

Tampa-Hillsborough County Expressway Authority

Board Meeting Packet

July 22, 2020



1104 E. Twiggs St.  
Tampa FL 33602

**Meeting of the Board of Directors  
July 22, 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](mailto: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., July 17, 2020. Email [Sue@Tampa-Xway.com](mailto: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 June 22, 2020 Board of Directors Meeting**

**B. Task orders – Attachment**

1. HI-0051 C-25 HNTB Community Aesthetic Enhancement Support, \$25,000
2. HI-0164 C-09 HNTB Miscellaneous Paving Construction Support, \$15,000
3. HI-0166 D-02 HNTB Gandy Trail & Park Design Support, \$50,000

**C. Change Order Repair of Himes Bridge and Approach Slab, \$290,000  
- Attachment**

1. Task Order – Contract No. O-00518, South Selmon Expressway Median Safety Improvements, Himes Deck and Approach Slab Emergency Repair - Granite: Approximately \$250,000 (Final Cost to be determined)
2. New Contract – Certified Foundations Inc., Approach Slab Void Repair: Approximately \$40,000 to include Repair and MOT (Final Cost to be determined)

- D. Increase in Funding for Railroad Flaggers with CSX Agreement for the Selmon West Extension - \$208,519. This is a pass-through cost to Kiewit that THEA must first pay to CSX. This Kiewit cost is within the existing budget for the project as awarded. – Attachment**

#### **IV. Discussion/Action Items**

##### **A. Planning Committee – Shaun Oxtal, Chairman**

- 1. Project Development & Environment (PD&E) Nebraska – Attachment – Bob Frey, Staff**

**Purpose:** 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.

**Funding:** Capital Budget – not to exceed \$2,600,000

**Action:** Directs staff to negotiate and execute a contract with RS&H for PD&E services for Nebraska Avenue in the amount not to exceed \$2,600,000. Contract execution is subject to final review and approval of THEA General Counsel.

##### **B. Operations & Maintenance Committee – Bennett Barrow, Chairman**

- 1. Twiggs Street Improvements Design-Build Project – Attachment - Brian Pickard, Staff**

**Purpose:** To procure design-build services for the Twiggs Street Improvements Project including all investigations, design, permitting, coordination, construction activities, and the necessary approvals to complete the project.

**Funding:** Capital Budget

**Actions:** Requests the Board:

- a) Approve the recommendation of the Evaluation Committee to shortlist both Letters of Interest submittals for this project to the next phase of procurement. The two submittals were from:

<b>Firms</b>
Ajax Paving Industries of Florida
Cone & Graham

**2. Construction Engineering Inspection (CEI) Services for the Twiggs Street Improvements Design-Build Project - Attachment – Brian Pickard, Staff**

**Purpose:** To provide CEI services for the Twiggs Street Improvements Design-Build Project.

**Funding:** Capital Budget

**Action:** Requests the Board:

- a) Approve selection of the recommendations and ranking per the Evaluation Selection Committee.

Rank	Firms	Total Score	Average Score
1	EXP U.S. Services, Inc.	278	92.7
2	H.W. Lochner, Inc.	261	87.0
3	KCCS, Inc.	257	85.7

- b) Authorize and direct 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 is subject to review by THEA General Counsel.

**3. Construction Engineering Inspection (CEI) Services for Selmon West Extension (SWE) – Change order No. 2 – Attachment – Brian Pickard, Staff**

**Purpose:** To provide additional funding for CEI services for the SWE Project to cover the costs for the timeframe extension of the SWE project to April 30, 2021.

Original Contract Amount: \$7,003,939

Change Order No. 1: \$4,073,875  
(to reflect the design build services and account for the construction methods and schedule)

Change Order No. 2: \$1,929,651  
(to cover the CEI costs for the extension of the SWE project to April 30, 2021)

Total Changes to date: \$6,003,526

Updated Total  
Contract Amount: \$13,007,465



**Funding:** Capital Budget - \$1,929,651

**Action:** Requests the Board to authorize and direct staff to execute a change order with Atkins for \$1,929,651 to provide CEI services for the Selmon West Extension project to cover the CEI costs for the timeframe extension of the project to April 30, 2021. Should construction continue past that date, THEA will request another addendum for this contract. Contract is subject to review by THEA General Counsel.

**C. Public Affairs and Communications Committee – Danny Alvarez, Chairman**

**1. Marketing and Communications Services - Attachment – Sue Chrzan, Staff**

**Purpose:** To provide innovative communications services that will inform current customers and the public of the Authority activities, assist the Authority in pursuing and implementing its programs and projects.

**Funding:** Operating and Capital Budgets

**Action:** Requests the Board:

- a) Approve selection of the recommendations and ranking per the Evaluation Selection Committee.

Rank	Firms	Total Score	Average Score
1	Playbook Public Relations*	274	91.3
2	Vistra Communications*	251	83.7
3	HCP Associates*	222	74.0

*\*SBE/DBE Certified*

- b) Authorize and direct 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 is subject to review by THEA General Counsel.
- c) Authorize and direct staff to negotiate and execute a push-button contract with the second and third ranked firms. Contract is subject to review by THEA General Counsel.

**D. Chairman – Vincent Cassidy**

**1. Acceptance of the Board Member’s Evaluations of the Executive Director and General Counsel.**

**E. General Counsel – Amy Lettelleir**

**1. Annual Board of Director Officer Elections**

- Chairman
- Vice-Chair
- Secretary

**V. Staff Reports**

- A. Operations & Maintenance – Brian Pickard
- B. Toll Operations – Rafael Hernandez
- C. Finance Update – Amy Lettelleir
- D. Public Affairs & Communications – Sue Chrzan

**VI. Executive Reports**

- A. Executive Director – Joe Waggoner

**1. *Contract close-out report - Attachment***

- B. General Counsel – Amy Lettelleir, Esq.

- C. Chairman

**1. *Upcoming meetings***

- THEA Committees as a Whole – August 10, 2020
- THEA Board Meeting – August 24, 2020

**VII. Old Business**

**VIII. New Business**

**IX. Adjournment**

III. A.  
CONSENT AGENDA

**Approval of Minutes of the June 22, 2020 Board Meeting**

# DRAFT

Tampa-Hillsborough County Expressway Authority  
Minutes of June 22, 2020 Virtual Board Meeting  
1104 E. Twiggs Street  
Tampa, FL 33602

---

The Tampa-Hillsborough County Expressway Authority held a virtual public meeting at 1:31 p.m. on June 22, 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, Sue Chrzan, Rafael Hernandez, Brian Pickard, Man Le, Max Artman, Carl Shack, Brian Ramirez, Julie Aure, Shari Callahan, Diane Stull, Judith Villegas, Elizabeth Gray, Anna Quiñones, Debbie Northington, Lisa Pessina

