



1104 E. Twiggs St.
Tampa FL 33602

**Meeting of the Board of Directors
May 18, 2020 - 1:30 p.m.**

Due to the COVID-19, this meeting of the Tampa Hillsborough Expressway Authority (THEA) Board of Directors is a virtual meeting.

If any person wishes to address the Board, please email your presentation to Sue@Tampa-Xway.com. Presentations must be limited to three (3) minutes. There will also be an opportunity to ask to speak at the beginning of the Virtual Board Meeting. However, if you wish to have a presentation, that must be to THEA offices by 4:00 p.m., May 14, 2020. Email Sue@Tampa-Xway.com.

Any person who decides to appeal any decisions of the Authority with respect to any matter considered at its meeting or public hearing will need a record of the proceedings and, for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which an appeal is to be based.

I. Call to Order

II. Public Input Presentations

III. Consent Agenda

A. Approval of Minutes of the March 9, 2020 Committees as a Whole Meeting

B. Approval of Minutes of the April 6, 2020 Board of Directors Meeting

C. Task Orders –

1. Twiggs Street Design Build CEI Procurement and Construction Support - \$90,000 (CPMP HI-140 C-05) (*Attachment*)
2. Meridian DMC Properties Real Estate Support, - \$50,000 / HI-0161-P-21 (Holland & Knight) (Emerging Tech Short List) (*Attachment*)

IV. Discussion/Action Items

A. Operations and Maintenance Committee – Bennett Barrow, Chairman

1. **Reversible Express Lanes (REL) Construction of Aesthetic Lighting Contract** (*Attachment*) – Judith Villegas, Staff

Purpose: To provide construction and installation of decorative pier and bridge lighting on the REL bridge structure.

Funding: Capital Budget - \$8,482,716

Action: Requests the Board to approve the selection of Highway Safety Devices and authorize and direct staff to negotiate and execute a contract with Highway Safety Devices in the amount of \$8,482,716 (Base Bid + Bid Alternative) for construction and installation of decorative pier and bridge lighting on the Reversible Express Lanes (REL) bridge structure. The “Base Bid” includes the installation of all elements for illuminating the bridge piers. The “Bid Alternate” includes additional lighting fixtures and wiring for illuminating the superstructure. Contract execution is subject to final review and approval of THEA’s General Counsel.

Firms	Amount
Highway Safety Devices	Base Bid = \$5,184,919. Bid Alternate = \$3,297,797.
Ion Electric/Conti	Base Bid = \$7,491,661. Bid Alternate = \$4,186,930.

2. **Consultant Support for the Procurement of Customer Service and Toll Collection Services** (*Attachment*) – Rafael Hernandez, Staff

Purpose: To utilize an existing miscellaneous support contract with Milligan Partners (Consultant), to support the procurement of a new vendor to provide Customer and Toll Collection Services. The Consultant’s work will include the following project phases:

- a. Bid Package Preparation
- b. Proposal Evaluation Support
- c. Implementation Oversight

Funding: Operating Budget - \$196,212

Action: Requests the Board to authorize the THEA staff to issue a task order for Milligan Partners to support THEA’s procurement of a new vendor to provide Customer Service and Toll Collection Services in the amount not to exceed \$196,212. The Task Order execution is subject to final review and approval of THEA’s General Counsel.

V. Informational Item

Joint Participation Agreement (JPA) – Bob Frey, Staff

On May 6, 2020, the Tampa Hillsborough Expressway Authority executed a JPA with the Florida Department of Transportation to include the installation of a mast arm signal at the intersection of Nebraska Avenue and Twiggs Street. The agreement also includes updating the pedestrian signals and ITS communication connections. This construction will all be completed during the Twiggs Street Improvements Design-Build Project.

VI. Staff Reports

- A. CV Pilot Project Update – Bob Frey

VII. Executive Reports

- A. Executive Director – Joe Waggoner
Contract Renewal and Expiration Report
- B. General Counsel – Amy Lettelleir, Esq.
- C. Chair

VIII. Old Business

IX. New Business

X. Adjournment

Draft

Tampa-Hillsborough Expressway Authority
Minutes of the March 9, 2020 Board Committees as a Whole Meeting
1104 E Twiggs St.
Tampa 33602

The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on March 9, 2020, at the Authority's Transportation Management Center, 1104 E. Twiggs Street, Tampa, Florida. The following were present:

Board: Vincent Cassidy, Chairman
Bennett Barrow, Vice Chairman
FDOT Secretary David Gwynn
Shaun Oxtal – by telephone

Staff: Joe Waggoner, Amy Lettelleir, David May, Sue Chrzan, Rafael Hernandez, Man Le, Carl Shack, Brian Ramirez, Debbie Northington, Diane Stull, Max Artman

HTNB-GEB Jim Drapp
Stantec Rick Gobeille, Phil Eshelman
NMBC Joseph Stanton
PFM Brent Wilder
RBC Tom Garrison

I. Introduction/Workshop Purpose

Meeting was called to order at 1:31 p.m. by Joe Waggoner who explained the purpose of the meeting was to present three items. First, annual indexing report, second, Selmon pilot discount program where some changes have been made and THEA wanted the Board to be aware of the changes. Finally, the THEA bond refinancing potential since the market is at an all-time low.

At that point, Mr. Waggoner turned the meeting over Rick Gobeille of Stantec. Mr. Waggoner stated this was by request, to learn of the indexing target financially and meet goals and also to accurately assess revenue losses of the Toll-By-Plate (TBP)

II. Toll Indexing FY2021 & Toll-By-Plate Alternatives–

Mr. Gobeille began his presentation with a summary of what would be presented, beginning with a review of the revenue waterfall, which is what happens to the transactions, how the money is collected and from where it is collected. The uncollectable rate is shown, which are tolls that cannot be collected. The presentation would show indexing and approaches to what indexing should be. The final item would be the discount program in the next section

The first graph showed the TBP revenue from the reading of the transponder or the license plate. The plates are reviewed at THEA to determine if it is readable and if so, the transaction is sent onto CCSS for billing of SunPass revenue or by TBP. After two statements of TBP billing, the charges come back to THEA and then sent onto collections. Mr. Gobeille further explained that the 5.2% of uncollectable funds refers to the blocked license plates, for whatever reason on vehicles with no transponders and cannot be identified. The other nearly 95% go onto CCSS for billing. When TBP transactions are sent onto CCSS and then they must research to get addresses and mail. About 40% is collected within the first four-five months and then it tapers off, which Mr. Gobeille stated is typical of other location TBP collections. About 4.3% comes back to THEA even though the plate was read by THEA, the research showed the plate didn't exist in motor vehicle record databases. About 50% of the TBP is then sent onto collections. Of that amount, THEA is able to collect about 80% of the fee revenue sent onto collections. Through the entire TBP process, only about 19% of the transactions is uncollected. Mr. Cassidy clarified that of the TBP, 80% was collected and about 20% not collected. Mr. Gobeille confirmed and said that THEA does well with the collections said this is better than other agencies and there is not much room to do better.

