



## AGENDA ITEM 7 A

### **TALLAHASSEE TO HAVANA TRAIL PROJECT DEVELOPMENT & ENVIRONMENT (PD&E) STUDY CONSULTANT SELECTION**

**TYPE OF ITEM: Action**

#### **STATEMENT OF ISSUE**

This item seeks the CRTPA Board to select a consultant associated with the development of a project development and environment (PD&E) study ("Environmental Impact and Alternative Study") for the Leon County segment of the Tallahassee to Havana Trail.

#### **RECOMMENDED ACTION**

- Option 1: Approve the Consultant Selection Committee recommendation of Halff to develop a PD&E Study for the Leon County segment of the Tallahassee to Havana Trail.
- Option 2: Provide the CRTPA Chairperson, Commissioner Dianne Williams-Cox, the authority to sign the negotiated contract and CRTPA Executive Director, Greg Slay, the authority to negotiate and administer the executed contract.

#### **HISTORY AND ANALYSIS**

The CRTPA's [Tallahassee to Havana Trail Feasibility Study](#) was approved by the CRTPA in November 2022 evaluating a multi-use trail connection between Tallahassee and Havana. Subsequent to approval, Sun Trails competitive grant funding associated with implementing the project was applied for by the CRTPA. In late 2024, the CRTPA was notified that funding for a PD&E Study for the Leon County segment of the trail received Sun Trails funding.

On April 30, 2025, a Request for Supplier Qualifications (RFSQ No. 072-25-CC) was released seeking firms to develop a PD&E Study for the trail (with a deadline to submit of May 21). The following three (3) RFSQ responses were received:

- Halff
- Kimley-Horn and Associates
- Tetra

The CRTPA’s Consultant Selection Committee for the RFSQ met on May 30 to review the submittals and was comprised of following members:

- Commissioner Rick Minor (CRTPA Board)
- Amanda Heidecker (Leon County Parks and Recreation)
- Chris Muehlemann (Leon County Public Works)
- Michael Alfano (Tallahassee-Leon County Planning Department)
- Greg Burke (CRTPA staff)

At the May 30 Consultant Selection Committee meeting, members met to discuss and score the proposals. Subsequent to the scoring of the proposals, a motion was made and approved unanimously by the Committee to move the top two (2) scored proposals to the Presentation/Interview phase. Specifically, the following two RFSQ proposals were shortlisted:

- Halff
- Kimley-Horn and Associates

On June 12, 2025, the Selection Committee met for the Presentation/Interview phase of the selection process with each of the 2 shortlisted teams. The Selection Committee assigned points to each of the team’s related to Presentation, Understand of Project Requirements, and Responses to Questions Asked by Selection Committee Members.

The scores for each consulting team from the June 12 meeting are as follows:

- |                                |                        |
|--------------------------------|------------------------|
| • Halff                        | 90.5 out of 100 points |
| • Kimley-Horn and Associations | 88.5 out of 100 points |

As a result of the scores, the Consultant Selection Committee recommends approval of Halff.

### **NEXT STEPS**

Upon approval by the CRTPA Board, staff will begin the negotiating process to initiate the project.

### **RECOMMENDED ACTION**

- Option 1: Approve the Consultant Selection Committee recommendation of Halff to develop a PD&E Study for the Leon County segment of the Tallahassee to Havana Trail.  
(Recommended)
- Option 2: Provide the CRTPA Chairperson, Commissioner Dianne Williams-Cox, the authority to sign the negotiated contract and CRTPA Executive Director, Greg Slay, the authority to negotiate and administer the executed contract.  
(Recommended)
- Option 3: CRTPA Board Discretion.