

# LYNX Oversight Committee Agenda

Meeting Date: 10/23/2025

Meeting Time: 11:00 AM

Central Florida Regional Transportation Authority  
455 N. Garland Ave.  
2nd Floor Board Room  
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 9.25.25

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 Architectural and Engineering Services Pg 9

### B. Invitation for Bid (IFB)

- i.  Authorization to Release an Invitation for Bid (IFB) for Transit Bus Engine Compartment Fire Suppression System Preventive Maintenance and Repair Services Pg 11

### C. Award Contracts

- i.  Authorization to Negotiate and Award a Contract to ADARide.com, LLC for Functional Assessment Travel Training Services for a Not to Exceed Amount of \$869,772 Pg 13
- ii.  Authorization to Negotiate and Award a Contract to Quebec, Inc. d/b/a Transit App for Deploying and Hosting a LYNX Bus Tracker Mobile Application for a Not to Exceed Amount of \$511,177 Pg 15

### D. Extension of Contracts

- i.  Authorization to Exercise the First Option Year of Contract 23-C74 with Universal Protection Service, LLC, dba Allied Universal Security Services for Security Guard Services and Increase the Not to Exceed (NTE) to \$9,182,000 Pg 17
- ii.  Authorization to Exercise the Second Option Year of Contract 22-C30 with Arthur J. Gallagher Risk Management Services, Inc. for Insurance Agent and Brokerage Services Pg 19
- iii.  Authorization to Exercise the First Option Year of Contract 23-C43 with Dean Ringers, Morgan & Lawton for Tort & General Liability Legal Services and Increase the Not to Exceed Amount to \$2,500,000 Pg 20

### E. Miscellaneous

- i.  Authorization to Auction Surplus Capital Items Pg 22
- ii.  Authorization to Execute Change Order 7 and Increase the Project Contingency for a Not to Exceed Amount of \$1,602,188 for the Pine Hills Bus Transfer Center Pg 24

- iii.  Authorization to Purchase Microsoft M365 Subscription-Based Licenses Through Cooperative Purchasing Contract: Sourcewell 121923-SHI for a Not to Exceed Amount of \$731,595 Pg 28
- iv.  Authorization to Approve Change Order 2 and Increase the Not to Exceed Amount for the LYNX Central Station (LCS) Restroom Renovation Project to \$774,187 Pg 30
- v.  Authorization to Increase the Not to Exceed (NTE) Amount of Contract 21-C48 with WSP USA, Inc. for Construction Engineering and Inspections Services (CEI) for the Pine Hills Bus Transfer Center to \$1,192,484 Pg 32
- vi.  Authorization to Approve the LYNX Oversight Committee Meeting Dates for 2026 Pg 34

## 7. Action Agenda

- A.  Authorization to Negotiate and Award a Contract for NeighborLink On-Demand Transit Service to Beefree, LLC dba Freebee for a Not to Exceed Amount of \$8,495,410 Pg 36

## 8. Discussion

- A.  Presentation of FY2025 Audit Plan by Forvis Mazars Pg 39
- B.  Fiscal Year 2026 Transit Development Plan Annual Update Pg 40
- C.  Fare Study Presentation Pg 42

## 9. Other Business

## 10. 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:**        **September 25, 2025**

**TIME:**        **11:00 a.m.**

**Members in Attendance:**

Viviana Janer, Chair, Commissioner,  
Osceola County BoCC  
Renzo Nastasi, Orange County  
Christina Martin, City of Orlando  
Jo Santiago, Florida Department of  
Transportation – District 5

**Staff Members in Attendance:**

Tiffany Homler-Hawkins, Chief Executive Officer  
Leonard Antmann, Chief Financial Officer  
David Burrowes, Chief Operations Officer  
James Boyle, Chief Development Officer

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**1.    Call to Order**

Chair Janer called the meeting to order at 11:00 a.m.

**2.    Approval of Minutes**

A motion to approve the August 28, 2025, Oversight Committee meeting minutes was made by Christina Martin and seconded by Renzo Nastasi. Motion passed unanimously.

**3.    Public Comments**

No one requested to address the Committee.

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

Tiffany Homler Hawkins, Chief Executive Officer, stated that LYNX has received notice, right before the last Board meeting, from the Federal Transit Administration (FTA) that they will be conducting a full-scope financial management system review under the Financial Management Oversight Program. This is a series of interviews and the testing of some of the internal controls and was supposed to happen earlier but was pushed back due to Covid. This review has a tight timeframe as the notice was received August 27 with documents due on September 19. The entrance conference will be held on October 15 with the Exit Conference scheduled for December 30. The FTA Triennial Review will be held

in 2026. Ms. Homler Hawkins thanked the Finance and Grants departments in advance for all of their hard work.

Board members were copied on an email from a Seminole State passenger, who was a former LYNX bus driver, that experienced issues on a couple of routes in Seminole County. The email had suggestions for improvements, but the routes have been discontinued, and Scout may be a better option for her. LYNX staff has communicated these changes with the passenger.

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

Leslie Felix, member of the Finance & Audit Committee, was recognized. Ms. Felix reported that the Finance & Audit Committee met on Thursday, September 18, 2025.

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

The Committee received presentations on the Proposed Service changes and Funding Agreements.

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

Chair Janer 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.ix. Ms. Homler Hawkins stated that she recommends the entire Consent Agenda for approval.

### **A. Request for Proposal (RFP)**

- i. Authorization to Release a Request for Proposal (RFP) for a Third Party Administrator for Workers Compensation, Tort, Public Liability and Claims Subrogation

### **B. Award Contracts**

- i. Authorization to Award a Contract to Carrie Company, LLC for Construction Engineering and Inspection (CEI) Services for HVAC Replacement at LYNX Central Station (LCS) and LYNX Operations Center (LOC) with a Not to Exceed (NTE) Amount of \$1,510,000

### **C. Extension of Contracts**

- i. Authorization to Exercise the First Option Year of Contract 23-C12 to Bridgestone Americas Tire Operations, LLC for Transit Bus Tire Leasing Service and Increase the Not to Exceed (NTE) Amount to \$2,800,000
- ii. Authorization to Exercise the Second Option Year of Contract 22-C86 with Gillig LLC for the Provision of Voith Transmissions and Increase the Not to Exceed (NTE) Amount to \$540,000
- iii. Authorization to Exercise the Second Option Year of Contract 23-C42 with Fisher Rushmer P.A. for Legal Services – Tort and Liability
- iv. Authorization to Exercise the Second Option Year for Contract 23-C44 with Gray Robinson P.A. for Legal Services – Tort and Liability

### **D. Miscellaneous**

- i. Authorization for LYNX Insurance Broker to Negotiate and Bind Coverage for the PGIT Package Renewal, Standalone Public Officials and Standalone Cyber Liability Policies

- ii. Authorization to Execute Transportation Disadvantaged Coordination Contracts with Human Service Agencies for FY2026
- iii. Authorization to Amend the LYNX Deferred Compensation Plan to Add an Eligibility Condition for Catch-Up Contributions and Adoption of Resolution 25-007
- iv. Authorization to Amend the LYNX Compensation Plan to Add Super Catch-Up Contributions and Adoption of Resolution 25-006
- v. Authorization to Transfer Two (2) Retired Turtle Top Cutaway Buses to Escuela de Bomba y Plena Tata Cepeda
- vi. Authorization to Transfer Sixteen (16) Computers to The Christian Tech Center Ministries, Inc.
- vii. Authorization to Enter into an Amendment to the Interlocal Agreement with Orange County for the International Drive Transit Project
- viii. Authorization to Enter into a Memorandum of Understanding with the Greater Orlando Aviation Authority for Bus Transfer Facility Planning
- ix. Authorization to Conduct Public Outreach for any Fiscal Year 2026 Proposed Service Changes

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

## **7. Action Items**

### **A. Authorization to Implement January 11, 2026 Service Changes**

Chair Janer recognized Carl Weckenmann, Director of Planning and Development, to make the presentation. Mr. Weckenmann stated that Public Outreach was made by notification on the LYNX website and social media, notices at bus stops and terminals, in person at stops and on buses, and multiple public meeting sessions mostly directed in Seminole County. Five bus routes and two NeighborLink routes were discontinued in Seminole County, three bus routes have reduced service and the ADA boundary has also changed.

