

**TAMPA-HILLSBOROUGH COUNTY
EXPRESSWAY AUTHORITY**

ADDENDUM NO. 1

FOR

EXPANDED LETTER OF INTEREST (ELOI)

PD&E WHITING STREET

ELOI No. O-00519

ADDENDUM NO. 1

PROJECT NAME: **PD&E WHITING STREET** ~ DATE OF ADDENDUM: **3/25/19**

TO ALL PROSPECTIVE FIRMS:

PLEASE NOTE THE FOLLOWING ADDENDUM TO THE ELOI:

The following are changes to the Public Involvement section of the ELOI:

[See attached pages 12, 13 and 14]

Firms MUST acknowledge receipt of this Addendum by signing, dating and returning the completed Acknowledgement of Receipt of Addendum form **with the Firm's proposal**.

All other items, conditions, and specifications in the ELOI document not specifically changed by the Addendum remain unchanged.

Firms failing to acknowledge the addendum issued may be deemed non-responsive to the ELOI. Please send all questions to THEA's Procurement Manager, Man Le, via email at Man.Le@tampa-xway.com.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM and/or LETTER OF CLARIFICATION

Were Addenda issued on this Solicitation?

Yes

No

Were Letter of Clarification issued on this Solicitation?

Yes

No

I (We) hereby acknowledge receipt of the following Addendum/Addenda issued in reference to this solicitation by listing the Addenda by number, date and signing the form:

Addendum _____ Date: _____

Addendum _____ Date: _____

Addendum _____ Date: _____

Letter of Clarification _____ Date: _____

Letter of Clarification _____ Date: _____

Letter of Clarification _____ Date: _____

BIDDER:

By: _____

Authorized Signature

Printed Name of Signer

Title of Signer

Date Signed

[END OF ACKNOWLEDGMENT OF RECEIPT FORM]

include, but not be limited to, technical participation, note taking, and summarizing the meeting in a memo for the file. It is estimated there will be up to 30 meetings during the study.

1.7 Public Hearing

The **CONSULTANT** will provide all support services listed in Sections 1.2 and 1.5 above and the following:

- Letters to public officials and agencies. After review by the **AUTHORITY**, the **CONSULTANT AUTHORITY** will prepare the letters, insert them in envelopes, and address the envelopes. The **CONSULTANT AUTHORITY** will pay for first class postage. At the **AUTHORITY**'s discretion, the **CONSULTANT** will e-mail letters in lieu of or in addition to those sent by U.S. Mail.
- Letters to property owners. The **CONSULTANT** will provide a list of names and addresses of the property owners from county tax rolls in a format specified by the **AUTHORITY**. The **CONSULTANT AUTHORITY** will prepare the letters, insert them in envelopes, and address the envelopes. The **CONSULTANT AUTHORITY** will pay for first class postage.
- The **CONSULTANT** will prepare and submit a black-and-white, quarter-page legal advertisement announcing any meeting to the **AUTHORITY** for review and approval. The **CONSULTANT AUTHORITY** will have the advertisement published in the area newspaper(s) with the largest daily circulation and must advertise the public hearing twice in a local, general circulation newspaper. The first notice will appear at least 15 days, but no more than 30 days, prior to the hearing date. The second advertisement will appear seven to 12 days prior to the hearing date.

Additional Items

- All elements of the multi-media presentation will include videos
- Graphics
- Displays of plans and reports for public display
- Brochures and handouts
- Public advertisements
- Court Reporter(s)
- Briefing and debriefing of **AUTHORITY** staff

The **CONSULTANT** will procure a verbatim transcript of the public hearing. The **CONSULTANT** will combine the transcript with any other comments received by the **AUTHORITY** as part of the public hearing record, affidavits of publication of legal ads, and provide copies of the transcript for the **AUTHORITY**'s use. The **CONSULTANT** will also prepare a summary of the public hearing to be included in the Comments and Coordination Package. The Public Hearing Transcript will be attached.

1.8 Location and Design Concept Acceptance

Not applicable.

