

# BOARD OF DIRECTORS

## ACTION ITEM

Item Number: BA2020-94  
Item Title: Design Services

Meeting Date: September 28, 2020

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### **BACKGROUND**

Trinity Metro has utilized a specialized design and cartography firm for the improvement of our passenger information systems that includes the design, re-design and printing of maps, schedules and bus shelter displays. The current contract is expiring, and a solicitation was issued for a contract to provide the services for the production of designed materials on an ongoing basis.

### **PROCUREMENT**

In accordance with Trinity Metro procurement policy, Request for Proposal 20-T037 for Design Services was issued on July 21, 2020.

Three (3) firms submitted a response to the RFP:

- CHK America
- Dickie & Associates
- THINK Graphic Design

An evaluation committee reviewed and rated the proposals. Based on the submitted proposals and pricing, CHK America was determined to be the most responsive, responsible and compliant proposer.

The Trinity Metro Procurement Department has followed procurement policy with Request for Proposal and is in compliance with all applicable Federal, State, and the Trinity Metro procurement requirements.

### **FINANCING**

Funds are included in the Trinity Metro proposed FY2021 Operating Budget to finance the cost of the Design Services. Funding for future years of the contract will be considered in the proposed Operating Budgets for those years.

### **DBE UTILIZATION**

The established DBE goal for this solicitation was 5%. CHK, however, will self-perform the work without subcontractors or suppliers.

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**RECOMMENDATION**

The Planning, Operating, and Marketing Committee recommends the Trinity Metro Board of Directors authorize the President / Chief Executive Officer to enter into a three (3) year agreement, with two (2) additional one-year optional renewal years, with CHK America for Design Services for an annual estimated amount of \$80,000 in year one (1), \$50,000 in subsequent years, and a total not-to-exceed amount of \$280,000 for the five years.

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**Disposition by Board of Directors**

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Sep-28-2020

**Secretary Approval:**

**DATE**