Next was to review the cost to collect. One of the items Stantec was asked to do to determine if \$.25 was the right amount to charge per transaction. Mr. Gobeille stated much data was reviewed and it was determined SunPass cost \$.08, and video transactions were \$.34 to collect. If it was figured on only the video that was actually collected, the cost would be \$.44, so the difference between SunPass and video collected was \$.36. This suggested that the current collection of \$.25 doesn't cover expenses.

Next was the revenue forecast which used the 2021 forecast of \$98 million, but the 2022 forecast looked different since the Selmon was moved back from 2021 to 2022. The \$98 was the current toll policy and that is the goal amount for indexing all toll transactions. Mr. Gobeille continued with alternatives for indexing by accounting for both the higher cost of collecting video tolls and moving all the dollar value of the toll indexing into the video collection would generate a higher TBP surcharge. The new surcharge amount would be \$.62 as opposed to the current \$.25

This option for the FY2021 toll indexing would be to keep SunPass rates the same and increase the TBP surcharge to cover the TBP costs to \$.062 and achieve the toll indexing revenue level of \$98 million. The indexing move to TBP would produce a bigger differential. The goal would be to show it would be more desirable to have a SunPass.

Mr. Cassidy asked about demographic information. Mr. Gobeille replied that there was no demographic information but based on other toll operations, it is typical of an infrequent traveler who have no knowledge of payment options, those who don't want to participate and those without bank options. Data was the property of CCSS but Mr. Waggoner said that data from the collection agency could be accessed. Mr. Cassidy asked how payments were made; by cash, checks, money orders and was told that all forms were received. Mr. Waggoner said that collections and CCSS have "money boxes" and payments were forward to THEA, with very slight contact with troublesome customers.

Mr. Gobeille showed those in attendance how THEA's charges compared to other tolling agencies. Currently, THEA was at the bottom of the list, but the proposed amount would have THEA higher but still to the lower side of TPB surcharges. Some agencies used percentages instead of fixed costs. The recommendation was to increase the surcharge for TBP to \$0.62 and keep SunPass the same for FY2021. Mr. Gobeille then asked for discussion.

Mr. Waggoner began by stating the idea was two-fold. The first portion, raising the differential from \$0.25 to \$0.36 was to offset the expenses differential and come closer to the goal of \$98 million forecast by transactions. Currently, the split is 77% SunPass to 23% TBP. Mr. Waggoner also stated the increase could also entice more TBP users to SunPass, increasing the percentage to 80% or higher. The second portion would reward SunPass users by not increasing that rate which would give THEA the indexing need. The second portion would also cover that portion to the differential to reduce the leakage of the index costs from the forecast revenue report. This would be part of THEA's regular indexing report, which would show the analysis included in the operating budget presented to the Board in May. The differential would be effective upon Board approval. It is not a separate Board action item.

Secretary Gwynn asked that if not indexed this year, would it set a precedent for the future? When tolls are raised each year, it is a matter of course and is expected. Secretary Gwynn was concerned that by skipping a year, there would be confusion. Mr. Waggoner replied that it is a move that can be explained in detail in the indexing report. The key item is the adjustment to the differential is the same as if indexed. If the \$0.25 had stayed the same, all rates would have increased and at a minimum, the differential would have increased to \$0.36. The differential serves a double function by covering the expenses incurred, while rewarding SunPass users and encouraging those who use TBP to go to SunPass usage. There is a fair chance to get to 80% SunPass users but not really more than that. Any rating agency would see the net effect would be the same if THEA had indexed but should see the change as an enhancement. Next year, FY2022, indexing would start again. Tests will be done and if needs are met, there will be an index of 2.5% and the differential will remain the same. Mr. Waggoner said this method is just a different way to answer the question.

Mr. Waggoner stated that with the index, there would be no change in the differential and there would be an increase of \$0.36. The proposal is to leave the SunPass tolls as is and the \$0.62 will go to non-SunPass users. In viewing the comparison graph with other tolling entities, Mr. Waggoner said that currently THEA was very low and even with the proposed increase, the surcharge was still well within range. Mr. Cassidy was concerned that the economies were not the same in the areas of the other places studied and THEA would be placing a burden on the low income non-SunPass user. THEA's plan is to bolster its website and outreach to those without a SunPass. There would be information sent with invoices on how to receive a free SunPass transponder from THEA and that cash can be added to a SunPass account at stores such as CVS or Publix. THEA would provide a certificate to obtain the SunPass transponder so no costs are incurred except for tolls funding.

Mr. Barrow mentioned that it seems as though the indexing was crossing the "Ts" and dotting the "Is" in terms of over communication. There was concern that the break in adjusting could be a precedent for something 10 years in the future. Mr. Waggoner replied that the differential has

not been adjusted since around 2010 when there was the shift to all electronic tolling. It was a \$0.25 discount as an incentive to promote SunPass. At the time, there was uncertainty, when presented to the Board, that it was the correct differential amount. It is possible that it will have to be adjusted again in the future. For now, the costs and payments would be reviewed and see if there is an increase in SunPass participation. In two years, it will be reviewed again. Mr. Barrow thought the over communication was good in case there was a blip in the future. Any blips would most likely be a review by a ratings agency and in which case there would be clarity in what THEA is doing to meet its needs. It is not a deviation of policy, it is just changing the method.

Mr. Cassidy asked if this would be a problem with issuing bonds. Mr. Waggoner said that this should be a positive. In the past, the revenue was the indicator in the past. Since the traffic is flattening out, the indexing is a way to grow the revenue. Mr. Gobeille stated that THEA is setting the rates to recover the costs. Rating agencies understand TBP as it does cost more to collect and if the rate is set in such a way to recover the cost, then the risk is out of it to a rating agency. Even with a smaller number of TBP collections in the future, the net revenue is protected and that is what the rating agency cares about.

The potential tipping point would be to drive more users to SunPass. Mr. Gobeille said that the breakdown is approximately 80% SunPass to 20% TBP and all of the indexing is in that 20%. If half converted to SunPass the risk is smaller and it could be possible to collect more. Mr. Waggoner stated that all the negative customer service is due to the TBP collection and anything to reduce that collection is a positive.

Mr. Oxtal asked if there was any thought to a loss of ridership because of the \$0.62 increase. Mr. Waggoner answered no, as the ridership for SunPass was consistent and the TBP ridership was primarily infrequent users. Mr. Gobeille further stated those users may not be aware they were on a toll roll so it would most likely not change behavior. There was no further discussion.

III. Operations & Maintenance Committee – Selmon Pilot Discount Program

The pilot program being introduced is for MacDill AFB employees. The program will give benefit to the employees and move more commuters off the local streets. Mr. Gobeille stated the discount is based on a core of 40 full length on-way trips on the Selmon Expressway or 20 roundtrips trips per month. Currently, the cost for these trips, per month, is \$122. With the discount program, the 30 day .cost is \$73.20 or a 40% discount. Working with the staff, it was estimated that development costs for the program were \$289,000 and the annual estimated impact to revenue would be \$630,000.

The program would require a commuter to pre-buy a 20-roundtrip package. Operations costs would be saved as there are no collection costs. Also, as commuters travel more, the cost will go down. The breakeven point is set for 24 trips per month or 12 roundtrips. If the commuter should travel less than the 40 on way trips, the discount would not be the full 40%. Mr. Gobeille did say that other clients who do have such commuter discount plans realize savings on transactions. The plans do benefit the users.