**The following registered to attend the virtual meeting:**

**BALLARD PARTNERS**

Todd Josko, Carlos Ramos

**BAYSHORE GARDENS**

**NEIGHBORHOOD ASSOCIATION**

Rusty Carpenter

**BOY SCOUTS OF AMERICA**

Samuel Wyness

**BRYANT MILLER OLIVE**

Duane Draper, Alecia Ingram

**CDM SMITH**

John Melendez

**CITIGROUP**

Kevin Dempsey, Anna Ohanian

**CITY OF TAMPA**

Ian Whitney

**DRMP**

Leo Rodriguez

**GEC-HNTB CORP.**

Jim Drapp, Al Stewart

**HDR ENGINEERING**

Steve Ferrell

**JP MORGAN**

Ben Djiounas, Nathaniel Johnson

**JEFFRIES LLC**

Jaimie Scranton

**MEDIA RELATIONS GROUP**

Alicia Gonzalez

**MULLINS MULLINS RILEY**

**& SCARBOROUGH LLP**

Joseph Stanton

**PARSONS**

Thomas Davidson

**PFM FINANCIAL ADVISORS**

Brent Wilder, Hope Scarpinato

**PLAYBOOK PUBLIC RELATIONS**

Sally Dee, Sarah Lesch, Kamila Khasanova

**QUEST CORPORATION OF AMERICA**

Sharlene Lairscey, Sara Shepherd

**RAYMOND JAMES & ASSOCIATES**

Rick Patterson

**RBC CAPITAL MARKETS**

Thomas Carlson

**RS&H**

Douglas Reed, Richard Tillery

**STANTEC**

Pamela Bailey-Campbell, Phil Eshelman, Rick Gobeille

**TRANSPORTATION POLICY  
CONSULTANTS LLC**

Stephen Reich  
Kimberly DeBosier, Glenn Havinoviski  
Christina Kopp

**WGI**

**WSP**

**Registered to attend but have no company affiliation:**

Terrance Bennett, Jim Cook, Lisa Delvarin,  
Christopher Edge, Reynel Figueredo, Ivory Harris,  
Ofelia Ramos Ramirez, Jacob Risener, Jeffrey  
Seward, Doc Watson, Dene Williamson

**CALL TO ORDER**

Chairman Vincent Cassidy called the meeting to order at 1:31 p.m. The Chairman read a letter from Commissioner Miller into the records, which stated:

“Tampa-Hillsborough Expressway Authority Board of Directors:

As you are aware, I am unable to attend today’s board meeting as I have an Emergency Policy Group meeting scheduled today at 1:30 p.m.

Ms. Lettelleir presented the Fiscal Year 2021 Annual Operating Budget to me on Tuesday, June 16, 2020. As the Chairman of the Finance and Audit Committee for the Authority, I recommend adoption of the budget as presented.

Thank you,  
Commissioner Lesley “Les” Miller, Jr.  
Chairman, Hillsborough County Board of County Commissioners  
District 3”

After the letter, the Chairman asked if there were any public comments or presentations. There were no public presentations.

**CONSENT AGENDA**

The Chairman then continued with the Consent Agenda approvals.

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

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

**C. Task Orders –**

1. HI-0080 Software Development Support for CCSS Project. \$59,400
2. HI-0096 Software Development Support for upgrade of THEA’s in-lane toll systems. \$99,990
3. HI-0031-P-33 GEC Support for FY21, HNTB, \$75,000
4. HI-0037-P-13 GIS Annual Support, HNTB, \$45,000

5. HI-0072-P-16 ITS America Task Force Technical Support, HNTB, \$30,000
6. HI-0072-P-56 CV/AV Annual Support, HNTB, \$100,000
7. HI-0118-P-16 GEC Support, HNTB, \$75,000
8. HI-0118-P-17 Traffic Support, HNTB, \$60,000
9. HI-0122-C-08 Selmon West Extension Design-Build Project Construction Management & CEI Support, HNTB, \$840,000
10. HI-0140-D-08 GEC Procurement Support, HNTB, \$50,000
11. HI-0140-D-09 PM/Review Support, HNTB, \$73,095
12. HI-0140-C-09 CEI Procurement Support (FY21), HNTB, \$51,000
13. HI-0140-C-10 Construction CEI PM Support, HNTB, \$70,000
14. HI-00167-P-06 GEC Support FY21, HNTB, \$165,000
15. HI-0031-P-37 Strategic Planning Support, WSP, \$100,000
16. HI-0031-P-38 CPMP Support FY21, WSP, \$100,000
17. HI-0031-P-59 Strategic Blueprint Traffic Study, RS&H, \$50,000
18. HI-0072-P-55 Emerging Technology Support, Siemens, \$100,000
19. HI-0072-P-23 ITS America TF Joint Partnership, ITS America, \$125,000
20. HI-0082-P-29 Toll Finance Analysis, Stantec, \$120,000
21. HI-0089-P-72 Regional Modeling Support (FDOT), RS&H, \$50,000
22. HI-0141-P-10 Traffic Support & PD&E Scenario Planning, RS&H, \$100,000
23. HI-0161-P-19 - MPO Managed Lanes and Tolling Education, Stantec, \$85,000
24. HI-0161-P-21 Site Development Support, WSP, \$50,000
25. HI-0171-C-02 – RSU Service Contract, Siemens, \$80,000

*The Chairman asked for a motion to approve. Mr. Barrow moved and Mr. Oxtal seconded the motion. There was no discussion. A roll call vote was taken, and all Board Members present approved the Consent Agenda items.*

#### **I.V. DISCUSSION/ACTION ITEMS**

##### **A. Audit and Finance Committee – Amy Lettelleir**

##### **Budget – Fiscal Year 2021 (July 1, 2020 – June 30, 2021)**

Ms. Lettelleir mentions that Commissioner Miller in previous discussions recommends approval of the FY 2021 Operating Budget. She stated that the summary of the FY21 budget has slightly changed from the last Committee Meeting as a Whole in May 2019 including small increases in the cost of health insurance that are expected for the calendar year of 2021. Ms. Lettelleir continues to add that there was an additional line item for Toll Operations budget that was approved by the Board from the last meeting. She explains that the budgeted amount for Toll Revenue is a conservative number. The total Operation Maintenance and Administrative proposed budget is \$19,040,102.00 and the projected debt service covered ratio is 1.76.

Ms. Lettelleir requested the Board approve the FY2021 budget.

*The Chairman asked for a motion to approve, again mentioning Commissioner Miller recommending approval. Mr. Oxtal so moved, and Mr. Alvarez seconded the motion. There was no discussion. A roll call vote was taken, and all Board Members present approved the FY21 budget.*

**B. General Counsel – Amy Lettelleir, Esq.**

**1. Commercial Property Coverage Fiscal Year 2021**

Ms. Lettelleir presented the historical cost of the commercial property coverage insurance for THEA's assets showing a decrease in rates since FY2009. She reminded the Board, that the action item presented in last year's board meeting was approved to lock in coverage for two more years. Ms. Lettelleir confirms that the insurance coverage is included in the FY21 Operations and Maintenance Budget. The request to the Board is to authorize and bind the Commercial Property Coverage for FY21 of the amount of \$486,723.

The Chairman requested clarification that it is not increasing more risk in how THEA is insuring, but merely getting better pricing. Ms. Lettelleir confirmed yes and explained that it was to THEA's benefit to lock in the amount for two years last year, as she saw other public entities increase between 10-25% for this year. Furthermore, should the Board approve to the bind the amount requested, Ms. Lettelleir suggested she would investigate into locking in a couple more years thereafter.

