



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 09/01/2021**  
**Re: Resolution Authorizing an Agreement with Foster Swift Collins & Smith  
PC for Transit Attorney Services - LETS**

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LETS has an ongoing need for transit attorney services to ensure compliance with State and Federal transit regulations pertaining to procurement, grant contracts, civil rights and other matters. The transit attorney legal specialty requires knowledge of Federal Transit Administration and Michigan Department of Transportation rules and regulations.

In accordance with the Livingston County Procurement Policy, LETS and CoPro completed a competitive bid process in which proposals were solicited from legal firms, and two (2) proposals were received. A committee consisting of staff from LETS, Fiscal Services, and CoPro independently reviewed and ranked each proposal based on evaluation criteria specified in the Request for Proposals. A bid tabulation and synopsis are attached.

The evaluation committee recommends an agreement with Foster Swift Collins & Smith PC of Lansing, MI. Pricing will be consistent with the attached schedule and will remain fixed for the term of the agreement which will be five (5) years with no renewals.

If you have any questions please do not hesitate to contact me at 517-540-7843.