Lymmo Lime Line was modified to run North and South and will stay on Orange and Magnolia. The Orange and Grapefruit Lines frequency on Sunday has changed from every fifteen minutes to every thirty minutes with service ending at 8:25 on weekdays.

Several changes are proposed for the bus bays at the Pine Hills Bus Transfer Center.

The proposed service changes do not create a disparate impact on minority communities and do not disproportionately burden low-income communities.

Christina Martin expressed her concern for the discontinued or reduced services. City of Orlando is trying to reimagine Lymmo service, not discontinue service.

Jo Santiago asked where LYNX staff was meeting with passengers. Mr. Weckenmann stated that staff has been at bus stops and riding the impacted bus routes. She also asked about the ADA boundaries and if staff has communicated with those passengers. Mr.

Weckenmann stated that staff has worked with Seminole County to get information to the passengers to contact the Scout service.

Renzo Nastasi made a motion for Authorization to Implement January 11, 2026 Service Changes. Second by Christina Martin. Motion passed unanimously.

**B. Authorization to Finalize Agreements with NoPetro**

Mr. Antmann, Chief Financial Officer, stated that the Osceola Satellite Facility (OSF) was leased in 2010 and the fleet was entirely fueled with diesel. The diesel buses have been phased out and most of the fleet now runs on Compressed Natural Gas (CNG).

No Petro provided three options to provide CNG fueling at OSF. LYNX staff decided that Option C would be the best option which would provide \$1.2 million in cost savings. There is currently a Federal Excise Tax refund that is split fifty-fifty between LYNX and NoPetro. With the contract extension, the split will be seventy-five to twenty-five in favor of LYNX, which will provide an addition five hundred thousand dollars.

Commissioner Janer clarified the seven-year extension.

Motion for Authorization to Finalize Agreements with NoPetro was made by Renzo Nastasi, second by Christina Martin. Motion passed unanimously.

**C. Authorization to Enter into the FY2026 Service Funding Agreements with the Regional Funding Partners**

Mr. Antmann stated that all agreements have been sent to the Counties and have been reviewed and agreed upon.

Motion for Authorization to Enter into the FY2026 Service Funding Agreements with the Regional Funding Partners made by Christina Martin. Second by Renzo Nastasi. Motion passed unanimously.

**D. Authorization to Enter into the FY2026 Service Funding Agreements with the Municipal Funding Partners**

Mr. Antmann stated that the agreements have been sent to the City of Orlando and the City of Altamonte Springs and have been reviewed and agreed upon.

Motion for Authorization to Enter into the FY2026 Service Funding Agreements with the Municipal Funding Partners made by Christina Martin. Second by Renzo Nastasi. Motion passed unanimously.

**E. Authorization to Enter into the FY2026 Bus Service Agreements**

Mr. Antmann stated that the agreements have been sent out and have been reviewed and agreed upon.

Motion for Authorization to Enter into the FY2026 Bus Service Agreements made by Renzo Nastasi. Second by Christina Martin. Motion passed unanimously.

## **8. Discussion Items**

### **A. NeighborLink On-Demand Procurement Update**

Chair Janer recognized James Boyle, Chief Development Officer. Mr. Boyle stated that there are currently eleven NeighborLink zones and will be reduced to nine after the Seminole County changes take place. The FY2025 ridership has been 103,000 trips so far this year. NeighborLink started in 2007 and was reimagined in 2022 with the service transitioning to in-house in 2023.

With new technology, a third-party vendor could improve wait times and on-time performance. This would also eliminate the scheduled time points and create a more on-demand service. The vendor would provide vehicles, operators, vehicle maintenance, customer service, scheduling and dispatching with the oversight of LYNX staff. Existing vehicles will be repurposed to ACCESS LYNX. The operators could transition to other positions.

The procurement process started with an RFP released in April 2025. The Source Evaluation Committee (SEC) met in August 2025 to discuss the five proposals received. The SEC recommended awarding the contract to BeFree, LLC (dba Freebee). Pending Board approval in October, the service would be started on a zone basis.

Renzo Nastasi inquired about the type of vehicle. Mr. Boyle stated that the vehicles would be Toyota Sienna vans, would be ADA accessible and would be LYNX branded.

Christina Martin asked how many vehicles were in the Procurement. Mr. Boyle stated that the amount of vehicles was based on what the budget is today. The vendor would use the budgeted amount to determine the amount of vehicles to provide. Most LYNX zones operate with one vehicle. The budget does not include the eliminated routes.

Commissioner Janer reiterated the comment for vehicle branding. She would like to make sure that LYNX is the prominent name on the vehicle, so that the vehicle is easily identifiable. Commissioner Janer is concerned about the number of vehicles. Mr. Boyle stated that there are approximately two riders per hour currently. The number of vehicles will be the same as is currently provided by NeighborLink. There will be no changes to the current zones, unless approved by the Funding Partners. Commissioner Janer stated that the service changes in Seminole County were requested by Seminole County and not by the LYNX Board.

Christina Martin asked if the contract allows for more vehicles, if there is demand, or will the Board need to approve more money for the budget. Mr. Boyle stated that the current budget will be adhered to, and this could change next year with the new budget.

Jo Santiago asked about the flexibility of providing more vehicles if the demand is high during the current year. Mr. Boyle stated that the provider also works with Uber and Lyft, and the provider could partner with them, if there is a demand.

Christina Martin asked about the service area and the time frames, and if the thirty-minute time frame is achievable with only one car in the zone. Mr. Boyle stated that the goal is to have a thirty-minute timeframe. LYNX staff will work with the vendor to inform passengers that the goal is to have a thirty-minute pick-up window. The goal is to get passengers to connect to the fixed-route service.

Commissioner Janer has doubts since NeighborLink was brought in-house only a couple of years ago. She is worried that the number of vehicles will be doubled. She inquired if legal counsel reviewed the contract. Mr. Goldsmith stated that the contract was not yet presented. She would like Akerman to look at the contract to see about the flexibility and would like to know the first-year timeframe, since the service is working up to a thirty-minute timeframe. Osceola County did look at some micro transit studies, and she would like to stay with NeighborLink for consistency with the public. Mr. Boyle stated that there is a set price for the next two years. Jo Santiago asked if there was flexibility in the contract for LYNX to purchase vehicles and have the contractor use those vehicles, if the demand is high. Mr. Boyle stated that the thirty-minute pick-up window is in the contract.

Renzo Nastasi asked for the term of the contract. Mr. Boyle stated that it is a three (3) year contract with two (2) one (1) year options.

