

# LYNX Finance & Audit Committee Agenda

Meeting Date: 7/16/2021  
Meeting Time: 2:00 PM

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



Finance Committee Minutes - June 17, 2021

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 Financial Officer Report

## 5. Consent Agenda




### A. Request for Proposal (RFP)

- |     |   |  |      |
|-----|---|--|------|
| i.  |  | Authorization to Release a Request for Proposal (RFP) for the Manufacturing of Commercial Style Transit Shelters | Pg 7 |
| ii. |  | Authorization to Release a Request for Proposal (RFP) for Bus Operator and Transportation Supervisor Uniforms    | Pg 9 |





### B. Award Contracts

- |      |   |  |       |
|------|---|--|-------|
| i.   |  | Authorization to Negotiate and Award a Contract for Architecture and Engineering Services for Facilities with AECOM Technical Services, Inc.                             | Pg 10 |
| ii.  |  | Authorization to Negotiate and Award a Contract for Architecture and Engineering Services for Shelters, Transfer Centers and LYMMO with Kimley-Horn and Associates, Inc. | Pg 13 |
| iii. |  | Authorization to Negotiate and Award a Contract for Construction Engineering and Inspections Services (CEI) for the Pine Hills Bus Transfer Station to WSP USA, Inc.     | Pg 16 |
| iv.  |  | Authorization to Negotiate and Award a Contract for Southern Operations and Maintenance Facility Site Selection and Suitability Study to WSP USA, Inc.                   | Pg 19 |
| v.   |  | Authorization to Negotiate and Award a Contract for COVID Disinfecting Services to Klen Space, Inc.  | Pg 21 |

### 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 23
- 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 25
- iii.  Authorization to Exercise the Second Option Year of Contract #18-C02 for Transit Bus Tire Leasing with Bridgestone Americas Tire Operations, LLC Pg 27

### D. Miscellaneous

- i.  Authorization to Submit the Fiscal Year 2022 Transit Development Plan Annual Update to the Florida Department of Transportation Pg 29
- ii.  Authorization to Negotiate and Enter into Memorandum of Agreement for the Pine Hills Transfer Center with Orange County Pg 31
- Attachments 
- iii.  Authorization to Execute Amendment 3 to Interlocal Project Agreement No. 1 Between the Orlando Utilities Commission and LYNX Pg 38

## 6. Other Business

## 7. 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**  
**Finance and Audit Committee Meeting Minutes**

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

**DATE:** June 17, 2021

**TIME:** 2:00 p.m.

**Members in Attendance:**

Amanda Clavijo, Osceola County  
Kurt Petersen, Orange County  
Tim Jecks, Seminole County  
Jo Santiago, FDOT, 5<sup>th</sup> District

**Staff in Attendance:**

Leonard Antmann, Interim Chief Financial Officer  
Tiffany Holder, Chief Administrative Officer  
John Slot, Chief Innovation Officer  
James Goldsmith, LYNX Attorney  
Michelle Daley, Manager of Financial Planning

**Member not in Attendance:**

Michelle McCrimmon, City of Orlando

---

---

**1. Call to Order**

Chair Clavijo called the meeting to order at 2:02 p.m.

**2. Approval of Minutes**

Chair Clavijo requested a motion for approval of the May 20, 2021 Finance & Audit Committee meeting minutes. Motion to approve the May 20, 2021 minutes was made by Kurt Petersen, second by Tim Jecks and unanimously adopted. The minutes were approved as presented.

**3. Public Comments**

No members of the public were present to speak.

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

Chair Clavijo recognized Lenny Antmann, Interim Chief Financial Officer.

Mr. Antmann provided several updates:

- We provided the FY2022 Operating & Capital budget presentations to Seminole County on June 15<sup>th</sup> and are scheduled to present to Orange County on July 15<sup>th</sup>. Osceola County budget workshop is scheduled at the end of July
- In August we will bring the final FY2022 budget for approval recommending to go to Oversight and asking for Oversight's approval to bring it to the Board.
- During August we will present a work session to the Board going over the budget information. In September we will come back with approval for the final budget and the funding agreements.
- The following four items were added to the Oversight and Board Agendas after we published the Finance and Audit Committee agenda.
  - Authorization to Amend Contract #20-C28 with Akerman LLP for Legal Services – General Counsel.
  - Authorization to Negotiate and Award a Contract to Voya Retirement Insurance and Annuity Company for Retirement Plan Administration and Recordkeeping Services. No fiscal impact to LYNX, the .28% maximum management fee is charged directly to the plan participants.
  - Authorization to Negotiate and Award a Contract to Humana for Dental Insurance. No fiscal impact to LYNX, this is a pass through to the plan participants.
  - Authorization to Extend the Employment Benefits Provided for Under the Families First Coronavirus Response Act (FFCRA) Related to Emergency Paid Sick Leave (EPSL). The current approval was extended to June 30<sup>th</sup>. This request is to extend the benefit one additional month to July 31, 2021. No fiscal impact. There is minimal usage of this benefit – at most an average of 3 or 4 people out at any given time. The extra board provides coverage and has already been budgeted.
- Interim audit kick-off is scheduled the week of August 30.
- The next Finance and Audit Committee meeting is scheduled on FRIDAY, July 16 to accommodate Orange County's budget presentations. Mr. Antmann polled the committee members to confirm their availability. Amanda Clavijo, Kurt Petersen, and Tim Jecks are available. Jo Santiago will not be available. In early July, we will reconfirm committee member availability to ensure we have a quorum.

Mr. Antmann concluded his report.

## **5. Consent Agenda**

- A. Request for Proposal (RFP)
  - i. Authorization to Release a Request for Proposal (RFP) for the Manufacture of LYNX Transit Shelters
- B. Invitation for Bid (IFB)
  - i. Authorization to Release an Invitation For Bid (IFB) for the Provision of Bulk Oils and Lubricants

- 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 and Increase the Not to Exceed Cost to \$975,000
  - ii. Authorization to Exercise the Second 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 Sub-Recipient Awards to Selected Human Services Agency Projects and to Enter into Sub-Recipient Agreements with the Selected Applicants for Section 5310 Funding, a Federal Transit Administration (FTA) Program for the Enhanced Mobility of Seniors and Individuals with Disabilities
  - ii. Authorization to Execute MetroPlan Orlando's Intergovernmental Coordination and Review and Public Transportation coordination Joint Participation Agreement (ICAR)
  - iii. Authorization to Auction Surplus Capital Items and Obsolete Parts

Kurt Petersen made a motion to approve Consent Agenda items 5.A.i through 5.D.iii. Seconded by Tim Jecks. Motion passed unanimously.

## 6. Action Items

- A. Approval of Lease Agreement with City of Kissimmee for the Osceola County Satellite Facility

Ms. Tiffany Homler, Chief Administrative Officer presented the request for approval of the lease agreement with City of Kissimmee for the Osceola County Satellite Facility. She explained that the conditions are the same for bus operators' lounge, dispatch and bus parking. The rent has been adjusted for CPI over the last five years. The monthly rent is \$7,953.09 in addition to pass-through costs for fuel, bus wash and janitorial. A few months ago the Board authorized an RFP to evaluate sites in north Osceola/south Orange County for an adequate, more long-term facility for the southern portion of our operations. We anticipate that award coming to the Board in July.

Motion to approve Lease Agreement with City of Kissimmee for the Osceola County Satellite Facility by Kurt Petersen, second by Jo Santiago. Motion passed unanimously.

- B. Ratification of a Grant Application for the FY22/23 Service Development Grant Application to the Florida Department of Transportation (FDOT) for St. Cloud/Lake Nona Fixed-Route and St. Cloud NeighborLink Services in the Amount of \$1,351,905 and Adoption of Resolution #21-004

Mr. John Slot, Chief Innovation Officer presented the request for ratification of the Service Development Grant application to the Florida Department of Transportation. Mr. Slot explained the service development grant is specifically detailed in the LYNX Forward Plan; it is referred to as the new Route 612 which connects US 192 to Nemours Children's

Hospital. This grant requires a 50% match from the local county which was approved by the Osceola County Board of County Commissioners on Monday, June 14, 2021. Mr. Slot provided a detailed explanation of the route and expected changes should the grant be awarded.

DOT will make the award June 2022. If awarded to LYNX, we will begin the service in December 2022 timeframe. It is roughly 12-18 months from the point of submission to when the service can be on the street. The service development grant will maintain service for two years with the matching grant from DOT. After that, the county would continue at 100% or they can decide remove the service.

