

**TAMPA-HILLSBOROUGH COUNTY
EXPRESSWAY AUTHORITY**

Letter of Clarification No. 3

FOR

EXPANDED LETTER OF INTEREST (ELOI)

ARCHITECTURAL SERVICES

ELOI O-01319

Letter of Clarification No. 1 ~ ELOI No. O-01319

Date of Letter of Clarification: June 24, 2019

To all prospective respondents:

The following responds to questions received on the solicitation reference above:

Question 1:	Please provide the "PowerPoint Findings/Concept presentation dated 4/11/2018" in the Reference Scope Documents.
Response 1:	See Attached.

Respondents MUST acknowledge receipt of this Letter of Clarification by signing, dating and returning the completed Acknowledgement of Receipt of Letter of Clarification/Addendum form with Respondent's proposal.

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

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: _____

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]

THEA Headquarters and Traffic Management
Center Building Assessment
Preliminary Findings/Concept

April 11, 2018

Goal

- To assess the current physical space at the facility – adequacy of condition, location/proximity, workplace well-being, efficiency, allocation (sq. footage) and the ability to accommodate growth in the medium term

Current Facility

- Constructed 2005
 - Designed to accommodate a small core staff of the THEA (around 12 permanent)
 - House COT TMC
 - Provide space for the Florida Department of Transportation's local Toll Operations by the Florida Turnpike Enterprise (FTE)

Organizational Changes

- Functions previously contracted, now THEA functions:
 - Communications
 - Legal services
 - Toll collection
 - Roadway maintenance
 - Video image processing
 - Work program > \$400 mill.

Facility Stats

- Value
 - TMC- \$7,262,302 including contents and equipment
 - Warehouse - \$859,149
- Size – 27,727 gross square feet (sq. ft.)
 - Total 26,740 sq. ft. of usable space
 - 14,135 sq. ft. are currently classified as office space,
 - approximately 33 percent is vacant

Process

- Kick-off meeting
- Interviews with Senior Managers and COT
- Input from staff
- Reviews of work program and Strategic Blueprint

Areas for Improvement

- Conference rooms
 - Numbers and equipment
- Security
 - Lobby, first floor, customer area
- Staff expansion
 - Ability to accommodate
- Additional designated areas
 - GEC, Consultant and visitors offices

General Observations

- Facelift needed – carpet, paint...
- Consolidation of like functions
- Board room upgrade – A/V, new potential advisors
- Operational & equipment enhancements
 - Copy center each floor, first floor lock down, conference room reservation system