*The Chairman called for a motion to approve. Mr. Oxtal moved, and Mr. Barrow seconded the motion. With no further discussion, the vote was taken, and the motion carried.*

**2. Annual Board of Director Officer Elections**

The Board of Director Officer election was suggested by the Chairman to be postponed. Ms. Lettelleir proceeded to request a call to vote.

*The Chairman called for a motion to postpone the officer elections. Mr. Alvarez made the first motion and seconded by Mr. Oxtal. There was no discussion; the vote was called, and the motion carried.*

**C. Planning Committee – Bob Frey**

**1. Adoption of Work Program**

Mr. Frey explained the purpose of the Capital Work Program. It consists of preservation and enhancement projects that will increase the safety, operations, and reliability of the THEA facilities. Mr. Frey presented high level information in the Work Program which includes numbers for the existing fiscal year, budget year and four planning years.

The action is to request the Board of Directors to approve the Fiscal Year 2020-2025 Capital Work Program in the amount of \$660,083,000 for the Capital Budget.

The Chairman questioned if the 20% of the Selmon West Extension project allocation is part of the \$660M. Mr. Frey confirmed that only \$133M is representing a part of the workflow. The Chairman went on further to seek clarification if it is the remaining spent from the initial planned project. Mr. Frey answered yes.

*The Chairman asked for a motion to discuss. Mr. Oxtal so moved, and Mr. Bennett seconded the motion. With no further discussion, a vote was taken, and the motion carried.*

## **V. STAFF REPORTS**

### **A. Construction updates – Jim Drapp, HNTB**

Mr. Drapp noted that the Selmon West Extension (SWE) Project is moving right along schedule. The first slide is showing most of the construction on the interchange that has been completed. The next slide shows a closer view of the interchange. The ramps are complete with the steel tub girders, and decks in place. The next slide, on the west of the railroad tracks, decks still need to be installed. On the segmental bridge, the construction has moved past Westshore Boulevard. All substructure, piers and foundation are complete. By the end of next week, the segmental launching gantry will advance over Manhattan Avenue. Mr. Drapp assured that the project is more than halfway completed. The next slide shows the completed bridge coming from the Gandy Bridge. As of last Friday, three segments out of seven hundred forty-one are left to be casted in the casting yard and should be completed this week. Moving forward, construction workers will be doing more touch-up work and preparing segments to be transported to the project site. The next slide shows most of the work completed on the median west of Westshore Boulevard towards the Gandy Bridge.

The Chairman expressed some observations on his travel from the Gandy Bridge to the SWE project and noticed a blind spot in an area where it may be unsafe for pedestrians to cross. Mr. Drapp reassured The Chairman that he would investigate and will follow-up with a solution.

Mr. Drapp informed the Board with other community enhancement projects that have been completed or on-going. On the next slide, it shows four photos of the Morrison Gateway Project on the overpass on Morrison Avenue. With the design help of the community, it was completed on-schedule. The next slide displays the South Selmon Safety Project. Two photos show one side of the project completed, whereas the other photo showing construction on the median. Further upgrades are still to be done. The project is anticipated to be completed in August. The next slide presents four photos of the East Bound 22<sup>nd</sup> Street off-ramp with work still to be completed and is currently closed. Anticipating completion for tomorrow. The next slide shows two photos at the West Bound 50<sup>th</sup> Street ramp. Due to the heavy truck traffic and the shoving of the asphalt when trucks brake to halt, the asphalt has been replaced with concrete pavement and the project has been completed. This project will also be in conjunction with installing signals at both exit and entrance ramps on 21<sup>st</sup> and 22<sup>nd</sup> street, which will be a great improvement in that area. Along with this project, the mainline of the Selmon local lanes has been resurfaced in the area of the east mainline gantries and replaced the toll loops. Lastly, the weekend of July 11, there will be



resurfacing of the reversible express lanes in the area of the I-4 connector interchange from the CSX tracks towards 22<sup>nd</sup> Street where there is some rough pavement.

## **B. Traffic & Revenue (T&R) Reporting**

Ms. Lettelleir introduced Phil Eshelman from Stantec to speak about the traffic and revenue monitoring over the last few months. The first slide shows, a summary of COVID-19 scenarios, THEA traffic recovery, re-opening date phases in Florida, positive COVID-19 confirmed cases and test, and hospital bed capacity. These data points were utilized to project the Toll Revenue for FY21. The next slide showed graphs of COVID-19 reported cases between Hillsborough and Pinellas County and the correlation to the capacity of bed availabilities. On another slide, a graph is shown for “What if Scenarios” comparing original, short, mid and long duration transaction forecast for THEA up to FY2029. The next slide shows another graph of a comparison budget for FY21 to short, mid and long duration recovery scenarios. As a result of the comparison, the FY21 budget resulted in the amount of \$78.3M that lands between the mid and long duration. The Chairman questioned why is the budgeted amount less than the mid duration? Ms. Lettelleir confirmed that it was due to the abundance of caution and in conservative nature and in the event the county would have to go back to a stay-at-home order. Ms. Lettelleir assures that this would be in best interest of the agency but has hopes that the numbers would surpass the \$78.3M. Ms. Lettelleir added that the figures are still in motion and confirmed with Mr. Eshelman that should the stay-at-home orders be put back in place, Stantec would adjust the scenarios. Mr. Eshelman confirmed that with the ranges shown, they have always tracked the short duration. In May, the revenue was off by 1% of short duration estimate, so the mid duration is a conservative approach to base the budget amount. Ms. Lettelleir also noted that Centralized Customer Service System (CCSS) is still collecting toll-by-plate and the numbers are still above from prior year of collection numbers. It has been a successful year with CCSS, however, numbers will not show until next year. THEA’s monthly revenue only for CCSS is about \$4 million. In the first and second week of June, numbers showed \$1M each week. Mr. Waggoner agreed that he was comfortable with the budgeted amount for \$78M and assures that THEA still carries a 1.7+ Debt Service Coverage ratio given all projects moving along as scheduled. He added that should the revenues increase, the budget amount can be re-evaluated. Mr. Barrow suggested to pass along information of a recorded presentation from the COVID Task Force from the head of ER at Bay Care. It pertains to the re-opening of schools and what summer would look like.

## **C. Financial Update**

Ms. Lettelleir presented slides showing an overview of financial information through May 2020. She explains that operations and maintenance and general administrative expenditures is tracking on budget. Despite the low revenue numbers, THEA’s Debt Service Coverage ratio is 1.91 times. In the next slide, the Toll Revenues through May 2020 broken down by source totaling at \$87M. The next slide, Ms. Lettelleir announces that the Defeasance of Series 2012C Bonds officially closed Monday, June 15. The defeasance results in improved Debt Service Coverage in an anticipated lower revenue fiscal year. Ms. Lettelleir thanked the finance team for their assistance in achieving that goal. The final slide shows the Refunding Series 2021A Bonds explaining that THEA is working with the financing team and will be preparing this deal for the market quickly as rates continue to be very attractive. Ms. Lettelleir proceeds that the savings continue to be in the 10-13% range but can change from week to week and is hopeful to see some stability to plan

a pricing and follow through within the next month. She anticipates a report from Stantec for the issuance.