Christina Martin stated that if the contract states thirty minutes, then the vendor needs to adhere to that timeframe. Ms. Homler Hawkins stated that there are liquidated damages and convenience clauses written into the contracts for performance measures. Contract modifications are made when circumstances arise, so there is flexibility. LYNX staff will be engaging Akerman with this contract.

## **9. Other Business**

Renzo Nastasi expressed his appreciation for James Boyle and Carl Weckenmann.

## **10. Adjourned**

Meeting adjourned at 12:04 p.m.

### **Certification of Minutes:**

I certify that the foregoing minutes of the September 25, 2025, 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:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Lismar Matos Hernandez  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Release a Request for Proposal (RFP) for Architectural and Engineering Services

**Date:** 10/23/2025

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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 Architectural and Engineering (A&E) Services.

### **BACKGROUND:**

In September 2021, LYNX Board of Directors authorized the Chief Executive Officer or designee to execute Architectural and Engineering (A & E) Consultant Services Contract 21-C45 to AECOM Technical Services, Inc. specifically for facilities related projects and Contract 21-C46 to Kimley-Horn and Associates, Inc. specifically for bus shelters, associated amenities, transfer centers and LYMMO projects. The contracts were for a period of three (3) years with two (2) one (1) year extensions. The second option year extensions were approved at the June 26, 2025 Board of Director's meeting and will expire in October 2026.

Tasks have included:

- Various facilities design, permitting, post-design and inspection services, such as:
  - o LYNX Operations Center (LOC) B Entrance Gate, Bus Wash and Fuel Island Concrete Improvements
  - o LOC Tool Crib and Wellness Center Renovation
  - o LYNX Central Station (LCS) Bus Facility Improvements, Passenger Terminal Restroom Renovation

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- o LOC Expansion New Administration Building Generator
  - o Conceptual Space at LOC & LCS
  - o LOC A 2<sup>nd</sup> Floor Interior Repairs and Roof Improvements
- Various bus shelters, associated amenities, transfer centers and LYMMO design, post-design and inspection services such as:
  - o Bus Shelter Program
    - Shelter Design & Permitting
    - Inspection Services
  - o Maintenance of Traffic (MOT) Plans
- Plans, Survey, Studies and Assessments such as:
  - o HVAC Assessment
  - o South Street Site Assessments
  - o Environmental Studies
  - o Operations and Maintenance (O&M) Facilities Master Plan
  - o Transit Asset Management (TAM) Plan
  - o Southern Operations Archaeological Services
  - o LYMMO Orange Lane Assessment
  - o Pine Hills Orange County Utilities Survey

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

No DBE Goal has been established for this solicitation. LYNX encourages the Contractor to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of this contract (Race Neutral).

## **FISCAL IMPACT:**

The FY2026 Approved Capital Budget includes \$30,109,011 for facility related projects, excluding the Southern Operations Facility of which are funded with Federal Grants. There is \$19,348,878 for projects related to bus shelters, associated amenities, and transfer centers; these projects are funded with a mix of local Orange County ATSP funds, State grants and Federal grants. There is an additional \$2,801,419 for LYMMO projects which are funded with Federal State of Good Repair (SGR) funds. Each project is evaluated individually to determine if A&E services are needed.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.B. i

**To:** LYNX Oversight Committee

**From:** Aubrey Moses  
DIRECTOR OF MAINTENANCE  
Aubrey Moses  
Technical Contact

**Phone:** 407.841.2279 ext: 6105

**Item Name:** Authorization to Release an Invitation for Bid (IFB) for Transit Bus Engine Compartment Fire Suppression System Preventive Maintenance and Repair Services

**Date:** 10/23/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to release an Invitation for Bid (IFB) for transit bus engine compartment fire suppression system preventive maintenance and repair services.

### **BACKGROUND:**

The LYNX Vehicle Maintenance Division maintains a fleet of 279 CNG and diesel-powered transit buses. All are equipped with engine compartments and CNG fuel cylinder fire suppression systems. The Amerex, Kidde and the Fogmaker fire suppression systems are the current on-board fire suppression systems used in the LYNX fleet. They are used in the event of a catastrophic fire in the engine compartment or CNG fuel storage locations. The services requested will consist of semi-annual and annual inspections, six (6) year maintenance/service and twelve (12) year hydrostatic tests of the fire suppression agent storage cylinders as required by regulations. Each bus must be serviced by a certified technician trained in each type of fire suppression system.

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

A DBE participation goal is not applicable for this activity.

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## **FISCAL IMPACT:**

The FY2026 Approved Operating Budget includes \$102,000 for the provision of transit bus engine compartment fire suppression systems inspection and maintenance services.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.C. i

**To:** LYNX Oversight Committee

**From:** Kimberly Frye  
DIRECTOR OF MOBILITY SERVICES  
Selita Stubbs  
Technical Contact

**Phone:** 407.841.2279 ext: 6169

**Item Name:** Authorization to Negotiate and Award a Contract to ADARide.com, LLC for Functional Assessment Travel Training Services for a Not to Exceed Amount of \$869,772

**Date:** 10/23/2025

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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 with ADARide.com, LLC for paratransit (eligibility) functional assessments and travel training for an initial three (3) year term with two (2) one (1) year renewal options with a not to exceed amount of \$869,772 for the initial three (3) year term.

### **BACKGROUND:**

On September 24, 2020, the LYNX Board of Directors approved the award of contract 20-C72 to ADARide.com, LLC to perform functional assessments and travel training for three (3) years with two (2) one (1) year options for a total of five years. The contract was executed on December 1, 2020, and will expire on November 30, 2025.

On February 27, 2025, the Board authorized staff to release a Request for Proposal (RFP) for ADA Functional Assessments and Travel Training.

Functional assessments are in-person physical and cognitive assessments that screen ACCESS LYNX applicants' ability to use the fixed route system or NeighborLink service. In addition to the written application, the functional assessment provides an opportunity for new and recertification applicants to explain their circumstances and abilities. The purpose of travel

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training is to assist individuals who may have been denied eligibility and/or who want to learn how to access the LYNX fixed route or NeighborLink service.

By providing travel training, LYNX is able to offer additional mobility solutions not only to applicants who have been denied ADA paratransit service, but also to our ADA paratransit eligible customers who want to use the ACCESS Plus+ program for part of their rides.

Three (3) organizations responded to RFP 25-R07 ADA Functional Assessment and Travel Training.

- ADARide.com, LLC
- IPS-LYNX, Inc
- Transdev Services, Inc.

The SEC met on September 11, 2025, to review and evaluate the proposals based on the following criteria:

1. Respondent's Approach – 25%
2. Respondent's Equipment, Warranty, Life Expectancy – 30%
3. Respondent's Qualifications and Experience of the Firm and Key Personnel – 30%
4. Price – 15%

The final tabulation of the SEC scoring resulted as follows:

| Proposer                | Ordinal Ranking |
|-------------------------|-----------------|
| ADARide.com, LLC        | 3               |
| IPS-LYNX, Inc.          | 7               |
| Transdev Services, Inc. | 8               |

The SEC unanimously voted ADARide.com, LLC as the successful proposer for contract negotiation.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2026 Approved Operating Budget includes \$350,000 for Functional Assessment and Travel Training Services.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.C. ii

**To:** LYNX Oversight Committee

**From:** James Boyle  
CHIEF DEVELOPMENT OFFICER  
Kenneth Jamison  
Technical Contact

**Phone:** 407.841.2279 ext: 6036

**Item Name:** Authorization to Negotiate and Award a Contract to Quebec, Inc. d/b/a Transit App for Deploying and Hosting a LYNX Bus Tracker Mobile Application for a Not to Exceed Amount of \$511,177

**Date:** 10/23/2025

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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 Quebec, Inc. d/b/a Transit App for deploying and hosting a LYNX Bus Tracker mobile application for five (5) years with a not to exceed amount of \$511,177.