1.9 Special Public Involvement Requirements

Identify and Inspect Public Meeting Sites

The **CONSULTANT** will assist the **AUTHORITY** in identifying and inspecting prospective sites for public meetings for suitability. The **CONSULTANT** will consider location, seating capacity, sound system, lighting, display space, and any other physical characteristics which would influence the viability of the site, including compatibility with the terms of the Americans with Disabilities Act of 1990. The **CONSULTANT AUTHORITY** will make all arrangements for use of the meeting facility for the Public Information Workshop(s) and Public Hearing including payment of any rental fees, if applicable.

Correspondence

Within three days of the receipt or mailing of all written correspondence between the **CONSULTANT** and any party pertaining to this project, the **CONSULTANT** will provide copies to the **AUTHORITY** for their records. The **CONSULTANT** will assist the **AUTHORITY** in managing and preparing responses to public inquiries that were a result of the public involvement process.

Newsletters

The **CONSULTANT** will prepare newsletters/e-newsletters at various key points during the project. The **CONSULTANT AUTHORITY** will work with the **AUTHORITY** to mail/email the newsletters to elected officials, property owners, businesses, and interested persons included on the mailing list compiled by the **CONSULTANT**. The **AUTHORITY** will review the mailing list prior to mailing. A maximum of three newsletters are anticipated.

Public Involvement Summary Report (PISR)

The **CONSULTANT** will prepare a Comments and Coordination Package, which will contain, at a minimum, all documentation of the public participation process accomplished throughout the project period. This package will summarize and respond to the comments received from Public Involvement, Advance Notification, coordination with local officials and agencies, public meetings, etc., as part of *Part 1, Chapter 11 of the PD&E Manual*. The Comments and Coordination Package will be submitted with and summarized in the PEIR.

Project Web Site

The **CONSULTANT** will coordinate with the **AUTHORITY**'s web developer to create project web pages within the existing **AUTHORITY** website. The **AUTHORITY** expects this project to take approximately 30 months. The web pages will allow for input via email links and provide meeting information and report summaries for viewing and downloading. Limited graphics will be available due to the size and downloading time for many graphical applications. The **CONSULTANT** will coordinate with the **AUTHORITY**'s web developer to provide content to update the web pages monthly.

The web site will contain a minimum of six pages:

- *Facts page (home page)* - The facts page will be a brief synopsis of the project and pictures of the project location. Additionally, key information will be posted on this page, such as, but not limited to, the **AUTHORITY**, start date, estimated completion date, estimated project cost, length and limits of the project, the **AUTHORITY's** Project Manager, the **CONSULTANT's** Project Manager, Project Map, etc.
- *Project Overview page* - The Project Overview page will contain an overview of the project with more detail than the facts page, a Consistency with Transportation Plan Goals and Objectives description, and the need and/or purpose for the project.
- *Project Development & Environmental (PD&E) definition page* - A link to the PD&E definition page will appear wherever the acronym PD&E appears on any of the subsequent pages. It will give a brief overview of the PD&E process.
- *Public involvement page* - The public involvement page will contain a general overview of proposed meetings. This will include Public Information Meetings, Public Workshops, Public Hearing, and any other meetings the **AUTHORITY** would like displayed on the site. The page will also contain an area where viewers may enter their name and address (both are to be mandatory inputs) to be added to the mailing database. The **CONSULTANT's AUTHORITY** Project Manager name and contact information will be listed with his/her **CONSULTANT's AUTHORITY** mailing, e-mail address, telephone number and fax number. **A copy will be sent to the AUTHORITY.**
- *Project schedule page* – The project schedule will contain a brief generalization of the milestones for this project. The **CONSULTANT** will take project milestones, as approved by the **AUTHORITY**, and place them on this page. The **CONSULTANT** will list milestones by seasons of the year rather than by actual dates. The **CONSULTANT** will reflect shifts in the schedule on this page as they occur.
- *Photograph page* – The photograph page will include a selection of photographs obtained from the project area with a short accompanying description of the location, direction, and other important details contained within the photo. The photograph page can be in the form of an index, slideshow, or map with hyperlinked photograph locations. **The CONSULTANT will provide photographs.**

Videos, Renderings

The **CONSULTANT** will prepare PowerPoint presentations, videos, and renderings for public meetings as needed. See Section 1.5 and 1.7 for presentation requirements related to the Public workshop and hearing.