#### **D. Public Relations/Communications**

Ms. Chrzan introduced Sally Dee, President of Playbook Public Relations to present the FY2020 Social & Tradition Media Report. She has had the pleasure of working with THEA for the last five years and is optimistic that the “best is yet to come”. Ms. Dee noted that THEA is made of concrete and steel, but her team tries to communicate a message that is “heart-led” and community oriented. She explains that THEA is more than a roadway, “We are in the DNA of Tampa”. Ms. Dee continues that not only does THEA’s roadway get people to their destinations quicker, THEA also creates award-winning dog parks that brings the community together. To convey the “heartbeat” of the agency, it would be measured by data. The next slide displays a comparison of Social Media showing percentages more than Traditional Media from June 11, 2019- June 11, 2020. Ms. Dee goes on to explain on the next slide defining what consists of Traditional Media; its potential reach and the Advertising Value Equivalency (AVE) placing a monetary value on media coverage resulting in an advertisement value of \$1.9M. On the next slide, Ms. Dee shared that the goal of social media is to share content that is shareable and building a community that is positive, such as videos thanking Construction Workers and the essential workers. The video resulted in thousands of shares on social media. Ms. Dee showed more examples of videos that have been viewed thousands of times. The next slide presented a comparison by Agency with THEA, CFX and MDX, showing 38% positive (content share with a positive feedback), 55% neutral (content shared without feedback), 7% that were negative. Ms. Dee is optimistic that a negative can be turned into a positive. The final slide showed the key takeaway for FY2020 is \$1.9 million in Earned Media and proclaimed THEA as an “agency with a heart”.

The Chairman congratulated Ms. Chrzan and her communication team for the great message. Mr. Alvarez concurred. He added that not many understand the work that goes behind audio visuals and praised Ms. Dee and her team on a job well-done. Though the REL Aesthetic Lighting project and Toll Discount Program among other upcoming projects that have not begun; the Chairman requested a press release stating that they have been approved the funding of about \$660M will allow for more community enhancements, as well as contributing to job creations in the area. Mr. Barrow agreed with the Chairman and said he was impressed and appreciated the comparison analysis with the different agencies; he would not have known otherwise.

## **VI. EXECUTIVE REPORTS**

### **A. Executive Director** (*Joe Waggoner*)

Mr. Waggoner introduced Mr. Brian Pickard as the new Director of Operations for THEA. Mr. Pickard was chosen for his wealth of knowledge in operations and construction management, which are key components the Director of Operations will be responsible for. Mr. Pickard shared by accepting the challenge that THEA may bring and looking forward to working with the rest of the THEA team. The Chairman and Mr. Bennett welcomed Mr. Pickard.

### **B. General Counsel** (*Amy Lettelleir, Esq.*)

Ms. Lettelleir has no new report.

### **C. Chairman** (*Vincent Cassidy*)

#### **Upcoming Meetings**

The Chairman asked about the July Meetings and if an alternative date could accommodate Mayor Jane Castor and Commission Les Miller as they have been absent due to Emergency Policy Group meetings conflicting with THEA's Board meetings. Mr. Waggoner confirms the Committee Meeting as a Whole will not be needed and will look into an alternative date.

### **VII. Old Business**

No report was given.

### **VIII. New Business**

Mr. Alvarez inquired about the re-opening of THEA. Mr. Waggoner answered that he and the General Counsel are working on a re-open plan with a partial open in July, but no date is set. Mr. Waggoner acknowledged that telecommuting has been working and senior managers come in on a regular basis. When the time comes to re-open, preventative practices will take place to adhere to the CDC guidelines. The Chairman asked if anyone has tested positive. Mr. Waggoner answered that there was an employee who tested positive. Anyone who was in close contact with the individual was tested and returned with a negative result. Other precautionary measures included thorough cleaning of the building, wipe down and sanitizing surfaces for two consecutive weekends. The building was then closed and restricted for 24-48 hours to allow fogging and sanitation by the janitorial staff. Mr. Alvarez requested if he could be informed of any new positive COVID cases.

The Chairman asked about a possible demonstration on one of the expressway's ramps. Mr. Waggoner and Mr. Drapp mentioned that both were not aware of any demonstrations. Mr. Waggoner confirmed that some ramps were closed due to construction, but not for demonstrations.

The Chairman gave his well wishes for a healthy month and thanked Mr. Waggoner and his team for taking the extra precaution for re-opening and allowing the agency to still be operational.

#### **V. ADJOURNMENT**

With no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:26 p.m.

**APPROVED:** \_\_\_\_\_  
**Chairman: Vincent J. Cassidy**

**ATTEST:** \_\_\_\_\_  
**Vice-Chair: Bennett Barrow**

**DATED THIS 22th DAY of July 2020**

DRAFT

III. B.  
CONSENT AGENDA

**Task orders –**

1. HI-0051 C-25 HNTB Community Aesthetic Enhancement Support, \$25,000
2. HI-0164 C-09 HNTB Miscellaneous Paving Construction Support, \$15,000
3. HI-0166 D-02 HNTB Gandy Trail & Park Design Support, \$50,000

## SUMMARY FEE SHEET

**ATTACHMENT "A"**

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority  
GEC CONTRACT NO. HNTB PR 20200XXX

HNTB PR 20200XXX  
Community Aesthetic Enhancements Support (7/27/20 - 6/30/21)

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				
Community Aesthetic Enhancements Support		8	\$1,049.04	8	\$1,000.16	8	\$710.24	24	\$1,539.84	31	\$1,554.96	25	\$1,037.50	30	\$1,115.10	24	\$568.56	158	\$8,575.40	\$54.27			
Total Man Hours	Total Salary [(MHxHR)]	8	\$1,049.04	8	\$1,000.16	8	\$710.24	24	\$1,539.84	31	\$1,554.96	25	\$1,037.50	30	\$1,115.10	24	\$568.56	158	\$ 8,575.40	\$54.27			
																			Basic Activities Maximum Limiting Fees (Salary Costs)		\$	8,575.40	
																			Cost Elements & Additives				
																			(a) 2.84 Multiplier			\$24,354.14	
Direct Expenses		7.51%		\$ 644.01														SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$24,354.14			
																			(d) Direct Reimbursables			\$644.01	
																			Total Project Cost:			\$24,998.15	
																			Maximum Limiting Amount:			\$25,000.00	

**HNTB PR 20200XXX**  
**Community Aesthetic Enhancements Support (7/27/20 - 6/30/21)**  
**Scope Of Services**

**Purpose & Need**

The task work order is for support the small THEA staff on miscellaneous Community Aesthetic Enhancements assignments, including assisting THEA staff as directed. This task work order is for the period from 7/1/20 -6/30/21.

**Scope**

Providing support for THEA staff on Community Aesthetic Enhancements Support tasks as assigned by the THEA Project Manager. Includes coordination, attending meetings and responding to requests for information from FDOT and other agencies.

## SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority  
GEC CONTRACT NO. HNTB PR 20200XXX

**HNTB PR 20200XXX**  
**Miscellaneous Paving Construction Support (7/27/20 - 6/30/21)**

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	
Miscellaneous Paving Construction Support			\$0.00	2	\$250.04	10	\$887.80	32	\$2,053.12	32	\$1,605.12		\$0.00	8	\$297.36	2	\$47.38	86	\$5,140.82	\$59.78
Total Man Hours	Total Salary [(MHxHR)]	0	\$0.00	2	\$250.04	10	\$887.80	32	\$2,053.12	32	\$1,605.12	0	\$0.00	8	\$297.36	2	\$47.38	86	\$ 5,140.82	\$59.78
<div>Basic Activities Maximum Limiting Fees (Salary Costs) \$ 5,140.82</div> <div>Cost Elements &amp; Additives</div> <div>(a) 2.84 Multiplier \$14,599.93</div> <div>Direct Expenses 7.51% \$ 386.08</div> <div>SUBTOTAL (Cost Elements applied to Basic Activities Fee): \$14,599.93</div> <div>(d) Direct Reimbursables \$386.08</div> <div>Total Project Cost: \$14,986.00</div> <div>Maximum Limiting Amount: \$15,000.00</div>																				



**HNTB PR 20200XXX**

**Miscellaneous Paving Construction Support (7/27/20 - 6/30/21)**

**Scope Of Services**

**Purpose & Need**

The task work order is for support the small THEA staff on Miscellaneous Paving Construction assignments, including assisting THEA staff as directed. This task work order is for the period from 7/27/20 -6/30/21.

**Scope**

Providing support for THEA staff on Miscellaneous Paving Construction Support tasks as assigned by the THEA Project Manager. Includes coordination, attending meetings and responding to requests for information from FDOT and other agencies.

## SUMMARY FEE SHEET

**ATTACHMENT "A"**

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority  
GEC CONTRACT NO. HNTB PR 202000XX  
HI-0166 D-02  
PRIME CONSULTANT: **HNTB Corporation**

**HNTB PR 202000XX**  
**2020-2021 Gandy Trail & Park Design Support (7/27/20 - 6/30/21)**

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	
Gandy Trail & Park Design Support			\$0.00	40	\$5,000.80	40	\$3,551.20	40	\$2,566.40	60	\$3,009.60	40	\$1,660.00	26	\$966.42	17	\$402.73	263	\$17,157.15	\$65.24
Total Man Hours	Total Salary [(MHxHR)]	0	\$0.00	40	\$5,000.80	40	\$3,551.20	40	\$2,566.40	60	\$3,009.60	40	\$1,660.00	26	\$966.42	17	\$402.73	263	\$ 17,157.15	\$65.24
Basic Activities Maximum Limiting Fees (Salary Costs) Cost Elements & Additives (a) 2.84 Multiplier																			\$17,157.15 \$48,726.31	
Direct Expenses		7.51%	\$ 1,288.50	SUBTOTAL (Cost Elements applied to Basic Activities Fee): (d) Direct Reimbursables														\$48,726.31 \$1,288.50		
Total Project Cost: Maximum Limiting Amount:																			\$50,014.81 \$50,000.00	

**HNTB PR 202000XX**  
**2020-2021 Gandy Trail & Park Design Support (7/27/20 - 6/30/21)**  
**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 for the Gandy Trail & Park project.

**Scope**

Services to be performed include:

1. Assist THEA staff in reviewing the plans for the Gandy Trail & Park project.
2. Coordinate with THEA contracts staff throughout the process.
3. Provide Project Management and Quality Control support throughout the process.

Services from 7/27/2020 - 6/30/2021.

### III. C.

## CONSENT AGENDA

### **Change Order Repair of Himes Bridge and Approach Slab, \$290,000**

1. Task Order – Contract No. O-00518, South Selmon Expressway Median Safety Improvements, Himes Deck and Approach Slab Emergency Repair - Granite: Approximately \$250,000 (Final Cost to be determined)
2. New Contract – Certified Foundations Inc., Approach Slab Void Repair: Approximately \$40,000 to include Repair and MOT (Final Cost to be determined)

August 5, 2019

HNTB CORPORATION  
One Tampa City Center  
201 N. Franklin St., Suite 550  
Tampa, FL 33602

Attn: Mr. James E. Drapp, P.E.

**RE: Geotechnical Engineering Services Report  
East Bound Departure Slab Distress  
Lee Roy Selmon Expressway at Himes Avenue  
Hillsborough County, Florida  
Tierra Project No. 6511-16-107-TWO 26**

Mr. Drapp:

Tierra, Inc. (Tierra) conducted a site visit at the eastbound departure slab (Selmon over Himes) on 8/1/19. The departure slab has a history of distress, and in September of 2016 underwent corrective action consisting of chemical grouting to provide subgrade support and minimize future distress.

Recently the departure slab has shown indications of continued distress in the area previously stabilized with chemical grout. Based on a review of previous reports, photographs and field observations, the departure slab is continuing to experience distress. The visible distress consists of fresh concrete spalls and a slightly depressed area predominantly in travel lane R2 close to the end wall of the End Bent.

The site reconnaissance on top and under the bridge did not reveal the cause of the continued distress; however, there is a ditch bottom inlet (DBI) under the bridge and bridge surface drainage pipes are in the immediate vicinity of the DBI. In addition, a small pipe is coming into the DBI from the direction of the back wall of the bridge. At the time of our reconnaissance, the DBI was observed to be partially filled with soil. If the drainage pipe is compromised or somehow damaged, soil could be raveling into the pipe causing a lack of subgrade support for the departure slab.

In order to evaluate the origin of the distress, we request the following information:

- As-builts specifically as it relates to drainage from the embankment/bridge deck and the DBI under the bridge
- As-built of the wall and possible tie-back locations associated with the wall
- Based on a review of the as-built information, a video inspection of the drainage pipe may be warranted

In addition, we recommend the following:


- Updating the GPR survey
- Performing 2 to 3 SPT borings to depths on the order of 30 below the departure slab in the area of the most severe distress which is predominantly in travel lane R2

The fieldwork recommended above will require Maintenance of Traffic (MOT) provided by others to support a lane closure of the work area. In order to do this, the MOT will most likely encroach into the active construction zone just west of this site, and coordination with the active construction project will be necessary. In order to minimize MOT, the GPR and SPT borings could be performed the same night.


Tierra appreciates the opportunity to be of service to HNTB CORPORATION and The Hillsborough Expressway Authority on this project. If you have any questions or comments regarding this letter report, please contact our office at your earliest convenience.

Sincerely,

**T**IERRA, INC.



Michael T. Jordan, P.E.  
Senior Engineer  
Florida License No. 56102



Kevin H. Scott, P.E.  
Senior Geotechnical Engineer  
Florida License No. 65514

Attachment: Typical Site Photos

# SITE PHOTOGRAPHS



**Photograph 1 – View of area where recent concrete spalls are visible.**



## SITE PHOTOGRAPHS



Photograph 2 – DBI and drainage clean out.



## SITE PHOTOGRAPHS



**Photograph 3 – Close-up of soil in DBI.**

Drain pipe coming from the direction of the bridge back wall. Approximately 8 inches of soil in the bottom of the DBI.