The trips are mainline to mainline and do not include any ramp exits so as to encourage longer trips. Mr. Gobeille did say the commuters would need a SunPass and transactions begin and end with THEA. Any unused trips are swept on day 31 with the unused revenue going to THEA. The plan would automatically renew. The goal is to encourage longer trips on the Selmon and get vehicles off of the streets. Mr. Waggoner referred to a MacDill map which showed where civilian personnel and active duty military lived. Those who lived on the east side may only use the Selmon for short periods of time and those residents are not the goal. The hope is for those who get on at the mainline and could get off at Dale Mabry. The west mainline is 40% of the trip cost so going the entire trip is the same as not getting off at the west mainline, under the program. Going through the neighbor hoods is not good for the community. This program would be beneficial for both civilian and active duty.

Mr. Barrow said the area south of Gandy and Ballast point is an area which needs the communication for the good will as the traffic is in that area increases. Once the connector is open some of the neighborhood traffic should be relieved.

Mr. Cassidy asked if this would be a program for the toll department under Rafael Hernandez and emphasized that any billing could not be messed up. Per Mr. Hernandez, there would be test procedure and test plan is in place. There is testing with THEA's own employees to make sure that the transmitting working accordingly. There will be email alerts towards the end of the month for those customers who might not be using the plan accordingly. The goal is for a very high level of customer service. Mr. Waggoner did state that the plan will be for a SunPass mini and not a portable transponder, as the plan is car specific. The customer will have to opt into the discount program and give name, address, SunPass number and the tag number. If all is a match, then all can be done internally. This includes disputes as well. Mr. Waggoner stated there will only be about 1,000 users of this program and pointed out there was no operating budget for the program. If it is determined that that more effort is needed to administer the discount program internally, then an operating budget will be presented to the Board.

Mr. Cassidy asked if a 30% discount was considered and it was discussed that other ranges were considered but the 40% was the best deal as it worked out that the east mainline entry would be free under the plan. Mr. Gobeille noted that 40% was the limit because of the tolls at the two mainlines. This is only a pilot program and if there are those who only work 4 days per week, then Mr. Waggoner said the plan may be altered to different parameters such as 40 trips in 40 days. There was also concern of increased traffic on Dale Mabry Highway, but then MacDill would have to more adequately staff its gates. MacDill had been approached by THEA about this before to no avail. Mr. Waggoner mentioned that for the last two months, there have been counters by the MacDill gates at Bayshore and MacDill Ave. to determine the users and create a baseline. The counters will remain for the duration of the pilot program. Mr. Waggoner did not know if there would be any effect for the Bayshore gate as he didn't think the majority of Bayshore drivers were MacDill employees. Secretary Gwynn mentioned that MacDill had approached FDOT about widening Dale Mabry to relieve traffic, but it was determined that the road was fine it was the security protocol at the Dale Mabry-MacDill gate was causing the back up of traffic. There was no further discussion.

IV. Finance & Accounting Committee – Commissioner Lesley Miller, Chair

Ms. Amy Lettelleir began by saying THEA as been exploring the potential for refunding . The 2012A bonds have been monitored for six to eight months with the dropping in interest rates. Although nothing can be done with the tax-exempt advance refund due to changes in the Tax-Exempt laws, it may be the right time to sell the taxable ones. Ms. Lettelleir then introduced Mr. Brett Wilder, THEA's financial advisor from PFM to continue.

Mr. Wilder stated the slide shown was a snapshot of THEA's existing debt. The series 2012A bonds have a call date of July 1, 2022, while the other series are listed. The focus is on the 2012A bonds as the others are not efficient candidates for refunding. Different techniques were discussed with Ms. Lettelleir and Mr. Waggoner and the taxable advance refunding of the 2012A series has the least moving parts and the least risk of pricing to settlement, in addition to providing sufficient savings to THEA.

The next slide showed the tax-exempt rates, which per Mr. Wilder, were changing constantly. The Municipal Bond Interest Rate graph showed the average rates and the current rates. The tax-exempt interest rates over the past two years are 100 basis points lower than the past. 51:11

VII. ADJOURNMENT

There being no further business to come before the Board Committee Meetings as a Whole, the meeting was adjourned at 2:28 p.m.

APPROVED: _____
Chairman: Vincent J. Cassidy

ATTEST: _____
Vice Chair: Bennett Barrow

DATED THIS 9th DAY OF March 2020

DRAFT

Tampa-Hillsborough County Expressway Authority
Minutes of April 6, 2020 Virtual Board Meeting
1104 E. Twiggs Street
Tampa, FL 33602

The Tampa-Hillsborough County Expressway Authority held a virtual public meeting at 1:30 p.m. on April 6, 2020 based in the Authority's Transportation Management Center, 1104 E. Twiggs Street, Tampa, Florida. The following were virtually present:

BOARD:

Vincent Cassidy, Chairman
Bennett Barrow, Vice Chairman
Danny Alvarez, Secretary
Shaun Oxtal, Member
FDOT D-7 Secretary David Gwynn, Member

STAFF:

Joe Waggoner, Amy Lettelleir, Robert Frey, David May, Sue Chrzan, Rafael Hernandez, Man Le, Max Artman, Carl Shack, Brian Ramirez, Julie Aure, Shari Callahan, Diane Stull, Judith Villegas. Elizabeth Gray, Anna Quiñones, Andrew Laflin, Chaketa Mister, Debbie Northington

The following registered to attend the virtual meeting:

ARCADIS

Ranzy Whiticker

ATKINS

Amanda Cerchiara

BALLARD PARTNERS

Todd Josko, Carlos Ramos

BANK OF AMERICA SECURITIES

Jim Calpin, Coleman Cordell, Tom Cai, Amanda Schlang, Doug Draper

BARBERSHOP

Daniel Feliciano

BAY NEWS 9

Joey West

**BAYSHORE GARDENS NEIGHBORHOOD
ASSOCIATION**

Rusty Carpenter

BRYANT MILLER OLIVE

Duane Draper

CDM SMITH

John Melendez

CITY OF TAMPA

Danni Jorgenson, Stephen Benson, Ian Whitney

CONTRACT FURNITURE, INC

Darla Vegenski

CURRENT MARRIOTT HOTEL

Ventala Graham

DRMP, INC

Leo Rodriguez

FEDERAL DEVELOPMENT, INC

Wayne McClain

GANNETT FLEMING

Stanley Weiss

HNTB

Jim Drapp, Al Stewart

HUD

David Olson

INFOTECH DESIGN SOLUTIONS

Steven Williams

JBP

Phil Shasteen

J P MORGAN

Jim Cook, Ben Djiounas, Nathaniel Johnson

MAGICAL BRANDS

Eric Ortiz

METROPOLITAN PLANNING

**COMMISSION-CAC
MIMS CONSTRUCTION
NELSON MULLINS
PARSONS
PATEL GREENE AND ASSOCIATES
PFM FINANCIAL ADVISORS
PLAYBOOK PR:
PORT TAMPA BAY
QUENCH MEDIA
QUEST CORPORATION
RBC CAPITAL MARKETS
RS&H INC**