### **BACKGROUND:**

LYNX worked with DoubleMap, Inc. to deploy a LYNX-branded mobile application for providing real-time information in 2017. DoubleMap, Inc. and TransLoc, Inc. unified as one company in 2019 under the name TransLoc, Inc. with the contract and services moving to TransLoc, Inc. LYNX was able to extend the contract that included the mobile application through December 2022, after which TransLoc, Inc. discontinued the mobile application originally developed by DoubleMap, Inc. LYNX has seen customers using third-party mobile applications since the branded mobile application became unavailable but continues to receive customer requests for a LYNX-branded mobile application to return.

On March 27, 2025, the LYNX Board of Directors authorized the release of a Request for Proposals (RFP) for a bus tracker mobile application and website. The mobile application will provide information on the location of all buses in revenue service. Users will be able to see buses operating on the network with identification of what route they are serving. The map will

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also show bus stops and provide the real-time estimated arrival of the next bus for each bus serving the bus stop.

The RFP was released, posted on DemandStar, and sent directly to potential proposers with proposals due for submission by July 21, 2025. Ten proposals were received, with one determined to be non-responsive. The Source Evaluation Committee (SEC) met on August 29, 2025, in a publicly noticed meeting in accordance with Florida Sunshine Law to discuss proposals and scored them as follows:

| <b>Proposer</b>                | <b>Total Score</b> | <b>Ordinal Ranking</b> |
|--------------------------------|--------------------|------------------------|
| Passio Technologies, LLC       | 240                | 1                      |
| Quebec, Inc. d/b/a Transit App | 240                | 2                      |
| Moovit, Inc.                   | 239                | 3                      |
| Peak Transit, LLC              | 218                | 4                      |
| Katpro Technologies, Inc.      | 204                | 5                      |
| Logisoft Technologies, Inc.    | 191                | 6                      |
| SGS Technologies, LLC.         | 179                | 7                      |
| PI R-Square Solutions, LLC.    | 172                | 8                      |
| TransSee                       | 147                | 9                      |
| General Fleet Services, Inc.   | 2                  | 10                     |

The top three firms were shortlisted by the SEC for presentations on the mobile application and the back-office functionality. This meeting was held on October 1, 2025, with ordinal ranking as follows:

| <b>Proposer</b>                | <b>Ordinal Ranking</b> |
|--------------------------------|------------------------|
| Quebec, Inc. d/b/a Transit App | 1                      |
| Moovit, Inc.                   | 2                      |
| Passio Technologies, LLC       | 3                      |

The SEC voted to recommend awarding a contract to Quebec, Inc. d/b/a Transit App for a term of five (5) years.

## **DISADVANTAGED 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 in the completion of this contract (Race Neutral).

## **FISCAL IMPACT:**

The FY2026 Approved Operating Budget includes \$94,800 for a Real-Time Information Vendor.



# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.D. i

**To:** LYNX Oversight Committee

**From:** **Orlando Rolon**  
DIRECTOR OF RISK MANAGEMENT AND SAFETY  
**Christopher Plummer**  
Technical Contact

**Phone:** 407.841.2279 ext: 6167

**Item Name:** **Authorization to Exercise the First Option Year of Contract 23-C74 with Universal Protection Service, LLC, dba Allied Universal Security Services for Security Guard Services and Increase the Not to Exceed (NTE) to \$9,182,000**

**Date:** 10/23/2025

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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 23-C74 with Universal Protection Service, LLC, dba Allied Universal Security Services for Security Guard Services and increase the not to exceed (NTE) amount to \$9,182,000.

### **BACKGROUND:**

On April 27, 2023, staff received authorization to execute contract 23-C74 with Universal Protection Service, LLC, dba Allied Universal Security Services for a three (3) year period and two (2) one (1) year options in a not to exceed (NTE) amount of \$5,783,282.

Since the initial award of the contract, the need for contracted security has increased across the Authority's property. Additional contracted security roles have been added and include patrolling the Pine Hills Transfer Station platform, LB McLeod parking lot, LYNX Operations Center (LOC) Expansion guard booth and a second person monitoring CCTV control footage at LYNX Central Station (LCS).

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

A DBE participation goal is not applicable for this activity.

# LYNX Oversight Cmmittee Agenda

## **FISCAL IMPACT:**

The FY2026 Approved Operating Budget includes \$2,750,377 for Security Services.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.D. ii

**To:** LYNX Oversight Committee

**From:** **Orlando Rolon**  
DIRECTOR OF RISK MANAGEMENT AND SAFETY  
**Brenda Atkinson**  
Technical Contact

**Phone:** 407.841.2279 ext: 6167

**Item Name:** Authorization to Exercise the Second Option Year of Contract 22-C30 with Arthur J. Gallagher Risk Management Services, Inc. for Insurance Agent and Brokerage Services

**Date:** 10/23/2025

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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 22-C30 with Arthur J. Gallagher Risk Management Services, Inc. (Gallagher) Insurance Agent and Brokerage Services.

### **BACKGROUND:**

On December 12, 2024, the LYNX Board of Directors approved authorization to exercise the first one (1) year extension of contract 22-C30 to Arthur J. Gallagher Risk Management Services, Inc. for insurance agent and brokerage services and an increase in the not to exceed amount to \$206,500. The first extension expires on December 19, 2025.

LYNX uses Gallagher to market, negotiate, and procure insurance coverages for its expected exposures.

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

A DBE participation goal is not applicable for this activity.

### **FISCAL IMPACT:**

The FY2026 Approved Operating Budget includes \$35,000 for Insurance Broker Services.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.D. iii

**To:** LYNX Oversight Committee

**From:** **Orlando Rolon**  
DIRECTOR OF RISK MANAGEMENT AND SAFETY  
**Brenda Atkinson**  
Technical Contact

**Phone:** 407.841.2279 ext: 6167

**Item Name:** **Authorization to Exercise the First Option Year of Contract 23-C43 with Dean Ringers, Morgan & Lawton for Tort & General Liability Legal Services and Increase the Not to Exceed Amount to \$2,500,000**

**Date:** 10/23/2025

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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 23-C43 with Dean Ringers, Morgan & Lawton for Tort & General Liability Legal Services and increase the not to exceed amount to \$2,500,000.

### **BACKGROUND:**

Dean Ringers, Morgan & Lawton, P.A. provides legal defense services for General Tort & Liability claims. On October 27, 2022, the Board of Directors approved the award of three contracts for Tort & General Liability Legal Services. The other two law firms included Fisher Rushmer, P.A. and GrayRobinson, P.A. The not to exceed amount for all three law firms for the initial three (3) year terms was \$2,200,000.

The request to increase the not to exceed amount for the first option year is due to a rise in litigation following the 2023 tort reform in Florida, which reduced the statute of limitation for claims from four years to two years. As a result, more litigation claims were filed during the initial term of the contracts as plaintiff attorneys were trying to meet the shorter time limitations to file a claim.