December 19, 2019

Letter No.: 056

John Hayes, P.E., Sr. Project Engineer  
KCCS Construction Services  
201 N Franklin St, Suite 400  
Tampa, FL 33602

Re: South Selmon Expressway Median Safety Improvements Project from Himes Ave. to Hyde Park Ave.;  
Hillsborough County; Contract No. O-00518  
Subj: **Selmon Over Himes Avenue Deck and Approach Slab Repairs**

Dear Mr. Hayes,

Granite Construction Company ("Granite") is pleased to provide a quote in the amount of One Hundred Ninety-Eight Thousand Four Hundred Thirty-One Dollars and two cents (\$198,431.02) to perform certain bridge deck and approach slab repairs at Selmon Expressway over Himes Avenue. This quote is being furnished at the request of Mr. James Drapp via email on November 20, 2019 and subsequent discussion during the progress meeting for the Project on December 3, 2019.

Granite understands the scope of work to include removal and reconstruction of the eastbound Selmon Expressway over Himes Avenue east side approach slab. The scope of work also includes certain concrete spall repairs on the westbound Selmon Expressway over Himes Avenue bridge deck. The quote includes all maintenance of traffic, labor, equipment, materials, and construction quality control to perform the work. Please understand the following clarifications:

- Pricing based on performing all eastbound and west bound work over the course of a weekend closure from Friday evening at 8:00 PM until Monday morning at 6:00 AM
- Granite will provide a detour route and coordinate its approval with the City of Tampa
- Four linear feet of existing approach slab to remain in place adjacent to southern barrier wall
- Rebar to be furnished and installed as shown on the FDOT Design Standards, Index 20910
- Cold weather concreting means and methods are excluded
- Epoxy injection crack repairs are excluded
- Graffiti removal is excluded

Please contact the undersigned at 813-597-1533 should there be any questions, or if any further information is required. Thank you for the consideration.

Sincerely,

**GRANITE CONSTRUCTION COMPANY**

**Matthew Lowe**

Digitally signed by Matthew  
Lowe  
Date: 2019.12.19 12:06:38  
-05'00'

Matt Lowe  
Design Build Coordinator  
Project Engineer

Himes Deck Repairs & Approach Slab Reconstruction

CONTRACT FORMULA

COSTS		
Labor Costs - Direct	\$	6,831.60
Labor Costs - Delayed/Extended Duration of Project Supervisory Personnel	\$	-
<b>Labor and Burden Subtotal</b>	<b>\$</b>	<b>6,831.60</b>
Material Costs	\$	-
Tax @ #.##%	\$	-
<b>Materials and Supplies Subtotal</b>	<b>\$</b>	<b>-</b>
Equipment Costs - Direct	\$	2,069.30
Equipment Costs - Delayed/Extended Duration of Project and Supervisory Equipment	\$	-
Equipment Tax @ 8.5% on Outside Rentals	\$	158.36
<b>Equipment Subtotal</b>	<b>\$</b>	<b>2,227.66</b>
Labor and Burden mark-up @ 17.5%	\$	1,195.53
Materials and Supplies mark-up @ 17.5%	\$	-
Equipment mark-up @ 17.5%	\$	389.84
<b>Indirect Costs, Expenses, and Profit Subtotal [method (a)]</b>	<b>\$</b>	<b>1,585.37</b>
Cumulative Calendar Day Formula Rate	\$	-
<b>Indirect Costs, Expenses, and Profit Subtotal [method (b)]</b>	<b>\$</b>	<b>-</b>
Subcontractor Costs	\$	174,292.39
Subcontractor mark-up	\$	12,335.72
<b>Subcontractor Subtotal</b>	<b>\$</b>	<b>186,628.11</b>
Subtotal All Costs	\$	197,272.73
Contract Bond @ 0.5871504%	\$	1,158.29
<b>TOTAL COSTS</b>	<b>\$</b>	<b>198,431.02</b>

COMPENSABLE DAYS SUMMARY		
N / A		
<b>COMPENSABLE DAYS THIS CHANGE ORDER</b>	<b>0</b>	<b>Days</b>
<b>TOTAL CONTRACT TIME REQUESTED THIS CHANGE</b>	<b>0</b>	

**Estimate**

Certified Foundations Inc.  
11960 N. Florida Ave. Suite 100  
Dunnellon, FL 34434



Date	Estimate #
7/10/2020	602

Customer Name/Address
HNTB Corporation Terry Opdyke 1104 east Twiggs St Tampa, FL 33602

Jobsite Location
HNTB Corporation Terry Opdyke Selmon Express over Himes Ave Tampa, FL 33602

Terms	Account #	Due Date	Rep	P.O. No.	Project	Other
Net 30		8/9/2020	GS			

Item	Description	Qty	Rate	Total
Mob Chem over 500 lbs	Mobilizataion for Chemical Poly 2-Part Injection below the surface for Geo sub strata improvement up to 500 lbs or 1500 cu feet.	1	15,000.00	15,000.00
Maintenance of Traffic	Single Lane Nighttime closure subcontracted by others	1	5,000.00	5,000.00
Carbon Fiber Stiching	Drill Cut Concrete Epoxy Fill Install Carbon Fiber Stitching installed per ft	15	625.00	9,375.00
Mob Chem over 500 lbs	Mobilizataion for Chemical Poly 2-Part Injection below the surface for Geo sub strata improvement TBD	0	20.00	0.00

Please remit to above address.	<b>Total</b>	\$29,375.00
--------------------------------	--------------	-------------

Phone #	Fax #	E-mail	Web Site
352-489-7276	352-489-7496	apar@cfi-1.com	WWW.CFI-1.COM

### III. D.

#### CONSENT AGENDA

**Increase in Funding for Railroad Flaggers with CSX Agreement for the Selmon West Extension, \$208,519. This is a pass-through cost to Kiewit that THEA must first pay to CSX. This Kiewit cost is within the existing budget for the project as awarded.**

**ESTIMATE SUBJECT TO REVISION AFTER: 7/10/2021****DOT NO.:** 626349E**CITY:** Tampa**COUNTY:** Hillsborough**STATE:** FL**DESCRIPTION:** CE&I and Flagging Services for the Selmon West Expressway Extension ramp construction over CSXT at W. Gandy Blvd.**ZONE:** Florida**SUB-DIV:** Tampa Terminal**MILE POST:** A 887.79**AGENCY PROJECT NUMBER:** FDOT# 439023-1-62-01; THEA O-01916**PRELIMINARY ENGINEERING:**

212	Contracted & Administrative Engineering Services	\$	75,750
	<b>Subtotal</b>	<b>\$</b>	<b>75,750</b>

**CONSTRUCTION ENGINEERING/INSPECTION:**

212	Contracted & Administrative Engineering Services	\$	164,810
	<b>Subtotal</b>	<b>\$</b>	<b>164,810</b>

**FLAGGING SERVICE: (Contract Labor)**

70	Labor (Conductor-Flagman)	<u>0</u>	Days @	\$	-
50	Labor (Foreman/Inspector)	<u>435</u>	Days @	\$	219,240
70	Additive (Transportation Department)			\$	-
50	Additive (Engineering Department)			\$	327,764
230	Expenses (Engineering Department)	<u>435</u>	Days @	\$	32,625
230	Expenses (Transportation Department)	<u>0</u>	Days @	\$	-
	<b>Subtotal</b>			<b>\$</b>	<b>579,629</b>

**SIGNAL & COMMUNICATIONS WORK:****\$ -****TRACK WORK:****\$ -****PROJECT SUBTOTAL:****\$ 820,189.00**

900	<b><u>CONTINGENCIES:</u></b> 10.00%	\$	82,019.00
-----	-------------------------------------	----	-----------