**SOUTH SELMON
STUDY HALL RESEARCH
SUNPASS
THE BOND BUYER
THE DUNCAN COMPANIES
TRANSPORTATION POLICY
CONSULTANTS LLC
WELLS FARGO SECURTIES
WGI
WSP
USF – CENTER FOR URBAN
TRANSPORTATION RESEARCH
WTSP**

Clifford Reiss
Jeffrey Amos
Joseph Stanton
Mario Nuevo
Laura Herrscher
Brent Wilder, Hope Scarpinato
Sally Dee, Sarah Lesch
Lynn Reece

Diane Hackney, Kathy Putnam
Thomas Carlson
Douglas Reed, Michael Coleman, Richard Tillery,
Chris Dailey
Daylines Marrero, Keith S
Rob Iles
Weuler Ribeiro
Shelly Sigo
Ronnie Duncan

Stephen Reich
John Generalli
Kimberlee DeBosier
Christina Kopp

Sisinnio Concas
Heather Bailey, Christina Louv, Eric Burks

Registered to attend but have no company affiliation:

Joshua Rodriguez, Kasmael Smith, Reginald
Roundtree, Manolin Cordero, William Swift,
Theresa Collington

I. CALL TO ORDER

Chairman Vincent Cassidy called the meeting to order at 1:42 p.m. At that time, the Chairman recognized General Counsel, Amy Lettelleir to address the meeting.

Ms. Lettelleir began by stating that the Tampa-Hillsborough County Expressway Authority (THEA) is an agency of the state and shares certain powers conferred by law on other state governmental bodies. As such, the Authority has policies and procedures in place for Board Meetings that are similar in nature to those specifically set forth in Florida Statutes for counties and municipalities.

To the extent the Authority's policies are inconsistent or more restrictive than those placed on other governmental entities specifically included in Executive Order No. 20-69, it is my recommendation that the Board vote to suspend policies requiring an in person presence for a quorum to be met and any requirement for a physical address for attendance. Additionally, it is

my recommendation that the Board approve a policy to utilize communications technology as provided in Executive Order NO. 20-69. Ms. Lettelleir also noted that all procedures for in-person Board Meetings have been followed. Ms. Lettelleir also noted that all procedures for in-person Board Meetings have been followed.

The Chairman called for a motion to approve, which was made by Mr. Oxtal and seconded by Mr. Barrow. There was no discussion; the vote was taken by roll call of the Board Members, but Secretary Gwynn did not vote. All other Members voted in favor of the motion to approve this meeting. The motion carries.

Following Ms. Lettelleir, the Chairman, recognized, Executive Director Joe Waggoner for an update on THEA's business.

Mr. Waggoner began with a status report of THEA and described the three immediate goals of THEA, which are to:

- Keep THEA employees safe while maintaining the facilities for the safe and efficient use by THEA customers
- Keep all current major construction and preservation work moving
- Start new work within THEA's financial means. Add new work and jobs to help with an economic recovery for our region.

Mr. Waggoner further elaborated on each goal, beginning with keeping employees safe. THEA was designated an essential service and as such, follows State, DOT, and Local Coronavirus Guidelines and since March 20, 2020, the THEA staff is working remotely, but are allowed to come to the office as needed, following safe distance guidelines. This includes THEA staff and TransCore staff, while Maintenance and Operations field technicians are working, and the Toll-By-Plate image processing is working remotely, from home primarily. Florida's Turnpike Enterprise is waiving the \$2.50 invoice fee on Toll-By-Plate. THEA's collection's agent, CPA, has its employees working from home and in-office following safe separation guidelines. Walk-in service is closed. CPA has stopped placing new registration holds on past-due invoices until further notice. As of March 17, the Reversible Express Lanes will remain in the east-bound mode until further notice, which frees a few City of Tampa employees. The Road Rangers will remain on the road to assist our customers.

To keep all major construction and preservation work moving, contractors are authorized to provide essential functions connected with road and bridge maintenance and construction activities. The construction activities continue with the Selmon West Extension and the Selmon Safety projects, as they are fully funded. Renewal and replacement projects underway are also fully funded and are continuing. Contractors have been given additional lane closure times to take advantage of the low traffic volumes.

Addressing the third item, Mr. Waggoner showed a graph which indicated the effect the pandemic has had on Traffic. With the decline starting about March 11, 2020, the revenue was down over 50% below normal by the end of March. The next slide featured the Debt Service Coverage (DSC) ratios of financial health. With updated information, Mr. Waggoner stated that THEA managed a 1.5X DSC ratio, and the bond covenants required a 1.3 DSC ratio. The March numbers were in and the numbers were about \$1 million higher at the end of March, rather what than the chart showed,

which was as of March 15, 2020. Mr. Waggoner explained this meant THEA was at a 1.39 DSC. THEA has met its debt service coverage ratios and to meet the need 1.5 management debt service coverage ratios, only 19% of indicated revenue would be needed versus what it was last year.

THEA has adequate revenues in hand to complete all the current contracts underway. Over the next few weeks, a draft FY2021 budget to be presented at the May 4, 2020 Committees as a Whole meeting. The Chairman asked if Mr. Waggoner thought that THEA would be in violation of covenants at the end of FY2020. Mr. Waggoner replied THEA would not be in violation. The Chairman confirmed this was because of strong revenues at the beginning of the year and asked that Mr. Waggoner update the status and what it would take if there was a prolonged time of the current situation, potentially putting the covenants in violation. Mr. Waggoner agreed.

There were no public presentations.

II. CONSENT AGENDA

Before the approval of the consent agenda, the Chairman asked the Board Members if there were any items which should be stricken from the Consent Agenda. There being none, the Chairman continued with the Consent Agenda approvals.

A. Approval of the Minutes of the January 27, 2020 Board Meeting

A. Task Orders –

- 1. Clifton Larson Allen – Temporary Financial Consultant - \$95,000**
- 2. NOFO Support – HNTB PR – Maximum \$80,000**
- 3. Miscellaneous Planning & Traffic Services – Traffic Counts and Reports - (CPMP HI-0031-P-106) - RS&H \$79,623.11**
- 4. Miscellaneous Planning & Traffic Services – ITS Sketch Plan – (CPMP HI-0089-P-49) - WSP \$49,611.74**

The Chairman called for a motion to approve the Task Orders, which was made by Mr. Oxtal and seconded by Mr. Barrow. There was no discussion; the vote was taken by roll call of the Board Members. Secretary Gwynn was not able to vote. All other Members voted in favor of the motion to approve all items of the Consent Agenda. The motion carries.

III. DISCUSSION/ACTION ITEMS

FY22 Revenue Sufficiency Certificate – Amy Lettelleir, Staff

Ms. Lettelleir previously presented the following to Commissioner Miller, who was unable to attend the meeting. The Commissioner requested it be known that he is in full support of what THEA is asking the Board to approve today and apologized for not being able to attend.