All three contracts provide for two (2) one (1) year extension options. At the September 25, 2025 Board of Director's meeting, the Board approved the first option year of the contracts with Fisher

# LYNX Oversight Committee Agenda

Rushmer, P.A. and GrayRobinson, P.A. The initial three (3) year term of the contract with Dean Ringer, Morgan & Lawton, P.A. expires January 29, 2026.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2026 Approved Operating Budget includes \$450,000 for legal fees related to general liability services.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.E. i

**To:** LYNX Oversight Committee

**From:** Michelle Daley  
DIRECTOR OF FINANCE  
Holly Zeszutko  
Technical Contact

**Phone:** 407.841.2279 ext: 6014

**Item Name:** Authorization to Auction Surplus Capital Items

**Date:** 10/23/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to retire, transfer, recycle or sell, at public auction, surplus and obsolete capital items as identified in the following detailed list.

### **BACKGROUND:**

It is LYNX's policy to hold a quarterly auction to dispose of Board approved surplus and obsolete items. This year's next auction will be scheduled for January 2026. The following surplus items require authorization for retirement and disposal at the public auction pursuant to Administrative Rule 4.16.2.A. Assets with a fair market value of \$5,000 or less will not have any due to FTA values.

### **Other Vehicles:**

Other Vehicles with a total net book value of \$0.

There are 22 Vehicles that have reached the end of their useful life and meet the FTA mileage requirement.

### **Category Totals**

| Category           | Acquisition Value | Net Book Value |
|--------------------|-------------------|----------------|
| Other Vehicles     | \$774,683         | \$0            |
| <b>GRAND TOTAL</b> | <b>\$774,683</b>  | <b>\$0</b>     |

# LYNX Oversight Committee Agenda

## Vehicle Listing: Other Vehicles

| System # | Co Asset No | Acquisition Date | Class | Description                     | Est Life*     | Acquired Value* | NBV *  |
|----------|-------------|------------------|-------|---------------------------------|---------------|-----------------|--------|
| 1203126  | 35746       | 09/30/2012       | OV    | 2012 Ford E-350 XLT             | 05 yrs 00 mos | \$29,979        | \$0.00 |
| 1203625  | 35947       | 10/01/2012       | OV    | 2013 Ford E-350 XLT             | 05 yrs 00 mos | \$24,820        | \$0.00 |
| 1203919  | 36258       | 06/07/2013       | OV    | 2013 Ford E-350 XLT             | 04 yrs 00 mos | \$31,205        | \$0.00 |
| 1204748  | 38765       | 03/31/2014       | OV    | 2014 Ford E-350 Ext             | 05 yrs 00 mos | \$30,496        | \$0.00 |
| 1204760  | 38781       | 03/31/2014       | OV    | 2014 Ford E-350 Ext             | 04 yrs 00 mos | \$33,467        | \$0.00 |
| 1204876  | 40251       | 04/30/2014       | OV    | 2014 Ford E-350 Cutaway         | 04 yrs 00 mos | \$45,300        | \$0.00 |
| 1206224  | 150514      | 12/31/2015       | OV    | 2016 Turtle Top Odyssey Cutaway | 04 yrs 00 mos | \$73,630        | \$0.00 |
| 1206333  | 46670       | 02/01/2016       | OV    | Ford Transit 350                | 04 yrs 00 mos | \$26,025        | \$0.00 |
| 1206334  | 46671       | 02/01/2016       | OV    | Ford Transit 350                | 04 yrs 00 mos | \$26,025        | \$0.00 |
| 1206362  | 150680      | 03/22/2016       | OV    | 2016 Turtle Top Odyssey Cutaway | 04 yrs 00 mos | \$74,939        | \$0.00 |
| 1206427  | 47187       | 04/01/2016       | OV    | 2016 Ford Transit T350          | 04 yrs 00 mos | \$26,500        | \$0.00 |
| 1206729  | 48582       | 11/03/2016       | OV    | 2017 Ford Transit T150          | 04 yrs 00 mos | \$24,707        | \$0.00 |
| 1206732  | 48265       | 11/03/2016       | OV    | 2017 Ford Transit T150          | 04 yrs 00 mos | \$24,707        | \$0.00 |
| 1206734  | 48588       | 11/10/2016       | OV    | 2017 Ford Transit T350          | 04 yrs 00 mos | \$27,570        | \$0.00 |
| 1208121  | 181092      | 01/31/2019       | OV    | 2019 Turtle Top Odyssey         | 04 yrs 00 mos | \$77,196        | \$0.00 |
| 1208220  | 7SRVYG      | 03/13/2019       | OV    | 2019 Ford Transit               | 07 yrs 00 mos | \$30,287        | \$0.00 |
| 1208270  | 7S57N0      | 05/09/2019       | OV    | 2018 Chevy Traverse             | 07 yrs 00 mos | \$26,628        | \$0.00 |
| 1208276  | 7SGW6O      | 05/09/2019       | OV    | 2018 Chevy Traverse             | 07 yrs 00 mos | \$26,628        | \$0.00 |
| 1208360  | 7TB9JG      | 06/24/2019       | OV    | 2018 Chevy Traverse             | 07 yrs 00 mos | \$26,628        | \$0.00 |
| 1208803  | 7T0F22      | 11/07/2019       | OV    | 2019 Ford Transit               | 04 yrs 00 mos | \$30,414        | \$0.00 |
| 1208804  | 7T0F0S      | 11/07/2019       | OV    | 2019 Ford Transit               | 04 yrs 00 mos | \$27,113        | \$0.00 |
| 1208856  | 7V94GJ      | 12/31/2019       | OV    | 2019 Ford Transit               | 04 yrs 00 mos | \$30,414        | \$0.00 |

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

A DBE participation goal is not applicable for this activity.

### **FISCAL IMPACT:**

The total net book value of the surplus items is \$0. Given that the assets are inoperable and/or unrepairable, and that their fair market value is less than \$5,000, there is no FTA obligation.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.E. ii

**To:** LYNX Oversight Committee

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Lismar Matos Hernandez  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Execute Change Order 7 and Increase the Project Contingency for a Not to Exceed Amount of \$1,602,188 for the Pine Hills Bus Transfer Center

**Date:** 10/23/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to execute Change Order 7 and increase the project contingency for changes identified during the construction of the Pine Hills Bus Transfer Center Project necessary to complete the Project and avoid potential delays and additional cost to LYNX not to exceed amount of \$123,529 and a new project contingency total of \$1,602,188.

### **BACKGROUND:**

The purpose of Pine Hills Bus Transfer Center is to create a central hub for bus transfers in the Pine Hills community. This project involves the construction of on-site improvements (an administrative building, CCTV, real time information, parking, rain garden, custom bus canopy, eight (8) bus bays and associated infrastructure).

At the April 27, 2023, Board of Director's meeting, staff received authorization to negotiate and award Contract 23-C75 to McCree Design Builders, Inc. in the amount of \$14,786,585.

At the February 21, 2024, Board of Director's meeting, staff was authorized to assign a ten percent (10%) contingency in the amount of \$1,478,658 as provided for in Administrative Rule 4, Project Contingency. Pursuant to the Administrative Rule, the Chief Executive Officer shall have the authority to authorize Change Orders for use of Project Contingency subject to certain requirements.