**PROJECT TOTAL:****\$ 902,208.00****CURRENT AUTHORIZED BUDGET:****\$ 693,689.00****TOTAL SUPPLEMENT REQUESTED:****\$ 208,519.00****DIVISION OF COST:**

Agency	<u>100.00%</u>	\$	208,519
Railroad	<u>0.00%</u>	\$	-

**NOTE: Estimate is based on FULL CROSSING CLOSURE during work by Railroad Forces.**

This estimate has been prepared based on site conditions, anticipated work duration periods, material prices, labor rates, manpower and resource availability, and other factors known as of the date prepared. The actual cost for CSXT work may differ based upon the agency's requirements, their contractor's work procedures, and/or other conditions that become apparent once construction commences or during the progress of the work

Office of Chief Engineer Public Projects--Jacksonville, Florida

Estimated prepared by: C. Showman

Approved by: **KSW** CSXT Public Project Group

DATE: 08/14/17 REVISED: 07/10/20

DATE: 07/10/20

# **Discussion/Action Items**

## **IV. A. 1.**

### **Project Development & Environment (PD&E) Nebraska**

**Purpose:** 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.

**Funding:** Capital Budget – not to exceed \$2,600,000

**Action:** Directs staff to negotiate and execute a contract with RS&H for PD&E services for Nebraska Avenue in the amount not to exceed \$2,600,000. Contract execution is subject to final review and approval of THEA General Counsel.

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Nebraska Avenue PD&E Study  
County: Hillsborough  
FPN: HI-00160  
FAP No.: N/A

Consult. Name: RS&H/Overall  
Consult. No. enter consultants proj. number  
Date: 6/17/2020  
Estimator: Douglas Reed

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Chief Computer Programmer	Chief Engineer 1	Chief Engineer 2	Chief Planner	Chief Scientist	Computer Programmer	Contract Coordinator	Engineer 1	Engineer 2	Engineering Intern	Environmental Specialist	Principal Engineer	Scientist	Sr. Computer Programmer	Senior Engineer 1	Senior Planner	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$71.16	\$47.84	\$79.04	\$84.96	\$76.57	\$62.40	\$36.20	\$25.07	\$41.92	\$52.38	\$32.20	\$33.82	\$108.46	\$24.27	\$66.91	\$60.73	\$52.49			
Project Description and Objectives	1,038	255	51	51	51	51	51	0	102	51	0	0	0	102	51	0	102	204	1,122	\$65,240	\$58.15
Public Involvement	1,174	138	69	69	69	138	69	69	0	69	69	69	69	0	69	69	69	276	1,380	\$66,776	\$48.39
Engineering Analysis & Report	5,416	526	263	526	263	263	263	526	0	526	526	526	0	0	526	263	263	263	5,523	\$229,662	\$41.58
Environmental Analysis & Reports	613	100	0	0	0	67	233	33	0	33	0	33	100	0	33	0	0	0	632	\$28,781	\$45.54
Environmental Document	17	1	0	0	0	0	4	0	0	1	0	0	1	0	1	0	0	0	8	\$345	\$43.13
Design Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Total Staff Hours	8,258	1020	383	646	383	519	620	628	102	680	595	628	170	102	680	332	434	743	8,665		
Total Staff Cost		\$72,583.20	\$18,322.72	\$51,059.84	\$32,539.68	\$39,739.83	\$38,688.00	\$22,733.60	\$2,557.14	\$28,505.60	\$31,166.10	\$20,221.60	\$5,749.40	\$11,062.92	\$16,503.60	\$22,214.12	\$26,356.82	\$39,000.07		\$390,804.40	\$45.10

Check = \$479,004.24

Survey Field Days by Subconsultant

4 - Person Crew:

Notes:

1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.
2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.
3. Enter the rate for each classification in Row 9.

SALARY RELATED COSTS:		\$390,804.40
OVERHEAD:	173.57%	\$678,319.20
OPERATING MARGIN:	31.00%	\$121,149.36
FCCM (Facilities Capital Cost Money):	0.301%	\$1,176.32
EXPENSES:	6.18%	\$24,151.71
SALARY RELATED SUBTOTAL:		\$1,215,600.99
Survey (Field -ECHO)	22.10 4-man crew days \$ 1,917.01 / day	\$42,365.92
SUBTOTAL - PRIME		\$1,257,966.91
Subconsultant: Adams Traffic	DBE	\$8,031.44
Subconsultant: American Acquisition Group	SBE	\$17,218.47
Subconsultant: AREHNA	DBE/MBE	\$3,923.17
Subconsultant: ECHO	DBE/MBE	\$53,415.38
Subconsultant: Ferrell Redevelopment	DBE/MBE	\$27,390.00
Subconsultant: Lochner		\$101,091.21
Subconsultant: Janus	SB	\$52,173.25
Subconsultant: Tindale Oliver		\$33,126.44
Subconsultant: WSP		\$505,498.93
SUBTOTAL ESTIMATED FEE:		\$2,059,835.20
Optional Services		\$540,164.80
GRAND TOTAL ESTIMATED FEE:		\$2,600,000.00



# Discussion/Action Items

## IV. B. 1.

### Twiggs Street Improvements Design-Build Project

**Purpose:** To procure design-build services for the Twiggs Street Improvements Project including all investigations, design, permitting, coordination, construction activities, and the necessary approvals to complete the project.

**Funding:** Capital Budget

**Action:** Requests the Board:  
a) Approve the recommendation of the Evaluation Committee to shortlist both Letters of Interest submittals for this project to the next phase of procurement. The two submittals were from:

Firms
Ajax Paving Industries of Florida
Cone & Graham



## **NOTICE OF INTENDED DECISION**

**Date:** July 01, 2020

**Project:** Twiggs Street Improvements Design-Build Project  
RFP No.: O-00820

On June 26, 2020, two Letters of Interest (LOI) were received for the subject project. The LOI's were received from:

### **Firm Name**

1. Ajax Paving Industries of Florida
2. Cone & Graham

Tampa Hillsborough Expressway Authority staff intends to recommend approval to shortlist both submittals at the Authority Board Meeting scheduled for July 22, 2020.

All notices are posted on the Authority's website ([www.tampa-xway.com](http://www.tampa-xway.com)) and on the DemandStar system.

For questions regarding this notice, please contact THEA Procurement Manager, Man Le, at 813-272-2307.

# Discussion/Action Items

## IV. B. 2.

### Construction Engineering Inspection (CEI) Services for the Twiggs Street Improvements Design-Build Project

**Purpose:** To provide CEI services for the Twiggs Street Improvements Design-Build Project.

**Funding:** Capital Budget

**Action:** Requests the Board:  
a) Approve selection of the recommendations and ranking per the Evaluation Selection Committee.

Rank	Firms	Total Score	Average Score
1	EXP U.S. Services, Inc.	278	92.7
2	H.W. Lochner, Inc.	261	87.0
3	KCCS, Inc.	257	85.7

b) Authorize and direct 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 is subject to review by THEA General Counsel.