In years past, THEA adopted a Revenue Sufficiency Resolution in March. Pursuant to Section 5.07 of the Master Bond Resolution, the Authority reviews the financial condition of the Expressway

System and its debt service in order to estimate whether Net System Revenues for the following Fiscal Year will be sufficient to comply with the Authority's Toll Covenant. The Toll Covenant requires the Authority to set Toll Rates so that Net System Revenues shall be sufficient to pay 130% of the Annual Debt Service Requirement and sufficient enough to pay 100% of the total OM&A budget and other required deposits. Typically, the Authority will pass a resolution wherein the CFO certifies that the coverages are there. The CFO relies on a sufficiency letter from the Traffic and Revenue Engineers to make that statement. A few weeks ago, we were prepared to present our usual resolution, however our Traffic & Revenue (T&R) Engineers are no longer able to give an unqualified certification letter as the COVID 19 pandemic has clearly changed our traffic and revenue numbers.

Per the Master Bond Resolution, if the CFO cannot certify the future fiscal year's revenues will be sufficient enough to cover debt service and OM&A at the ratios required, the Authority will work with its T&R Engineers to establish toll rates that will allow the Authority to meet the coverages required by the Toll Covenant.

To that end, THEA is working with Stantec, the Traffic and Revenue Engineers and established a series of monitoring actions by collecting Daily Data as available on:

- Transactions on the Selmon Expressway
- Federal, State, and local declarations regarding travel restrictions
- Transactions on similar toll roads across the US to determine timing of stabilization trends
- Economic indicators including employment and unemployment levels, layoffs, and similar data
- Weekly check-ins between Stantec and THEA to discuss emerging trends and continuously updating next steps

The Board will be provided with the information gained from the monitoring and THEA will work to develop a toll schedule that enables THEA to attain the ratios required by the Master Bond Resolution. July 1, 2020 is currently targeted as the date for presenting the toll schedule, subject to changes in circumstances between now and July 1.

Ms. Lettelleir asked if there were any questions. The Chairman stated no motion was required and again asked if any clarification was needed. With no questions, the Chairman moved to the next item.

Disclosure Counsel Services – Amy Lettelleir, Staff

Ms. Lettelleir stated the purpose was to select a firm to provide all services and duties customarily and usually performed by disclosure counsel. The funding would be from bond proceeds.

Ms. Lettelleir requested the Board to approve selection of the recommendations and rankings per the Evaluation Selection Committee. Bryant Miller and Olive scored the highest with a total of 277 points. Also requested was the Board to authorize and direct staff to execute a contract with the top ranked firm. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm, if necessary. Contract execution is subject to final review and approval of THEA General

Counsel. Finally, Ms. Lettelleir requested the Board's approval to negotiate and execute a push-button contract with the second through sixth ranked firms.

The Chairman called for a motion to approve the Bond Counsel firm and execute the contracts, which was made by Mr. Oxtal and seconded by Mr. Barrow. There was no discussion; the vote was taken by roll call of the Board Members. Secretary Gwynn could not hear the presentation and declined to vote. All other Members voted in favor of the motion to approve all items regarding Bond Counsel services. The motion carries.

Adoption of the Fourth Supplemental Revenue Bond Resolution – Amy Lettelleir, Staff

Ms. Lettelleir stated that at the Board Workshop last month an update on a potential Taxable Advance Refunding of the Authority's Series 2012A Bonds was presented. The purpose of this action item is as follows:

The Fourth Supplemental Resolution sets forth the specific terms and conditions of the Series 2020 Bonds and authorizes the execution and/or delivery by authorized officers of the Authority of:

- A Preliminary and final Official Bond Statement
- A Bond Purchase Agreement
- A Disclosure Dissemination Agent Agreement
- A Paying Agent and Registrar Agreement; and
- An Escrow Deposit Agreement.

The Fourth Supplemental Resolution authorizes the sale of the Series 2020 Bonds by negotiated sale. The requested action by the Board was the adoption of the Fourth Supplemental Bond Resolution authorizing:

- (1) the issuance of the Authority's Series 2020 Bonds in one or more series for the purpose of advance refunding all or a portion of the Authority's outstanding Series 2012A Bonds and to finance all or a portion of the acquisition, construction and equipping of certain capital improvements to its Expressway System, as further described in the Fourth Supplemental Bond Resolution;
- (2) authorizes the Authority's Chairman, Vice Chairman or Executive Director to execute and/or deliver the forms of the Preliminary and Final Official Statements, the Bond Purchase Agreement, the Disclosure Dissemination Agent Agreement, the Paying Agent and Registrar Agreement and the Escrow Deposit Agreement all, with such changes to the attached forms of documents as shall be approved and authorized by the Chairman, Vice Chairman or Executive Director.

The Chairman called for a motion to approve the resolution, which was made by Mr. Oxtal and seconded by Mr. Barrow.

The Chairman ask Ms. Lettelleir about the capital improvements and Ms. Lettelleir stated that this matter would be back to the Board before issuance.

There was no further discussion; the vote was taken by roll call of the Board Members. All Members voted in favor of the motion to approve the adoption of the Fourth Supplemental Revenue Bond Resolution. The motion carries.

REL CEI Contract – Judith Villegas, Staff

Ms. Villegas introduced herself and the item coincides with the REL lighting project and stated that the purpose of this item was to authorize the signature of the CEI contract with Atkins to provide construction engineering and inspection services for the entire REL Aesthetic Lighting project. Atkins was selected in accordance with THEA Procurement Services and the contract negotiations were finalized for an amount of \$590,566, of which \$375,000 has been approved by the Board. The funding of the \$590,566 is from the Capital Budget. Ms. Villegas requested the Board to authorize the Executive Director to sign the REL CEI contract in the amount of \$590,566

The Chairman called for a motion to authorize a contract, which was made by Mr. Oxtal and seconded by Mr. Barrow. There was no discussion; the vote was taken by roll call of the Board Members. All Members voted in favor of the motion to approve the REL contract. The motion carries.

Project Development & Environment (PD&E) Nebraska Avenue – Bob Frey, Staff

Mr. Frey stated this item was to provide Project Development & Environment (PD&E) study for Nebraska Avenue to evaluate the needs, costs, and effects of constructing improvements which will increase the traffic capacity on Nebraska Avenue from south of Twiggs Street to Cass Street. This project will help with the REL turn lanes onto Twiggs. Funding would come from the Capital Budget, not to exceed \$2.6 million.

The project will go on Nebraska from just north of Cass to Kennedy Blvd. and will also be on Twiggs from THEA to the courthouse. The projects will work to relieve the queueing issues on the REL.

Mr. Frey requested the Board approve selection of the recommendations and ranking per the Evaluation Selection Committee. The top ranked firm was RS&H with a total score of 273. Also requested from the Board was to Authorize and directs staff to negotiate and execute a contract with the top ranked firm. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm. Contract execution is subject to final review and approval of THEA General Counsel and would not exceed the Capital Budget of \$2.6 million

The Chairman called for a motion to approve and execute the requests, which was made by Mr. Oxtal and seconded by Mr. Barrow. There was no discussion; the vote was taken by roll call of the Board Members. All Members voted in favor of the motion to approve the PD&E study. The motion carries.

Analysis of Economic Impact and Benefits of the FY2020 Work Program and of THEA's Strategic Plan – Bob Frey, Staff

Mr. Frey said it was the time of the year when THEA updates its strategic plan. CUTR will perform a study to provide support to THEA's Strategic Planning efforts by updating the analysis

on the economic contribution of THEA system, operation, and infrastructure investments. This analysis will assess the economic contribution of the Selmon Expressway System to the local community by evaluating the residential, business, and developmental impacts to the Tampa Bay economy. In addition, CUTR will estimate the economic impacts and benefits associated with THEA's Work Program. The funding would come from the Capital Budget, not to exceed \$181,000.