# LYNX Oversight Committee Agenda

Previous change orders were issued as an outline in the chart below. The change orders relating to Change Order 7, as these exceed 50 percent contingency, require the approval of the Board of Directors prior to being issued to the contractor. Please note that as part of the change orders previously issued, LYNX is pursuing error and omission (E & O) reimbursements from our design engineer that led to some of the associated change orders and received Orange County contributions for this project. Currently, the project has been completed pending some punch list items and on-site updates. A soft opening was performed on August 10, 2025 and a grand opening was held on August 28, 2025.

## **Items included in Change Order 7**

-Belco Drive: During the reconstruction of Belco Drive, a series of issues were encountered due to on-site conditions, unidentified air release valve that required a redesign of the entrance radius, alternate design for sanitary S2, S3 and S5, additional base material due to OUC water pipe. Also, added scope by Orange County includes new flume sidewalk handrail, additional signage and striping, new concrete drive aprons, changes to crosswalk area, additional material testing requirements, increased MOT costs due to additional safety precautions, additional material costs due to inlets, surety bond, additional sod and concrete corrections, and new hydrant permit and related fees. LYNX has requested reimbursement from Orange County on County related items and has pursued error and omission reimbursement from the Engineer of Record (EOR) in relation to design items issues. The total amount for these items is **\$455,896**.

-Silver Star: several change orders were required to complete Silver Star Rd. which included additional conduit; changes due to unforeseen site conditions with the asphalt; adjustment of an existing manhole to meet ADA required slope; a spread footer that had to be constructed due to an electronic display sign conflict; extension of the signalization maintenance; midblock changes at the southeast and southwest intersection corners; concrete within pull boxes area; unforeseen condition at northwest corner due to a ped pole location; and splice wire correction. LYNX has pursued error and omission reimbursement from the Engineer of Record (EOR) in relation to design items issues. The total amount for these items is **\$113,348**.

-Transfer Center/On-site: several items were required for the on-site work to include the installation of additional benches, trash cans and bike racks; a cost share was determined necessary for ADA remediation and due to wear and tear during construction for using this alternate entrance during the correction of the main bus entrance area; credit was provided due to signs that were not needed within the parking lot area; and, due to design elevations, a retaining wall was determined necessary for the bus shelter area; and power utility payments beyond substantial completion. Also, as a requirement from Orange County, drone photography was added to the scope. The total amount for these items is **\$75,738**.

-Canopy: credit was provided on the bird control item for this area given that it was determined unnecessary in some areas, and additional cost was needed to increase the column size of the canopy columns from 16 inches to 25 inches to fit electrical conduits within the columns. LYNX has pursued error and omission reimbursements from the Engineer of Record (EOR) in relation to design items issues. The total amount for these items is **\$(1,138)**.

# LYNX Oversight Committee Agenda

-Real Time: the contractor installed the low voltage/electrical/data for Real Time. However, given that the TV related equipment and installation for this portion is to be performed separately by LYNX via another vendor, credit has been provided. The total amount for this item is still under evaluation but will have a minimum of **\$(19,281)**.

-Building: electrical panic bars at doors were added and credit for light shelves was provided that were decided to be removed from the design. The total amount for these items is **\$(3,551)**.

-Bike Trail: due to a design error, the light poles were located too close to the live power lines. To correct this error, it was requested for relocation of the streetlights that were adjacent to the bike trail. Also, wheel stops and striping were added at the Urban League parking lot. LYNX has pursued error and omission reimbursements from the Engineer of Record (EOR) in relation to design item issues. The total amount for these change orders is **\$39,609**.

Additional to the items above, a time extension of 23 workdays due to weather delays was approved for this Change Order 7 to McCree Design Builders, Inc.

| Description                        | Original Budget         | CO #1-CO #6              | CO #7                 | Revised Total           |
|------------------------------------|-------------------------|--------------------------|-----------------------|-------------------------|
| Belco Drive                        | \$ 2,706,074.66         | \$ 474,442.23            | \$ 455,895.87         | \$ 3,636,412.76         |
| Silver Star                        | 614,299.96              | 36,711.04                | 113,347.85            | 764,358.85              |
| CCTV                               | 339,276.60              | 44,730.62                |                       | 384,007.22              |
| Transfer Center/On-Site            | 3,894,690.83            | 309,980.92               | 75,738.15             | 4,280,409.90            |
| Canopy                             | 3,173,243.38            | 94,804.70                | (1,138.11)            | 3,266,909.97            |
| Real Time                          | 84,819.00               |                          | (19,280.64)           | 65,538.36               |
| Building                           | 3,630,180.57            | 68,157.48                | (3,551.32)            | 3,694,786.73            |
| Trail                              | 344,000.00              | 49,719.88                | 39,609.32             | 433,329.20              |
| <b>Total Construction Contract</b> | <b>\$ 14,786,585.00</b> | <b>\$ 1,078,546.87</b>   | <b>\$ 660,621.12</b>  | <b>\$ 16,525,752.99</b> |
| Contingency Use (McCree)           |                         | \$ (1,078,546.87)        | \$ (660,621.12)       |                         |
| Contingency Use (WSP)              |                         | (99,394.61)              | (342,483.68)          |                         |
| Contingency Use (Spencer)          |                         | (7,000.00)               |                       |                         |
| Orange County Contribution         |                         |                          | 431,075.00            |                         |
| Errors & Omissions (WSP)           |                         |                          | 154,783.73            |                         |
| <b>Total Contingency Used</b>      | <b>\$ 1,478,658.50</b>  | <b>\$ (1,184,941.48)</b> | <b>\$(417,246.07)</b> | <b>\$ (123,529.05)</b>  |
| <b>New Contingency Total</b>       |                         |                          |                       | <b>\$ 1,602,187.55</b>  |

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

A DBE goal is not applicable to this activity.

# LYNX Oversight Cmmittee Agenda

## **FISCAL IMPACT:**

The Approved budget for this project is 17,676,950. This project is funded with a combination of Federal, State and local funds.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.E. iii

**To:** LYNX Oversight Committee

**From:** **Craig Bayard**  
DIRECTOR OF INFORMATION TECHNOLOGY  
**Craig Bayard**  
Technical Contact

**Phone:** 407.841.2279 ext: 6008

**Item Name:** **Authorization to Purchase Microsoft M365 Subscription-Based Licenses Through Cooperative Purchasing Contract: Sourcewell 121923-SHI for a Not to Exceed Amount of \$731,595**

**Date:** 10/23/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to authorize the purchase of Microsoft M365 subscription-based licenses for a period of three (3) years at a cost not to exceed of \$731,595 utilizing cooperative purchase contract: Sourcewell 121923-SHI.

### **BACKGROUND:**

In February 2023, LYNX entered into a three (3) year Microsoft Enterprise Agreement (EA) to license Microsoft Office 365 for all administrative staff. This agreement provides enterprise-wide access to Microsoft's M365 suite of productivity, collaboration, and security tools and is set to expire on February 1, 2026. Microsoft is providing M365 Government which includes enhanced security and privacy with a guaranteed uptime of 99.9 percent.

Microsoft's M365 suite includes a set of cloud-based applications such as Outlook, Word, Excel, PowerPoint, Teams, SharePoint, OneDrive, and advanced analytics with Power-BI. These tools support real-time document collaboration, secure file sharing, and integrated communication across departments. Additional advanced compliance and security features such as electronic discovery (eDiscovery) for email and file content are also included.

