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GLYNN COUNTY BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: June 5, 2025

SPONSOR: S. Leif

ITEM TYPE: Agreement / Contract / MOU / Lease

AGENDA SECTION: CONSENT AGENDA - General Business

AGENDA LANGUAGE: Award a contract to RS&H, Inc., for Program Administration for the Brunswick Area Transportation Study (BATS) Metropolitan Planning Organization (MPO) (Project ID: RFP25-054) in the amount of \$181,982.50 with funding to be provided by Georgia Department of Transportation (GDOT) Planning (PL) Funds grant. (S. Leif)

BACKGROUND: The Program Administration for the Brunswick Area Transportation Study (BATS) Metropolitan Planning Organization (MPO) is a technical staff extension service that provides coordination of all aspects of the MPO and is managed by the MPO Director, who is the Glynn County Assistant County Manager, and Glynn County Planning & Zoning Department staff. The program administration entails coordination of all aspects of the MPO, including the Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), Public Participation Plan (PPP), and coordination of all elements related to the three (3) BATS committees: Policy, Technical Coordination, and Citizens Advisory.

Staffing services for BATS are crucial for BATS to remain in compliance with state and federal oversight agencies for grant funding for transportation planning. The contract is funded by Georgia Department of Transportation (GDOT) Planning (PL) funds and a local match. In-kind staff time is currently utilized for the local match, but this is subject to federal regulatory changes. If federal

regulations regulations regarding in-kind staff time changes, the local match would be a cash match that Glynn County would then budget for annually. BATS has contracted for program administration most recently from 2020-2025 as well as prior years. Due to the 2020-2025 contract term ending, Glynn County, as the fiscal agent for BATS, released an RFP for the services.

On March 25, 2025, Glynn County issued a second Request for Proposal (RFP) to select a company for program administration of BATS. This followed a January 30, 2025, release that received two bids. Due to requirements by the Federal Highway Administration (FHWA) for three (3) bids, the project was re-bid. Proposals were opened on Wednesday, April 30th, 2025 with a total of three (3) proposals being received. An evaluation committee reviewed all proposals received, with RS&H, Inc. being ranked number one at the conclusion of the evaluation process. RS&H submitted a fee proposal of \$181,928 for the base year to complete the requested services.

Staff recommends awarding a contract for the Program Administration for the Brunswick Area Transportation Study (BATS) Metropolitan Planning Organization (MPO) to RS&H, Inc. The contract would begin in Fiscal Year 2026 on July 1, 2025, with up to four (4) optional one year extensions that will renew automatically unless terminated.

ATTACHMENTS:

[Evaluation Tabulation RFP25-054 Program Administration for the Brunswick Area Transportation Study \(BATS\) Metropolitan Planning Organization \(MPO\).pdf](#)
[Contract to RS&H Inc for RFP25-054 Program Administration for the BATS MPO \(Re-Bid\).pdf](#)
[Bid Tabulation IFB25-054 Program Administration for BATS MPO.pdf](#)