Mr. Frey requested that the Board to authorize two task work orders for the Economic Analyses performed by CUTR in an amount not to exceed \$181,000.

The Chairman called for a motion to authorize CUTR to complete an economic study, which was made by Mr. Oxtal and seconded by Mr. Barrow. There was no discussion; the vote was taken by roll call of the Board Members. All Members voted in favor of the motion to approve the authorization of Economic Analyses performed by CUTR. The motion carries.

IV. EXECUTIVE REPORTS

A. Executive Director (Joe Waggoner)

Mr. Waggoner presented the contract renewal and expiration report. The renewal options for the contracts with the Johnson, Miriman & Thompson and the WSP would be renewed. The contract for RK&K would not be renewed upon expiration, as it was no longer needed.

Mr. Waggoner presented the SBE report. The FY2019 growth was highlighted, which was a 16% increase over FY 2018. The program has grown strongly.

The Toll Index report was in the package for the Board review. The Chairman asked if Mr. Waggoner would be speaking to each Board Member individually. Mr. Waggoner indicated yes and continued by stating that the normal index rate is a 2.5% index per year. A different concept was discussed in the last workshop where the differential rate on the toll by plate would be changed to reflect the actual cost and only index that amount to hit our revenue forecast amount for FY21. Mr. Waggoner stated that given current events, it was decided to take a more conservative approach. THEA would be indexing base SunPass rates across the board and instead of raising the differential to cover costs plus index value, the raise would only cover costs, going from \$0.25 to \$0.36 per toll. This was based on the detailed study which was presented at the earlier workshop. Board members were welcome to contact Mr. Waggoner directly regarding the toll index.

B. General Counsel (Amy Lettelleir, Esq.)

There was no report.

C. Chairman (Vincent Cassidy)

The Chairman stated that upcoming meetings until further notice would be held virtually

V. ADJOURNMENT

With no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:13 p.m.

APPROVED: _____
Chairman: Vincent J. Cassidy

ATTEST: _____

DATED THIS 27th DAY of JANUARY 2020

DRAFT

HNTB PR 20200XXX
HI-140 C-05

III C 1

2019-2020 Twiggs Street CEI Procurement, PM & Const Support (7/1/19 - 6/30/20)
Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide design review, and Project Management support to meet the requirements of THEA to obtain CEI services and support construction of the Twiggs Street Improvements project.

Scope

Services to be performed include:

1. Assist THEA staff in obtaining CEI for the Twiggs Street Improvements project.
2. Coordinate with THEA contracts staff throughout the process.
3. Prepare RFB, review proposals and assist in contract negotiations.
4. Provide construction support services for the project.
5. Provide Project Management and Quality Control support throughout the process.

Services from 5/1/20 - 7/30/21.

SUMMARY FEE SHEET																						
ATTACHMENT "A"																						
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority		HNTB PR 20200XXX																				
GEC CONTRACT NO. HNTB PR 20200XXX		2019-2020 Twiggs Street CEI Procurement, PM & Const Support (7/1/19 - 6/30/20)																				
HI-140 C-05																						
PRIME CONSULTANT: HNTB Corporation																						
ACTIVITY		Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate		
		Man Hours	Hourly Rate \$ 131.13	Man Hours	Hourly Rate \$ 125.02	Man Hours	Hourly Rate \$ 88.78	Man Hours	Hourly Rate \$ 64.16	Man Hours	Hourly Rate \$ 50.16	Man Hours	Hourly Rate \$ 41.50	Man Hours	Hourly Rate \$ 37.17	Man Hours	Hourly Rate \$ 23.69	Manhours By Activity	Salary Cost By Activity			
Twiggs Street CEI Procurement, PM & Const Support		5	\$655.65	52	\$6,501.04	50	\$4,439.00	60	\$3,849.60	100	\$5,016.00	101	\$4,191.50	101	\$3,754.17	104	\$2,463.76	573	\$30,870.72	\$53.88		
Total Man Hours		Total Salary [(MHxHR)]		5	\$655.65	52	\$6,501.04	50	\$4,439.00	60	\$3,849.60	100	\$5,016.00	101	\$4,191.50	101	\$3,754.17	104	\$2,463.76	573	\$ 30,870.72	\$53.88
		Basic Activities Maximum Limiting Fees (Salary Costs)																		\$30,870.72		
		Cost Elements & Additives																				
		(a) 2.84 Multiplier																		\$87,672.84		
Direct Expenses		7.51%		\$ 2,318.39		SUBTOTAL (Cost Elements applied to Basic Activities Fee):														\$87,672.84		
		(d) Direct Reimbursables																		\$2,318.39		
		Total Project Cost:																		\$89,991.24		
		Maximum Limiting Amount:																		\$90,000.00		

Memorandum

TO: Joe Waggoner, Executive Director
Amy Lettelleir, General Counsel
Bob Frey, Director of Planning and Innovation
TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY

FROM: Lisa Barkovic, Senior Policy Advisor
Joel Roberson, Partner
Mike Friedberg, Partner
HOLLAND & KNIGHT LLP

DATE: May 7, 2020

RE: Proposed Scope of Work/Contract P- 00719-HK

This memorandum provides a proposed scope of work for Holland & Knight to support the Tampa Hillsborough Expressway Authority (THEA) to continue its leadership role in supporting the creation of a safe, efficient and next generation roadway. THEA is already leading the country in the adoption of innovative transportation technology, including its Connected Vehicle Pilot Program. This scope of work is in response to THEA's 2019 Miscellaneous Emerging Technologies Expanded Letter of Interest request in which Holland & Knight was selected as one of the top qualified firms and is designed to assist THEA to expand its advantage in innovative transportation technology to become one of the premier multi-modal transportation hubs in the country.

This scope of work includes three components for which we will hourly bill and capped at \$60,000 annually):

- 1. Task A: Provide Daily Policy Support:** Provide legislative & regulatory policy support as needed for THEA projects to include daily monitoring of Congressional legislative news, U.S. DOT grants/funding opportunities and regulatory action on emerging issues. Provide policy analysis and strategic guidance to support THEA's innovative initiatives, potentially including THEA's Bus Toll Lane concept. Approximately \$20,000 in hourly billings.

Team Rate Chart for Task A – Approximately \$20,000

Team Member	Title	Billing Rate
Lisa Barkovic	Senior Policy Advisor	\$560

Jenny Busby	Legislative Assistant	\$210
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2. **Task B: Provide Online/In-Person Presentation to Executive Leadership:** Holland & Knight will craft a presentation specific to THEA and the development of properties for future transportation initiatives. Will provide overview of process, phases of development, funding opportunities consistent with federal, state and local rules, and innovative revenue potential. Approximately \$20,000 in hourly billings.