Motion to approve Ratification of a Grant Application for the FY22/23 Service Development Grant Application to the Florida Department of Transportation (FDOT) for St. Cloud/Lake Nona Fixed-Route and St. Cloud NeighborLink Services in the Amount of \$1,351,905 and Adoption of Resolution #21-004 by Tim Jecks, second by Kurt Petersen. Motion passed with Jo Santiago abstaining.

**7. Other Business**

Upcoming meetings:

- **FRIDAY, JULY 16, 2021**

**8. Adjourned**

The meeting adjourned at 2:18 p.m.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.A. i

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Release a Request for Proposal (RFP) for the Manufacturing of Commercial Style Transit Shelters

**Date:** 7/16/2021

---

### **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 the manufacturing of LYNX Transit Shelters. The term of the contract will be for three (3) years from date of award with the option of two (2) one (1) year extensions.

### **BACKGROUND:**

In May 2017, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Contract #17-C16 with Tolar Manufacturing, Inc. for the manufacturing of commercial style bus shelters. The initial Contract term was for three (3) years, with two (2), one (1) year options, subject to annual funding availability. A request at the April 2021 Board of Directors meeting authorized LYNX to exercise the second option year of this contract. However, the manufacturer was seeking a significant cost increase that was not allowed per the contract terms. As a result, the contract is effectively terminated and a new Request for Proposal is being initiated.

Pictures of the commercial style shelters are included below for reference:

# LYNX Finance & Audit mmittee Agenda



LYNX project management staff will issue individual purchase orders for batches of shelters as needed throughout the fiscal year to meet the needs of the larger bus shelter program.

LYNX currently has approximately 1200 bus shelters. Based on the annual budget, LYNX strives to install 25 to 30 new bus shelters per year. LYNX expects to purchase a minimum of twenty-five (25) shelters over the life of the contract to support new and replacement transit shelters.

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

No DBE Goal has been established for this contract. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses.

## **FISCAL IMPACT:**

The Approved FY2021 Capital Budget includes \$2,732,316 for new shelters. These projects are funded 100% with Federal Funds.



# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.A. ii

**To:** LYNX Finance & Audit 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:** 7/16/2021

---

### **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 Amended Operating Budget includes \$266,130 for bus operators, transportation supervisors, maintenance, and facilities maintenance supervisors' uniforms.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.B. i

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Award a Contract for Architecture and Engineering Services for Facilities with AECOM Technical Services, Inc.

**Date:** 7/16/2021

---

### **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 AECOM Technical Services, Inc. for engineering services for Facilities for a period of three (3) years with two (2) one (1) year options. The not to exceed cost for the initial contract will be \$3 million.

### **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.

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.

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. 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

# LYNX Finance & Audit Committee Agenda

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.

## **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)

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	290.5	4
Bentley Architects & Engineers, Inc	237.88	17
C & S Engineers, Inc	238.15	16
Jacobs Engineering Group, Inc	282.5	10
Kimley-Horn and Associates, Inc	285.5	7
WSP USA, Inc	288.5	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 award of a contract to AECOM Technical Services, Inc for Architecture and Engineering Services for Facilities.

# LYNX Finance & Audit Committee Agenda

## **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 Finance & Audit Committee Agenda

## Consent Agenda Item #5.B. ii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Award a Contract for Architecture and Engineering Services for Shelters, Transfer Centers and LYMMO with Kimley-Horn and Associates, Inc.

**Date:** 7/16/2021

---

### **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 Kimley-Horn and Associates, Inc. for architecture and engineering services for Shelters, Transfer Centers and LYMMO. This contract will be for a period of three (3) years with two (2) one (1) year options. The not to exceed cost for the initial contract will be \$2.5 million.

### **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.

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.

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.

# LYNX Finance & Audit mmittee Agenda

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.

## **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

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 award of a contract 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.

# LYNX Finance & Audit Committee Agenda

## **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 Finance & Audit Committee Agenda

## Consent Agenda Item #5.B. iii

**To:** LYNX Finance & Audit Committee

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

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Negotiate and Award a Contract for Construction Engineering and Inspections Services (CEI) for the Pine Hills Bus Transfer Station to WSP USA, Inc.