## **NOTICE OF INTENDED DECISION**

**Date:** July 10, 2020

**Project:** CEI Services for the Twiggs Street Improvements Design-Build Project  
Letter of Response (LOR) No.: O-00520

The Evaluation Review Committee met on July 10, 2020, to evaluate and score the responses submitted for the above referenced LOR.

Final ranking and scoring is as follows:

Rank	Firms	Total Score	Average Score
1	EXP U.S. Services Inc.	278	92.7
2	H.W. Lochner Inc.	261	87.0
3	KCCS, Inc.	257	85.7

Tampa Hillsborough Expressway Authority staff intends to recommend approval to negotiate and execute a contract with the highest ranked firm at the Authority Board Meeting scheduled for July 22, 2020. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm, if necessary.

All notices are posted on the Authority's website ([www.tampa-xway.com](http://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](mailto:Man.Le@tampa-xway.com).

Posting Notice July 10, 2020

# **Discussion/Action Items**

## **IV. B. 3.**

### **Construction Engineering Inspection (CEI) Services For Selmon West Extension – Change order No. 2**

**Purpose:** To provide additional funding for CEI services for the SWE Project to cover the costs for the timeframe extension of the SWE project to April 30, 2021.

Change Order No. 2:       \$1,929,651  
(to cover the CEI costs for the  
extension of the SWE project to  
April 30, 2021)

**Funding:** Capital Budget - \$1,929,651

**Action:** Requests the Board to authorize and direct staff to execute a change order with Atkins for \$1,929,651 to provide CEI services for the Selmon West Extension project to cover the CEI costs for the timeframe extension of the project to April 30, 2021. Should construction continue past that date, THEA will request another addendum for this contract. Contract is subject to review by General Counsel.

## **Construction Engineering Inspection (CEI) Services for Selmon West Extension (SWE)**

### **Change Order No. 2**

Atkins has accepted THEA's offer of One Million Nine Hundred Twenty-Nine Thousand Six hundred and fifty-one dollars and zero cents (\$1,929,651) to cover the CEI costs for the extension of the SWE project to April 30, 2021.

Summary of changes are as follows:

Original Contract Amount:	\$7,003,939	
Change Order No. 1:	\$4,073,875	(to reflect the design build services and account for the construction methods and schedule)
Change Order No. 2:	\$1,929,651	(to cover the CEI costs for the extension of the SWE project to April 30, 2021. Should construction continue past that date, THEA will request another addendum for this contract.)
Total Changes to date:	\$6,003,526	
Updated Total Contract Amount	\$13,007,465	

# Discussion/Action Items

## IV. C. 1.

### Marketing and Communications Services

**Purpose:** To provide innovative communications services that will inform current customers and the public of the Authority activities, assist the Authority in pursuing and implementing its programs and projects.

**Funding:** Operating and Capital Budgets

**Action:** Requests the Board:

- a) Approve selection of the recommendations and ranking per the Evaluation Selection Committee.

Rank	Firms	Total Score	Average Score
1	Playbook Public Relations*	274	91.3
2	Vistra Communications*	251	83.7
3	HCP Associates*	222	74.0

*\*SBE/DBE Certified*

- b) Authorize and direct 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 is subject to review by THEA General Counsel.
- c) Authorize and direct staff to negotiate and execute a push-button contract with the second and third ranked firms. Contract is subject to review by THEA General Counsel.



## **NOTICE OF INTENDED DECISION**

**Date:** July 13, 2020

**Project:** Marketing & Communications Services  
Request for Proposal (RFP) No.: C-00720

The Evaluation Review Committee met on July 10, 2020, to evaluate and score the responses submitted for the above referenced RFP.

Final ranking and scoring is as follows:

Rank	Firms	Total Score	Average Score
1	<b>Playbook Public Relations*</b>	274	91.3
2	<b>Vistra Communications*</b>	251	83.7
3	<b>HCP Associates*</b>	222	74.0
4	Quest Corporation of America*	216	72.0
5	Valerin*	210	70.0
6	Patterson Bach Communications	206	68.7
7	The Brand Advocate*	203	67.7
8	National Strategies	202	67.3
9	KVJINC PR*	201	67.0
10	Pivot Path*	198	66.0
11	Media Relations	197	65.7
12	PCF International	196	65.3

*\*SBE/DBE Certified Firms*

Tampa Hillsborough Expressway Authority staff intends to recommend approval to negotiate and execute a contract with the highest ranked firm at the Authority Board Meeting scheduled for July 22, 2020. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm, if necessary.

In addition, staff intends to recommend approval to negotiate and execute a push-button contract with the second and third ranked firms.

All notices are posted on the Authority's website ([www.tampa-xway.com](http://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](mailto:Man.Le@tampa-xway.com).

Posting Notice July 13, 2020



## **VI.**

### **Executive Reports**

- A. Executive Director – Joe Waggoner
  - 1. Contract Close-Out Report
- B. General Counsel – Amy Lettelleir, Esq.
- C. Chairman – Vincent Cassidy
  - 1. Upcoming Meetings

**Contract Close-Out Report**  
**June 2020**

Contractor	Deliverables	Term	Contract Amount	Total Expenditure	Under/ Over Contract Budget
<b>Quick Construction</b>	Morrison Avenue Gateway Construction Aesthetic Improvements  Under the Selmon Expressway	March 2020 ~ June 2020	\$149,915.	\$149,915.	On time and within budget

**2020 Board Meeting Schedule**

<b>Month</b>	<b>Meeting</b>	<b>Date</b>	<b>Time</b>
January	<del>Board Committees as a Whole</del>	<del>1/13/2020</del>	<del>Cancelled</del>
	Board Meeting	1/27/2020	1:30 p.m.
February	<del>Board Committees as a Whole</del>	<del>2/10/2020</del>	<del>Cancelled</del>
	<del>Board Meeting</del>	<del>2/24/2020</del>	<del>Cancelled</del>
March	Board Committees as a Whole	3/9/2020	1:30 p.m.
	Board Meeting	<del>3/23/2020</del>	Postponed 4/6/2020
April	<del>Board Committees as a Whole</del>	<del>4/13/2020</del>	<del>Cancelled</del>
	<del>Board Meeting</del>	<del>4/27/2020</del>	<del>Cancelled</del>
May	Board Committees as a Whole	5/4/2020	1:30 p.m.
	Board Meeting	5/18/2020	1:30 p.m.
June	<del>Board Committees as a Whole</del>	<del>6/8/2020</del>	<del>Cancelled</del>
	Board Meeting	6/22/2020	1:30 p.m.
July	<del>Board Committees as a Whole</del>	<del>7/13/2020</del>	<del>Cancelled</del>
	Board Meeting	7/22/2020	1:30 p.m. Revised Date
August	Board Committees as a Whole	8/10/2020	1:30 p.m.
	Board Meeting	8/24/2020	1:30 p.m.
September	Board Committees as a Whole	9/8/2020	1:30 p.m. Tuesday
	Board Meeting	9/21/2020	1:30 p.m.
October	Board Committees as a Whole	10/12/2020	1:30 p.m.
	Board Meeting	10/26/2020	1:30 p.m.
November	Board Meeting	11/16/2020	1:30 p.m.
December	Board Meeting	12/14/2020	1:30 p.m.

All meetings are on Monday unless otherwise noted