Team Rate Chart for Task B

Team Member	Title	Billing Rate
Joel Roberson	Partner, Co-Chair of Autonomous Vehicle Team	\$775
Mike Friedberg	Partner	\$755

3. **Task C: Arrange & Attend Meeting with WMATA for THEA Leadership:** Holland & Knight will arrange a high-level and key meeting with WMATA for THEA. This will include scheduling, and other preparation work needed for visit including advanced discussions, and preconference. Approximately \$10,000 in hourly billings.

Team Rate Chart for Task C

Team Member	Title	Billing Rate
Tom Davis	Partner, Former Member of Congress from Northern Virginia	\$1620
Mike Friedberg	Partner	\$755

Holland & Knight Qualifications

Holland & Knight is uniquely positioned to assist THEA in seizing opportunities and overcoming challenges for new innovative and autonomous transportation technologies. Unlike most law firms, we have deep domain knowledge in the disruptive vehicle technology industry *and* in the legacy transportation sector. From Silicon Valley startups to infrastructure powerhouses, our lawyers and senior professionals have decades of experience in helping clients achieve their goals within the highly regulated legal and regulatory framework for transportation and infrastructure. We have an insider's perspective on what it takes for clients to compete in today's marketplace.

Holland & Knight's deep understanding of the Tampa, Florida and U.S. transportation systems and regulations will allow us to successfully accomplish the scope of work contained herein. Holland & Knight's Autonomous Transportation Team is helping our clients define the future of automated transportation issues as new legal, policy and regulatory frameworks are being written. Holland & Knight serves as an extension of your team to position THEA to take advantage of opportunities that will improve the safety and efficiency of a next generation transportation system.

The strength and power of local governments is at the core of Holland & Knight's Public Policy & Regulation practice. Our Local Government Advocacy Team has an extensive and successful

track record representing cities, counties, and other municipal entities across the United States. We are well known for our strength in coalition building, developing support from diverse stakeholders to help meet our client's objectives.

Our team is comprised of many accomplished professionals who know how to effectively advocate for clients. The team includes former members of Congress, local government officials, chiefs of staff and committee staff directors from Capitol Hill, as well as former White House, department and agency officials, among other former Hill and agency staff. Our team has a deep understanding of local government pressures and needs, how to position clients, and what it takes to be successful on their behalf. Our depth of knowledge, paired with our experience in advancing project and policy priorities, enable us to function as a seamless, integral part of your team. Bios are attached for Lisa Barkovic, as well as other H&K team members who will be included in the engagement.

Additional Information For Scope of Work

1. Task A: For Policy Monitoring Support for THEA projects and meetings, H&K will perform the following:

- **Prepare Funding and Policy Strategies:** After consultation with THEA, H&K will discuss the federal opportunities for THEA's priorities, covering grants, authorizations, appropriations and administration regulatory initiatives; 2) outline the strategic factors, approaches and timelines for each priority; and 3) discuss the metrics of the priorities (e.g., jobs, economic impacts) and community and business support.
- **Provide Monthly Activity Reports:** We will provide a monthly activity report and additional communications including our weekly Eyes on Washington and grants notification newsletter. Reports will include the status of legislative, regulatory, and public affairs initiatives we are addressing for THEA.
- **Monitor Federal legislation & Draft legislative materials:** Prepare issue fact sheets and justification materials for each of your funding priorities briefing materials and talking points and arrange key congressional and Administration meetings for THEA. We will maintain constant contact with THEA on strategic implementation, adjusting strategy as political and legislative factors evolve.
- **Leverage THEA Connect Vehicle Investment for Future Funding:** THEA has distinguished itself in the implementation of the Connected Vehicle Pilot Program. As the initial funding winds down, Holland & Knight can assist THEA to position for new federal, state and local funding to continue the funding support for this project.

2. Task B: Presentation for THEA Executive Leadership Team:

Transportation in the 21st century is going through revolutionary change as transportation and technology converge in unprecedented ways. The potential benefits of innovative transportation technology – safety, reduced congestion, increased fuel efficiency, and reduced costs, among others – demonstrate the potential disruption the technology could have on the auto, maritime, aviation, rail, public transit and other industries. As THEA owned property becomes available

for development, THEA will like to investigate how such strategically placed parcels can provide transportation benefits to the community and potentially open new revenue sources for the Authority.

Holland & Knight will provide a presentation to THEA to assist in conducting strategic planning for short-, mid- and long-term transportation priorities, including how to best utilize THEA assets to better meet the Authority's transportation mission. Holland & Knight brings value to this strategic planning process based on our experience with transportation agencies across the country and our deep understanding of federal priorities and contract vehicles for funding new demonstration projects.

Through the presentation, H&K will help THEA think through partnerships and community redevelopment in a way that meets THEA's strategic plan. Based on our experience, the future will require multi-modal solutions. It is also smart to avoid expensive physical infrastructure as transportation continues to evolve so digital infrastructure is becoming equally as important – and in many cases cheaper than physical infrastructure alternatives.

As THEA considers new development projects, Holland & Knight will provide strategic advice and counsel regarding the optimal use based on national trends in transportation. For instance, we are already starting to see a reduction in the amount of parking that is being developed in New Start projects and communities anticipate the change in behavior driven by ride-sharing and autonomous driving systems. In addition, many communities are starting to prepare for an increasingly urban aerial environment where flying cars might become part of the multi-modal future. The federal government is increasingly focusing its transportation dollars on projects that connects roads and bridges to rail, autonomous vehicles and the potential of urban air mobility.

Holland & Knight is involved in the development of an infrastructure package that might begin to move as an economic recovery package to help put Americans to work after the economic impact of COVID-19. This infrastructure package could create numerous opportunities for THEA that we will assist you to anticipate, influence, and take advantage of once complete. By staying ahead of the latest innovative transportation trends, Holland & Knight will ensure that THEA's development projects are designed to achieve the greatest policy and funding benefits.

Fees and Billing

We record and bill our time in one-tenth hour (six minute) increments; however, the minimum time that is normally billed for the total of an individual consultant's activities on a matter in a single day is three-tenths of an hour.

Out-of-Pocket Expenses. Our statements will include out-of-pocket expenses that we have advanced on your behalf and our internal charges for certain support activities. Advanced expenses generally will include such items as cab receipts, and travel. All travel expenses are to be reasonable (*e.g.*, first class fares are prohibited) and preapproved by THEA.

Billing. We bill periodically through-out the engagement for a particular matter and our periodic statements are due when rendered. If our fees are based primarily on the amount of our time devoted to the matter, our statements will be rendered monthly. We will work with you to

determine whether end-of-month or mid-month is preferable for you. Our statements contain a concise summary of each matter for which consulting services are rendered and a fee is charged.

Questions About Our Bills. We invite you to discuss freely with us any questions that you have concerning a fee charged for any matter. We want our clients to be satisfied with both the quality of our services and the reasonableness of the fees that we charge for those services. We will attempt to provide as much billing information as you require and in such customary form that you desire, and are willing to discuss with you any of the various billing formats we have available that best suits your needs.



NOTICE OF INTENDED DECISION

Date: May 01, 2020

Project: REL Construction of Aesthetic Lighting ~ ITB O-00320

On April 30, 2020, two bids were received for the above referenced project. The bids and bid amounts were received from the following firms:

<u>Firm Name</u>	<u>Bid Amount</u>
Highway Safety Devices	Base bid = \$5,184,919. Alternate bid = \$3,297,797.
Ion Electric/Conti	Base bid = \$7,491,661. Alternate bid = \$4,186,930.

