

RESOLUTION NO. 24-14

A RESOLUTION OF KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING STAFF TO AWARD A CONTRACT TO NELSON NYGAARD FOR TITLE VI TRANSIT EQUITY SERVICES.

WHEREAS, at its meeting on November 7, 2023, the Board approved Resolution No. 23-68 adopting the 2024 Service Development Operating Budget including funds for Title VI Transit Equity Reporting; and

WHEREAS, Kitsap Transit services a U.S. Census designated Urbanized Area (UZA) of over 200,000 persons; thus, required to report additional data and analysis to the Federal Transit Administration (FTA) in accordance with Title VI Guidelines for FTA recipients; and

WHEREAS, these regulations are new to Kitsap Transit staff; and

WHEREAS, staff sought qualified consultant proposals to help create standard operating procedures and assist with the first year of these new reporting and tracking requirements; and

WHEREAS, staff advertised Request for Qualifications (RFQ) KT 23-876 on December 19, 2023, in accordance with federal and state requirements for Title VI Transit Equity Reporting Services; and

WHEREAS, staff received one (1) submission in response to its RFQ; and

WHEREAS, the firms experience, qualifications, project understanding and approach, were evaluated; and

WHEREAS, the cost and scope were negotiated to ensure that Kitsap Transit's needs were met for this new reporting requirement; and

WHEREAS, Nelson Nygaard was the sole respondent and after evaluation has been determined responsive and responsible; and

WHEREAS, staff is requesting permission to enter into a consultant contract with Nelson Nygaard for Title VI services; and

WHEREAS, Nelson Nygaards' negotiated price, including tax, is one hundred fourteen thousand one hundred twenty dollars (\$114,120).

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners hereby authorizes staff to award a contract for the Title VI Transit Equity Reporting Services to Nelson Nygaard in the amount of one hundred fourteen thousand one hundred twenty dollars (\$114,120).

ADOPTED by the Kitsap Transit Board of Commissioners at a regular meeting held on the 5th day of March 2024.

DocuSigned by:
Greg Wheeler
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Greg Wheeler, Chairperson

ATTEST:

DocuSigned by:
Jackie Bidon
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Jackie Bidon, Interim Clerk of the Board