# LYNX Oversight Cmmittee Agenda

LYNX will purchase the Microsoft M365 licenses through a three (3) year Microsoft Enterprise Agreement (EA). The Enterprise Agreement will be \$243,865 per year to cover licensing for all administrative staff.

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

A DBE goal is not applicable to this activity.

## **FISCAL IMPACT:**

The FY2026 Approved Operating Budget includes \$250,000 for Microsoft Office 365 licenses.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.E. iv

**To:** LYNX Oversight Committee

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Lismar Matos Hernandez  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Approve Change Order 2 and Increase the Not to Exceed Amount for the LYNX Central Station (LCS) Restroom Renovation Project to \$774,187

**Date:** 10/23/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to approve Change Order 2 and increase the not to exceed (NTE) amount for the LYNX Central Station (LCS) Restroom Renovation Project to \$774,187 for changes identified during the construction that were necessary to complete the project.

### **BACKGROUND:**

The LCS building was completed and opened to the public in November 2004 and LYNX celebrated its 20th anniversary by providing Passenger Terminal restroom renovations for the public to use.

At the July 25, 2024 Board of Director's meeting, staff received authorization to negotiate and award contract 24-C85 to Orange Avenue Enterprises, LLC (OAE) in the not to exceed amount of \$769,615 which included the ten percent (10%) contingency in the amount of \$69,965 as provided for in Administrative Rule 4.5.4, Project Contingency.

Pursuant to the Administrative Rule, the Chief Executive Officer shall have the authority to authorize Change Orders for use of Project Contingency subject to certain requirements. It states that Change Orders shall not exceed \$150,000 and any Change Order above the fifty percent (50%) contingency shall be notified to the Governing Board as an information item at the next meeting scheduled.

# LYNX Oversight Committee Agenda

For this project, Change Order No. 1 was executed in the amount of \$34,104. This change order included additional items due to site conditions on the flooring and plumbing that needed to be addressed to complete the South restroom, which was completed and opened to the public in June 2025. It also added 78 calendar days and changed the contract end date to August 1, 2025.

Change Order No. 2 has been developed to address several changes in scope for the North side restrooms due to unforeseen site conditions related to architectural, plumbing, electrical and mechanical scope which required additional time and costs. The estimated total for this change order shall not exceed the amount of \$40,433 with an additional 32 calendar days added to the Project term. The new end date for Substantial Completion occurred on September 2, 2025. This change order 2 requires an additional \$4,572 to be added to the contingency.

A summary of the change orders is listed on the table below:

| Description                            | Original Budget     | CO #1              | CO #2               | Revised Total       |
|----------------------------------------|---------------------|--------------------|---------------------|---------------------|
| LCS Restroom Renovation - Construction | \$699,650.00        | \$34,103.71        | \$ 40,433.28        | \$774,186.99        |
| <b>Total Construction Contract</b>     | <b>\$699,650.00</b> | <b>\$34,103.71</b> | <b>\$ 40,433.28</b> | <b>\$774,186.99</b> |
| 10% Contingency Available              | \$69,965.00         | (\$34,103.71)      | (\$40,433.28)       | (\$4,571.99)        |
| Additional Contingency Requested       | -                   | -                  | \$4,571.99          | \$4,571.99          |
| <b>Total Project Cost</b>              | <b>\$769,615.00</b> | <b>\$0.00</b>      | <b>\$4,571.99</b>   | <b>\$774,186.99</b> |

## **DISADVANTAGED 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 small businesses for the completion of this contract. (Race Neutral).

## **FISCAL IMPACT:**

The FY2026 Approved Capital Budget includes \$776,550 for Passenger Terminal Restroom Renovations at LYNX Central Station (LCS).

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.E. v

**To:** LYNX Oversight Committee

**From:** Leonard Antmann  
CHIEF FINANCIAL OFFICER  
Lismar Matos Hernandez  
Technical Contact

**Phone:** 407.841.2279 ext: 6125

**Item Name:** Authorization to Increase the Not to Exceed (NTE) Amount of Contract 21-C48 with WSP USA, Inc. for Construction Engineering and Inspections Services (CEI) for the Pine Hills Bus Transfer Center to \$1,192,484

**Date:** 10/23/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization for the Chief Executive Officer (CEO) or designee to increase the total not to exceed amount of Contract 21-C48 with WSP USA, Inc. for Construction Engineering and Inspections Services (CEI) for the Pine Hills Bus Transfer Center to \$1,192,484.

### **BACKGROUND:**

At the March 25, 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 Center.

At the September 23, 2021 Board Meeting, the LYNX Board of Directors authorized the CEO or designee to award a contract to WSP USA, Inc. for a period of three years with a cost not to exceed \$750,000.

At the August 22, 2024 Board Meeting, the LYNX Board of Directors authorized the CEO or designee to award a contract to WSP USA, Inc. for additional hours of inspection as a result of added construction activities that occurred once project started with an increase of the not to exceed amount to \$850,000.



# LYNX Oversight Committee Agenda

The Pine Hills Bus Transfer Center project has encountered delays resulting from unforeseen site conditions, inclement weather, regulatory agency requirements, and other contributing factors, which have extended the original project schedule. During this period, WSP has continued to provide CEI services and will need to maintain these services through project completion and closeout. To fulfill this obligation, WSP USA, Inc. has requested approval in the amount of \$342,484 to cover the additional CEI related costs associated with the extended duration of the project. The new not to exceed total amount is \$1,192,484.

The additional amount is included in Change Order 7 for the Pine Hills Bus Transfer Center Project.

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

A DBE goal is not applicable to this activity.

## **FISCAL IMPACT:**

The Approved budget for this project is 17,676,950. This project is funded with a combination of Federal, State and local funds.

# LYNX Oversight Committee Agenda

## Consent Agenda Item #6.E. vi

**To:** LYNX Oversight Committee

**From:** Tiffany Homler Hawkins  
CHIEF EXECUTIVE OFFICER  
Tiffany Homler Hawkins  
Technical Contact

**Phone:** 407.841.2279 ext: 6064

**Item Name:** Authorization to Approve the LYNX Oversight Committee Meeting Dates for 2026

**Date:** 10/23/2026

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### **ACTION REQUESTED:**

Staff is requesting the Oversight Committee's approval for the LYNX Oversight Committee meeting dates for 2026.

### **BACKGROUND:**

LYNX Administrative Rule 2 – Board Governance (Bylaws) states that the Governing Board shall annually establish a schedule for the LYNX Oversight Committee. The LYNX Oversight Committee typically holds its meetings on the fourth Thursday of the month. The meetings can be cancelled if there are no urgent or time-sensitive issues. The proposed dates for 2026 are as follows:

- January 22, 2026
- February 26, 2026
- March 26, 2026
- April 23, 2026
- May 28, 2026
- June 25, 2026
- July 23, 2026
- August 27, 2026
- September 24, 2026
- October 22, 2026
- December 10, 2026

# LYNX Oversight Committee Agenda

LYNX Administrative Rule 2 – Board Governance (Bylaws) also authorizes the LYNX Board of Directors to establish committees and those committees are to annually establish their meeting schedule.

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

No DBE participation goal is applicable for this activity.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this activity.