Note: Base Bid includes:

- Lighting fixtures on the bridge piers
- Bracket arm and fixture supports
- Retaining wall lighting fixtures
- All controllers, load centers, ITS connections, conduit, and wiring

Bid Alternate includes:

- Additional aesthetic lighting fixtures to illuminate superstructure
- Additional pier wiring to accommodate additional fixtures

After a thorough review of the bids' responsiveness, the Tampa Hillsborough County Expressway Authority staff intends to recommend approval and award of a contract to **Highway Safety Devices** at the Authority Board Meeting scheduled for May 18, 2020.

All notices are posted on the Authority's website (www.tampa-xway.com) and on the DemandStar system. For questions regarding this notice, please contact the Authority's Procurement Manager, Man Le, Man.Le@tampa-xway.com .

May 06, 2020

Rafael Hernandez
Tampa-Hillsborough County Expressway Authority
1104 E. Twiggs, Suite 300
Tampa, FL 33602

Scope of Work: Task Order 5 - Delinquent Toll Account Collections Services Procurement and Delivery Support

I. Task Description

Milligan Partners' (the "Consultant") Scope of Work (the "Work") under Task Order #5 will support the Tampa-Hillsborough County Expressway Authority ("THEA" or the "Client") to procure a new provider of Delinquent Toll Account Collection Services.

The Consultant's Work will include the following project phases:

- A. Bid Package Preparation
- B. Proposal Evaluation Support
- C. Implementation Oversight

The following Work breakdown is proposed for the phases.

- A. **Bid Package Preparation.** The Consultant will review the existing bid package, coordinate with THEA Operations and Legal teams for the development of the updated bid package, evaluate and incorporate industry best practices, and lead development of the Bid Package to procure a Delinquent Toll Account Collection Services provider. **This phase concludes with the delivery and approval of the Bid Package to be advertised by THEA.**
- B. **Proposal Evaluation Support.** The Consultant will support THEA staff through the advertisement period of the RFP. The Consultant will augment any existing proposal review framework, provide best practice recommendations, review vendor questions and provide suggested answers, and support proposal evaluation as directed. **This**

phase concludes in the selection of the most qualified bidder and a scoring summary letter.

- C. **Implementation Oversight.** The Consultant will provide support following award and execution of the new Delinquent Toll Account Collection Services contract up through implementation. The Consultant will oversee the vendor's compliance of the contract terms, conditions, technical requirements and business processes. This includes support for all integration and testing as defined by the contract and the vendor's project delivery documentation. The Consultant will observe the system go-live for application of customer service activities, data processing, invoicing, and payment processing. The Consultant will either provide onsite or offsite support to monitor, validate, verify, and report on the ongoing performance of the new vendor. **This phase concludes with the successful operations of the vendor's systems and staff processing delinquent toll account revenues.**

II. Deliverables

- A. Weekly Meeting Agendas and Minutes
- B. Draft Bid Package
- C. Final Bid Package
- D. Request for Proposal Vendor Questions Addendums
- E. Recommendation Letter for Most Qualified Proposer

III. Project Schedule

The Consultant will begin work upon informal execution of the Work per email authorization. The estimated schedule includes:

- A. Bid Package Preparation: NTP issued the week of May 18th and concludes with a package delivered the first week of June for collaborative review.
- B. Proposal Evaluation Support: Advertisement of Bid Package begins early June and is concluded and recommendation prepared for the July 27th Board Meeting.
- C. Implementation Oversight: Contract negotiations begin directly following the July Board Meeting with a system/operations go-live scheduled for August 31st. The work concludes at the end of September.

A detailed Work schedule shall be delivered to THEA seven days following the Notice to Proceed (NTP). The schedule roughly includes 18 weeks' worth of work.

IV. Assumptions

- A. Client will provide timely access to all documentation for the Work.
- B. Consultant will be provided all related documents needed for this work, as requested.
- C. The work will be complete upon acceptance of the final Consultant deliverables and may be extended in time and/or scope at Client's discretion.
- D. The Consultant will invoice on a monthly basis.
- E. Issuance of NTP shall begin no later than June 1st, 2020.
- F. Issuance of the NTP earlier than June 1st, 2020 will provide additional time to prepare and advertise the RFP.
- G. Request for Proposal document will be based on the documents provided by THEA on May 1st, 2020.
- H. The advertisement of the Bid Package does not need Board approval.
- I. The advertisement of the Bid Package includes a 21 business day duration.
- J. No more than 2 addendums will be issued during the advertisement period.
- K. No delays or extensions will be issued during the advertisement period.
- L. Vendor shall develop and deliver all project documentation, and lead all quality and testing efforts.
- M. Document review cycles will be cooperative and interactive in an effort to reduce turnaround times.



VI. The following budget is proposed to conduct the work.

Table 1: Labor Hours and Budget by Person

By Person				
Name	Role	Hourly Rate	Hours	Labor Estimate
Tyler Milligan	Project Manager	\$242.83	434	\$105,388.22
Christine Caruso	Project Support	\$152.64	220	\$33,580.80
Dave DiAngelo	Task Support	\$141.35	328	\$46,362.80
Kevin Ko	Task Support	\$85.00	128	\$10,880.00
		Total	1110	\$196,211.82

Table 2: Labor Hours and Budget by Task

By Task	Labor Estimate
A. Bid Package Preparation	\$38,251.32
B. Proposal Evaluation Support	\$20,958.02
C. Implementation Oversight	\$137,002.48
Total	\$196,211.82

Table 3: Labor Hours and Budget Estimated by Month

Monthly Task Allocation	Labor Estimate
June	\$50,055.64
July	\$32,367.78
August	\$81,848.06
September	\$31,940.34
Total	\$196,211.82

- VIII. The following direct cost table is proposed to conduct the work if travel is needed. This is not factored into the current task budget, however, any travel costs will be billed as a pass-through cost to the project.

Table 4: Direct Costs Table

Single Person Trip	Cost	Quantity	Total Cost
Hotel	\$122.00	1	\$122.00
Food Per Diem	\$61.00	2	\$122.00
Airfare - Estimated	\$400.00	1	\$400.00
Rental Car	\$85.00	2	\$170.00
			\$814.00

VI. A.

Report for the month of: **May 2020**

**CONTRACT RENEWAL
and
EXPIRATION REPORT
(> \$30,000)**

Project Manager	Firm	SBE	Description of Services	Contract Effective Date	Contract Expiration Date	Term of Contract (Years)	Bid / Renew / End
Judith Villegas	Anchor Towing	Yes	Road Ranger Services*	11/1/2013	10/31/2018	5 Years + 3 additional one-year renewal option	Renew (3rd year renewal ~ Nov. 2020 - Oct. 2021)
Judith Villegas	Kisinger Campo & Associates (KCA)	Yes	Misc. Planning & Design	10/17/2016	10/16/2019	3 Years + 2 additional one-year renewal option	Renew (2nd year renewal ~ Oct. 2020 - Oct. 2021)

*Road assistance services to customers of the Selmon Expressway and associated feeder roads maintained by THEA.