEDULE ADJUSTMENTS

- **Link 10** – St. Cloud (Osceola County) – Minor schedule adjustments.
- **Link 29** – East Colonial/Goldenrod (Orange County) – Minor schedule adjustments.
- **Link 40** – Americana/Universal Orlando (Orange County) – Minor schedule adjustments.
- **Link 105** – W. Colonial Drive (Orange County) - Minor schedule adjustments.

## SCHEDULE REDUCTIONS

- **Link 6** – Dixie Belle (Orange County) – Eliminate weekday 7 and 8 p.m. round trips from Colonial Plaza SuperStop. Eliminate all Saturday service.
- **Link 9** – Winter Park/Rosemont (Orange County) – Eliminate weekday 12:15 a.m. trip from Rosemont SuperStop to Webster Street/Denning Drive.
- **Link 15** – Curry Ford /Valencia College East (Orange County) – Eliminate 5:15 a.m. trip on Saturday from LYNX Central Station to Valencia College East. Minor schedule adjustments.
- **Link 54** – Old Winter Garden (Orange County) – Eliminate Saturday 7:25 p.m. trip from West Oaks Mall SuperStop to LYNX Central Station.
- **Link 405** – Apopka Circulator (Orange County) – Eliminate weekday 11:30 p.m. and 12:30 a.m. trips from Apopka SuperStop.

## ROUTE and/or SCHEDULE IMPROVEMENTS

- **Link 38** – International Drive (Orange County) – Change routing to operate between LYNX Central Station and Universal Orlando parking garage via I-4, then via Universal Blvd, I-Drive, Destination Parkway to Destination Pkwy SuperStop. Change to 30-minute peak and 60-minute off peak service daily.
- **Link 42** – International Drive/OIA (Orange County) – Add weekday and Saturday trips from Orlando International Airport to Destination Parkway SuperStop at 11:05 p.m. and 12:05 a.m.; and 10:25, 11:25 p.m. and 12:25 a.m. on Sunday.
- **Link 55** – West U.S. 192/Four Corners (Osceola County/Lake County) – Change routing at Four Corners to U.S. 27, Cagan Valley Way, Cagan View Road to normal route.
- **Link 125** – Silver Star Road (Orange County) – Add Sunday trips from West Oaks Mall to John Young Parkway at 9 and 10 p.m.

# LYNX Oversight Committee Agenda

- **Link 436S** – SR 436/Fernwood/OIA (Orange County/Seminole County) – Add weekday and Saturday trips from Orlando International Airport to Fern Park SuperStop at 12:05 a.m.; and 11:25 p.m. and 12:25 a.m. on Sunday.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

LYNX Staff anticipates the changes proposed to be budget neutral.

# LYNX Oversight Committee Agenda

## Action Agenda Item #7.B.

**To:** LYNX Oversight Committee

**From:** **Bruce Detweiler**  
Interim Director Of Planning And Development  
**Myles O'Keefe**  
(Technical Contact)  
**Patricia Whitton**  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6136

**Item Name:** Authorization to Submit the Fiscal Year 2022 Transit Development Plan Annual Update to the Florida Department of Transportation

**Date:** 7/22/2021

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### **ACTION REQUESTED:**

Staff is requesting the Board of Director's authorization to submit the 2022 Transit Development Plan (TDP) Annual Update to the Florida Department of Transportation (FDOT) for approval to meet Block Grant funding requirements.

### **BACKGROUND:**

The LYNX TDP Annual Update is completed as a self-evaluation tool to review progress towards meeting the goals and implementation plans set within the Major Update that is completed every five years. The TDP Annual Update assesses LYNX's past year accomplishments, identifies steps to mitigate any discrepancies between the plan and its implementation for the past year and facilitates any necessary changes to the goals, objectives, and strategies, and the implementation plan for the coming year.

The Annual Update also includes a new 10<sup>th</sup> year (2031) and associated new recommendations as well as an updated financial plan identifying operating and capital improvements for LYNX over a ten-year planning horizon, covering the year for which funding is sought, and the nine subsequent years.

Some of the accomplishments highlighted in the LYNX FY 2022 TDP Annual Update, include:

- LYNX's response to COVID-19, including safety measures and service modifications.
- Implementation of minor service changes to improve system-wide efficiency in December 2020 and April 2021.

# LYNX Oversight Committee Agenda

- Continuation of the planning and construction of facility projects to include: 1.) Pine Hills Transfer Center; 2.) LYNX Operations Center (LOC) expansion; 3.) Florida Mall SuperStop; and 4.) Rosemont SuperStop
- Completion of guidelines documenting LYNX's service standards and evaluation tools.
- Continuation of the development of LYNX's Transit Asset Management (TAM) Plan and the Geographic Information System (GIS) and Intelligent Transportation Systems (ITS) Strategic Plan Updates.

The Annual Update of the TDP is a needs-based assessment and is not financially constrained.

## **DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

The TDP Annual Update was completed by LYNX staff, therefore DBE Participation does not apply.

## **FISCAL IMPACT:**

The FY2021 Amended Budget includes \$10,329,240 for the FDOT Block Grant. An approved TDP is required prior to FDOT release of any Block Grant funding.