

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: August 19, 2025

[X] Consent [] Regular
[] Workshop [] Public Hearing

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

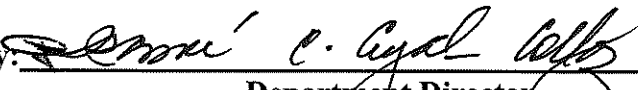
- A) Consultant Services Authorization (CSA) No. 11 to the continuing consulting services/design professional services contract (R2022-0486) with Williamson Dacar Associates Inc. d/b/a Williamson Design Associates (Consultant) in the amount of \$321,686.07 for the Palm Tran Countywide – New Bus Shelters project;
- B) CSA No. 12 to the continuing consulting services/design professional services contract (R2022-0486) with the Consultant in the amount of \$1,083,805.52 for the Palm Tran Countywide – Bus Stop Improvements project; and
- C) CSA No. 13 to the continuing consulting services/design professional services contract (R2022-0486) with the Consultant in the amount of \$146,579.88 for the Palm Tran Countywide – Bus Shelter Replacements project.

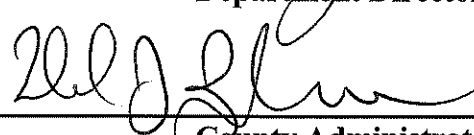
Summary: On May 17, 2022, the Board of County Commissioners (BCC) approved the continuing consulting services/design professional services contract (R2022-0486) with the Consultant to provide architectural services for various federally funded projects on an as needed basis. Palm Tran desires to install multiple new bus shelters with amenities at existing bus stops and renovate/replace existing bus stop shelters at various locations throughout Palm Beach County. Under CSA No. 11, the Consultant will provide professional services which include site survey, evaluation of the existing conditions and design to install new shelter locations at existing bus stops to enhance the rider experience. The project includes, but is not limited to, the installation of digital displays, permanent fixed shelters with panels for advertisement placement, bicycle racks, shaded seating, solar lighting, trash receptacles, and security/surveillance cameras. Under CSA No. 12, the Consultant will provide professional services which include site survey, evaluation of the current conditions and design to make select existing bus stop locations ready for installation of new benches with amenities and Americans with Disabilities Act (ADA) improvements that will provide a safe, accessible, and enhanced public transit experience. The project includes, but is not limited to, the installation of new benches accompanied by digital displays, bicycle racks, shaded seating, solar lighting, trash receptacles, and security/surveillance cameras. Under CSA No. 13, the Consultant will provide professional services which include site survey, evaluation of the current conditions and design to replace the existing bus shelters and provide amenities. **(Continued on Page 3)**

Background and Justification: (Continued on Page 3)

Attachments:

- 1. Budget Availability Statement for CSA No. 11
- 2. CSA No. 11
- 3. CSA No. 11 History Sheet
- 4. Budget Availability Statement for CSA No. 12
- 5. CSA No. 12
- 6. CSA No. 12 History Sheet
- 7. Budget Availability Statement for CSA No. 13
- 8. CSA No. 13
- 9. CSA No. 13 History Sheet
- 10. Certificate of Liability Insurance
- 11. Nongovernmental Entity Human Trafficking Affidavit

Recommended by:  7/18/25
Department Director Date

Approved by:  8/15/25
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures	\$1,583,113				
Operating Costs					
External Revenues	(\$1,583,113)				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$0	-0-	-0-	-0-	-0-
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget: Yes X No
Is this item using Federal Funds? Yes X No
Is this item using State Funds? Yes No X

Budget Account No. for CSA No. 11:

Fund 1341 Dept 542 Unit 5552 Object 6506 - \$279,039.00
Fund 1341 Dept 542 Unit 5560 Object 6506 Program Code 119202GY20 - \$49,080.79

PROFESSIONAL SERVICES \$321,686.07
STAFF COSTS \$ 6,433.72
CONTINGENCY \$ 0.00
TOTAL \$328,119.79

Budget Account No. for CSA No. 12:

Fund 1341 Dept 542 Unit 5560 Object 6506 Program Code 119202GY20 - \$1,105,481.63

PROFESSIONAL SERVICES \$1,083,805.52
STAFF COSTS \$ 21,676.11
CONTINGENCY \$ 0.00
TOTAL \$1,105,481.63


Budget Account No. for CSA No. 13:

Fund 1341 Dept 542 Unit 5560 Object 6506 Program Code 119202GY20 - \$149,511.48

PROFESSIONAL SERVICES \$146,579.88
STAFF COSTS \$ 2,931.60
CONTINGENCY \$ 0.00
TOTAL \$149,511.48

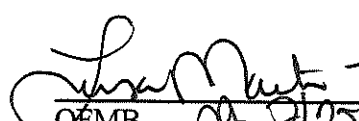
B. Recommended Sources of Funds/Summary of Fiscal Impact:


Funding for this project is from the Federal Transit Administration and budgeted in the Palm Tran Grants Fund.

C. Departmental Fiscal Review: 

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:


OFMB 7/29/25
7-29-25


Contract Development and Control 7/31/25

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:


Department Director

This summary is not to be used as a basis for payment.

Continued from Page 1

Summary: The project includes, but is not limited to, the replacement of shelters that have reached end of useful life while ensuring that ADA requirements are met and bus stops are safe and accessible by incorporating the installation of digital displays, shelters with panels for advertisement placement, bicycle racks, shaded seating, solar lighting, trash receptacles, and security/surveillance cameras. This continuing consulting services/design professional services contract is exempt from the County's Equal Business Opportunity Ordinance pursuant to section 2-80.22 thereof. There is no Disadvantaged Business Enterprise (DBE) Goal established for this work; however, Palm Tran encourages the bidder to make every attempt to obtain participation of certified DBEs and other Small Business Enterprises (SBE) certified by a cognizant agency in the completion of this contract (race neutral). The SBE and/or DBE non-mandatory goal for these projects is 15%. Funding for this project is from the Palm Tran Grants Fund. **(Capital Improvements Division) Countywide (MWJ)**

Background and Justification: On February 28, 2022, the Consultant was selected in accordance with Board of County Commissioners (BCC) adopted procedures and pursuant to Section 287.055, Florida Statutes, the Consultants' Competitive Negotiation Act. CSA No. 11 authorizes professional services necessary for the Palm Tran Countywide – New Bus Shelters project. CSA No. 12 authorizes professional services necessary for the Palm Tran Countywide – Bus Stop Improvements project. CSA No. 13 authorizes professional services necessary for the Palm Tran Countywide – Bus Shelter Replacements project.