# LYNX Oversight Committee Agenda

## Action Item #7.A

**To:** LYNX Oversight Committee

**From:** Carl Weckenmann  
DIRECTOR OF PLANNING and DEVELOPMENT  
Myles O'Keefe  
Technical Contact

**Phone:** 407.841.2279 ext: 6075

**Item Name:** Authorization to Negotiate and Award a Contract for NeighborLink On-Demand Transit Service to Beefree, LLC dba Freebee for a Not to Exceed Amount of \$8,495,410

**Date:** 10/23/2025

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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 Beefree, LLC dba Freebee for NeighborLink On-Demand transit service in the not to exceed amount of \$8,495,410 for the initial three (3) year term.

### **BACKGROUND:**

NeighborLink service was initiated back in 2007 to replace fixed-route service where ridership was low but still warranted efficient public transit service. The service has grown to 11 routes in various communities within the LYNX tri-county service area.

On January 7, 2010, the Board of Directors awarded Contract 10-C21 to MV Transportation to provide this type of demand service branded as NeighborLink. MV Transportation continued to provide the contracted service operating under contract 18-C03, which was executed December 1, 2017, and was modified and expired May 31, 2023.

On January 26, 2023, the Board of Directors authorized the transition of NeighborLink to a 100% internal LYNX Operation. The transition took place in coordination with the April 23, 2023, service change.

# LYNX Oversight Committee Agenda

Many benefits resulted from the transition of NeighborLink service into a 100% internal LYNX operation, especially in the recruitment and training of LYNX operators for potential fixed-route operations.

However, to address changing mobility needs and to mitigate rising operational expenses, LYNX seeks to contract out the NeighborLink services to a fully turn-key transit operator. This will yield efficiencies for the agency and a more adaptable service through vehicle, technology, routing and schedule changes.

On February 27, 2025 the LYNX Board of Directors authorized the release of a Request for Proposals (RFP) for NeighborLink On-Demand transit service.

The RFP was released, posted on DemandStar, and sent directly to potential proposers on April 4, 2025. Proposals were due for submission on May 21, 2025. Five (5) proposals were received. The Source Evaluation Committee (SEC) met on August 20, 2025 in a public noticed meeting in accordance with Florida Sunshine Law to discuss proposals. The SEC scored the proposals as follows:

| Proposer                            | Total Score | Ordinal Ranking |
|-------------------------------------|-------------|-----------------|
| Corporate Transportation Group, LTD | 341         | 25              |
| Beefree, LLC (dba Freebee)          | 452         | 8               |
| LAZ Parking Florida, LLC            | 378         | 19              |
| River North Transit, LLC            | 455         | 8               |
| Transdev                            | 393         | 15              |

The SEC requested presentations from the two firms with the lowest Ordinal Rankings, BeeFree, LLC and River North Transit, LLC. On September 12, 2025 both firms presented the information in their proposals to the SEC. Following the presentations, the SEC updated their scores as follows:

| Proposer                   | Ordinal Ranking |
|----------------------------|-----------------|
| Beefree, LLC (dba Freebee) | 6               |
| River North Transit, LLC   | 9               |

The cost submitted by Beefree, LLC was \$8,495,410 for the initial three (3) year term, \$2,926,990 for options year 1, and \$2,985,400 for options year 2.

## **DISADVANTAGED 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 in the completion of this contract (Race Neutral).

LYNX General Counsel is working with LYNX staff to prepare a contract for the procurement.

# LYNX Oversight Cmmittee Agenda

## **FISCAL IMPACT:**

The FY2026 Approved Operating Budget includes a total budgeted cost of \$4,071,578 for NeighborLink services.

# LYNX Oversight Committee Agenda

## Discussion Item #8.A

**To:** LYNX Oversight Committee

**From:** Michelle Daley  
DIRECTOR OF FINANCE  
Michelle Daley  
Technical Contact

**Phone:** 407.841.2279 ext: 6014

**Item Name:** Presentation of FY2025 Audit Plan by Forvis Mazars

**Date:** 10/23/2025

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Presentation of the FY2025 Audit Plan by a representative from Forvis Mazars.

# LYNX Oversight Committee Agenda

## Discussion Item #8.B

**To:** LYNX Oversight Committee

**From:** Carl Weckenmann  
DIRECTOR OF PLANNING and DEVELOPMENT  
Charles Abbatantuono  
Technical Contact

**Phone:** 407.841.2279 ext: 6075

**Item Name:** Fiscal Year 2026 Transit Development Plan Annual Update

**Date:** 10/23/2025

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### **ACTION REQUESTED:**

Staff is requesting the Board of Directors' authorization to submit the 2026 Transit Development Plan (TDP) Annual Update to the Florida Department of Transportation (FDOT) for approval to meet Block Grant funding requirements.

### **BACKGROUND:**

Effective July 9, 2024, Rule 14-73, Florida Administrative Code, pertaining to TDPs for public transit agencies was updated to streamline the process, increase coordination with Metropolitan Planning Organizations, increase focus on prioritized projects, and establish a new submission deadline of March 1st for Major Updates and Annual Updates.

The LYNX TDP Annual Update is completed as a self-evaluation tool to review progress towards meeting the goals and implementation plan 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 implementation plan for the coming year.

The Annual Update also includes a new 10th year (2035) and associated new projects 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.



# LYNX Oversight Committee Agenda

Some of the accomplishments highlighted in the LYNX FY2026 TDP Annual Update, include:

- Implementation of minor service changes to improve system-wide efficiency and improve connections in April 2025.
- Completed construction of the Pine Hills Transfer Center and began operating service at the new facility in August 2025.
- Extended Route 311 to Epic Universe serving the Helios Grand Hotel and extended Links 9, 44, 48, 49, and 125 to the new Pine Hills Transfer Center as part of the Accelerated Transportation Safety Program (ATSP).
- Constructed 26 new bus shelters with another 73 in progress as part of the Orange County ATSP funding.
- LYNX, Greater Orlando Aviation Authority (GOAA), and FDOT have continued to coordinate on plans for a new bus transfer facility at the Orlando International Airport (MCO). LYNX and GOAA have entered into a Memorandum of Understanding for the completion of a Feasibility Study.
- Completed the Transportation Disadvantaged Service Plan Minor Update.
- Completed an update to the LYNX Human Services Transportation Plan.
- Finalized recommendations for the FTA Pilot Program for Transit Oriented Development Planning along SR 436 from the Orlando International Airport to SR 50.
- Completed an Americans with Disabilities Act (ADA) assessment of LYNX bus stops and facilities.
- Completed an update to the Bus Stop Design Guidelines manual.
- Completed a Sustainability and Resiliency Plan.
- Coordination with MetroPlan Orlando for consistency with the Metropolitan Transportation Planning process.

The TDP is a needs-based assessment and is not financially constrained.

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

A DBE participation goal is not applicable for this activity.

## **FISCAL IMPACT:**

The FY2025 Approved Operating Budget includes \$13,259,259 for the FDOT Block Grant. An approved TDP is required prior to FDOT release of any Block Grant funding.

# LYNX Oversight Committee Agenda

## Discussion Item #8.C

**To:** LYNX Oversight Committee

**From:** Carl Weckenmann  
DIRECTOR OF PLANNING and DEVELOPMENT  
Myles O'Keefe  
Technical Contact

**Phone:** 407.841.2279 ext: 6075

**Item Name:** Fare Study Presentation

**Date:** 10/23/2025

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The Fare Study project team will provide an update to the Oversight Committee on the Fare Study efforts thus far and highlight areas for further consideration.