**Date:** 7/16/2021

---

### **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. for Construction Engineering and Inspection Services (CEI) for the Pine Hills Bus Transfer Station for a period of three years. The total cost not to exceed for this project is \$750,000.00

### **BACKGROUND:**

At the 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.

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.

The three firms were short-listed and mini-competitions were then performed to ensure an equitable distribution of continuing services work between the firms and compliance with the Consultants Competitive Negotiation Act (CCNA) as provided for in Fla. Stat. 287.055. As part of the continuing services contract, WSP USA, Inc. completed the design of the Pine Hills Transfer Center and is currently finishing the permitting. At the time that this work was assigned, the construction budget was not known so this work was in compliance with CCNA. With the



# LYNX Finance & Audit mmittee Agenda

currently established construction budget of \$8,175,000, the \$4 million threshold allowed for engineering services per CCNA has been exceeded.

## **PROCUREMENT PROCESS:**

RFP # 21-R26 was released on April 20, 2021 and responses due on May 27, 2021.  
A total four firms responded to the RFP

AECOM Technical Services, Inc.  
SAI Consulting Engineering  
Transystems Corporation  
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)

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 and the motion by the SEC was to move forward with award of the contract to WSP USA, Inc.

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

A DBE participation goal is not applicable for this activity.

# LYNX Finance & Audit Committee Agenda

## 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 Finance & Audit mmittee Agenda

## Consent Agenda Item #5.B. iv

**To:** LYNX Finance & Audit Committee

**From:** **Bruce Detweiler**  
Interim Director Of Plan 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:** 7/16/2021

---

### **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.

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

# LYNX Finance & Audit mmittee Agenda

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 accessed 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 Finance & Audit mmittee Agenda

## Consent Agenda Item #5.B. v

**To:** LYNX Finance & Audit 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 COVID Disinfecting Services to Klen Space, Inc.

**Date:** 7/16/2021

---

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

# LYNX Finance & Audit Committee Agenda

- 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 Finance & Audit mmittee Agenda

## Consent Agenda Item #5.C. i

**To:** LYNX Finance & Audit 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:** 7/16/2021

---

### **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 Finance & Audit mmittee Agenda

## FISCAL IMPACT:

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



# LYNX Finance & Audit mmittee Agenda

## Consent Agenda Item #5.C. ii

**To:** LYNX Finance & Audit 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:** 7/16/2021

---

### **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 \$428,000.

### **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 an amount not to exceed one hundred and seventy eight thousand seven hundred sixteen dollars (\$178,716) for a period of three (3) years with the option to extend for two (2) one (1) year periods. The not to exceed cost will need to be increased by \$150,000, which will result in a total contract value of \$428,000. 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 Finance & Audit Committee Agenda

## **FISCAL IMPACT:**

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

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.C. iii

**To:** LYNX Finance & Audit 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:** 7/16/2021

---

### **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 Finance & Audit mmittee 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 Finance & Audit Committee Agenda

## Consent Agenda Item #5.D. i

**To:** LYNX Finance & Audit Committee

**From:** **Bruce Detweiler**  
Interim Director Of Plan 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:** 7/16/2021

---

### **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 Finance & Audit 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.

# LYNX Finance & Audit Committee Agenda

## Consent Agenda Item #5.D. ii

**To:** LYNX Finance & Audit 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:** 7/16/2021

---

### **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 paying for and construction the 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 Finance & Audit 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 Facsimile: (407) 836-\_\_\_\_\_.

With a copy to: Director, Orange County Public Works Department 4200 South John  
Young Parkway Orlando, Florida 32839 Facsimile: (407) 836-7716

If to **LYNX**: Senior Project Manager, LYNX 455 North Garland Avenue Orlando,  
Florida 32801 Facsimile: (407) \_\_\_\_\_ With a copy to: Procurement  
Manger/Contract Administrator of LYNX 455 North Garland Avenue Orlando, FL 32801  
Facsimile: (407) \_\_\_\_\_.

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 Finance & Audit Committee Agenda

## Consent Agenda Item #5.D. iii

**To:** LYNX Finance & Audit 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:** 7/16/2021

---

### **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.

### **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.

# LYNX Finance & Audit mmittee 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.