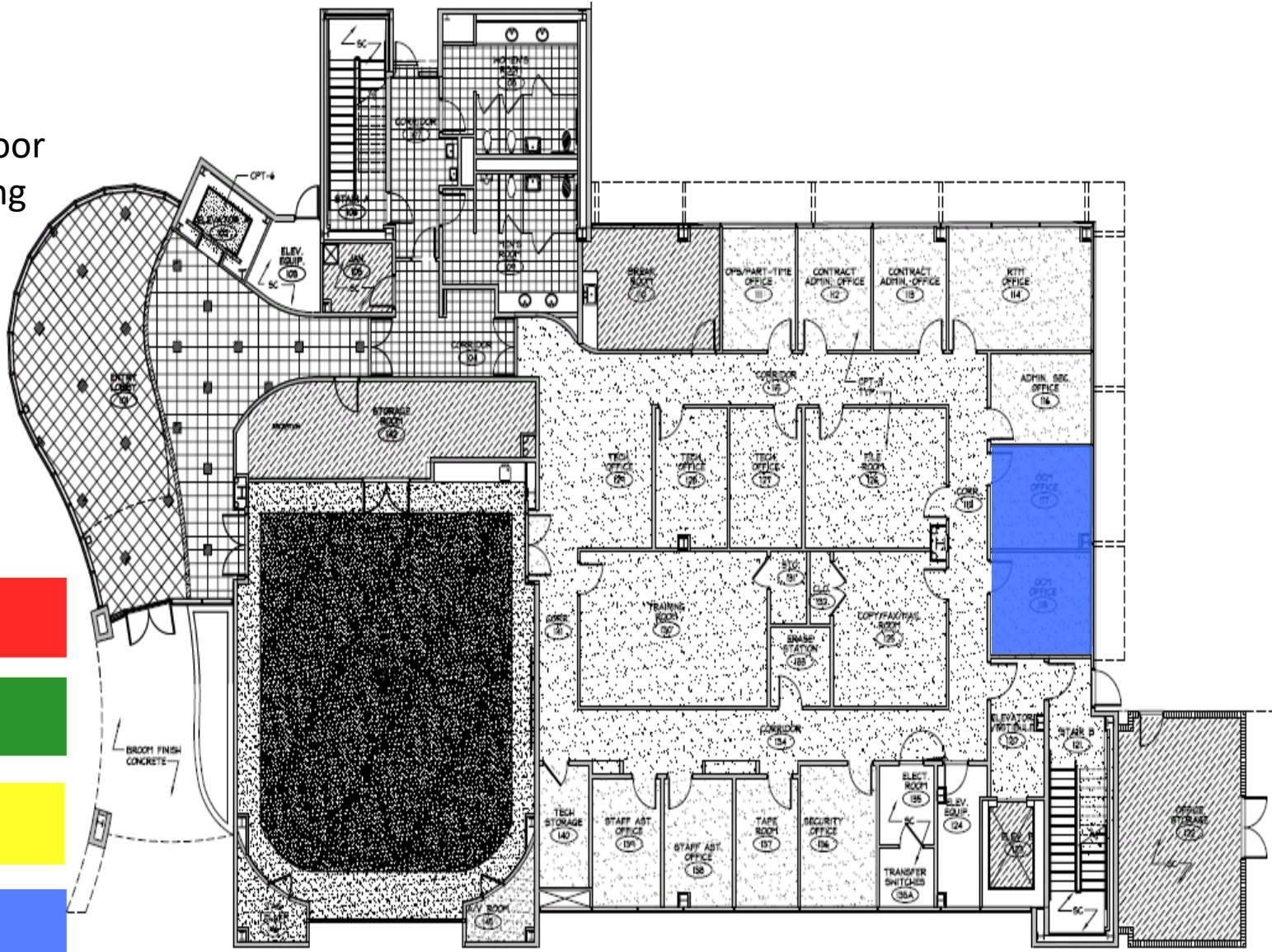
Suggested Amenities

- Main lobby – furnishing and freshening
- Shower facilities – support emergency operations and employee use of Selmon Greenway/fitness
- Library for Board Minutes, other documents and reference materials
- Small “brainstorming” room

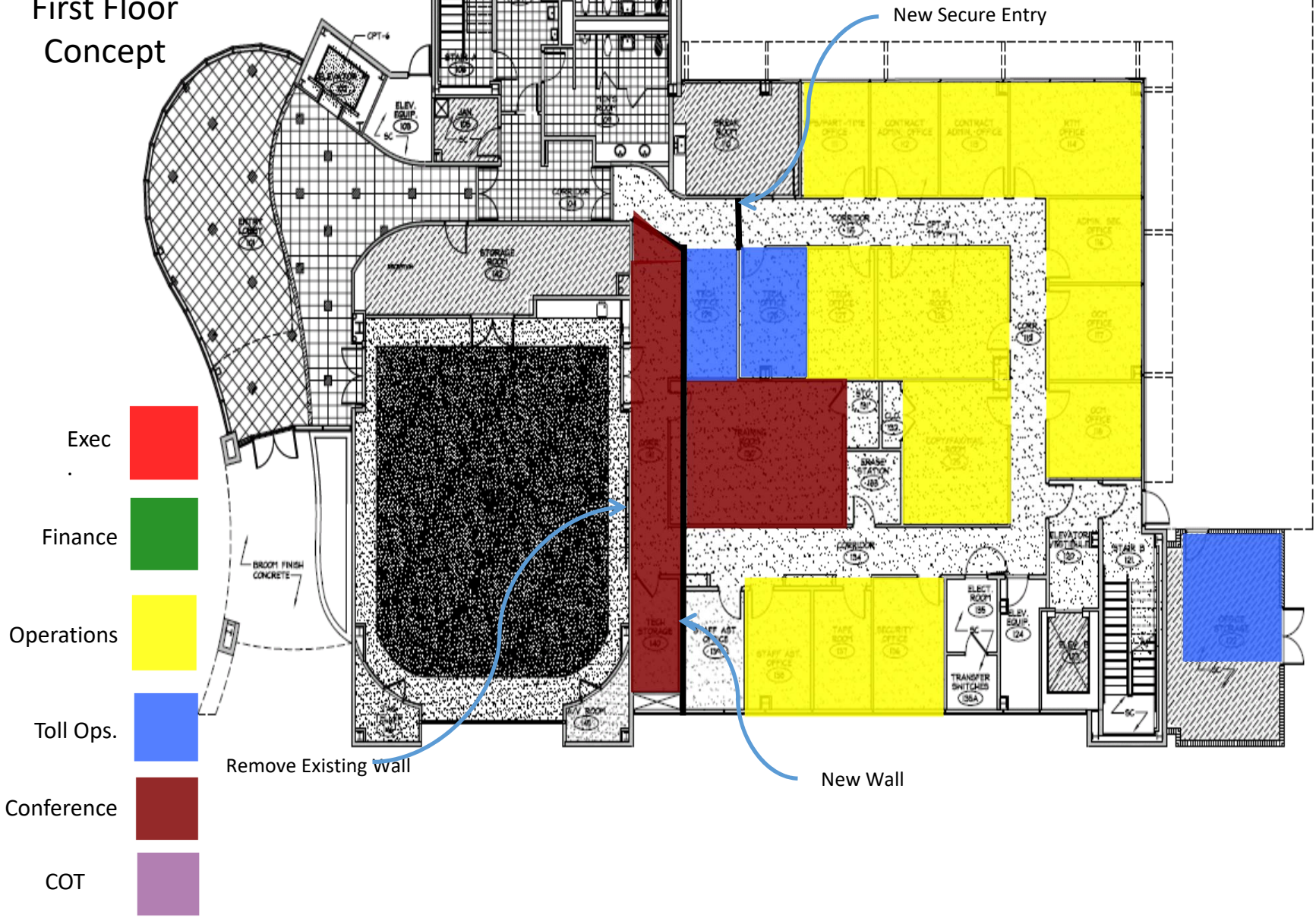
SUGGESTED SPACE ALLOCATION

First Floor Existing

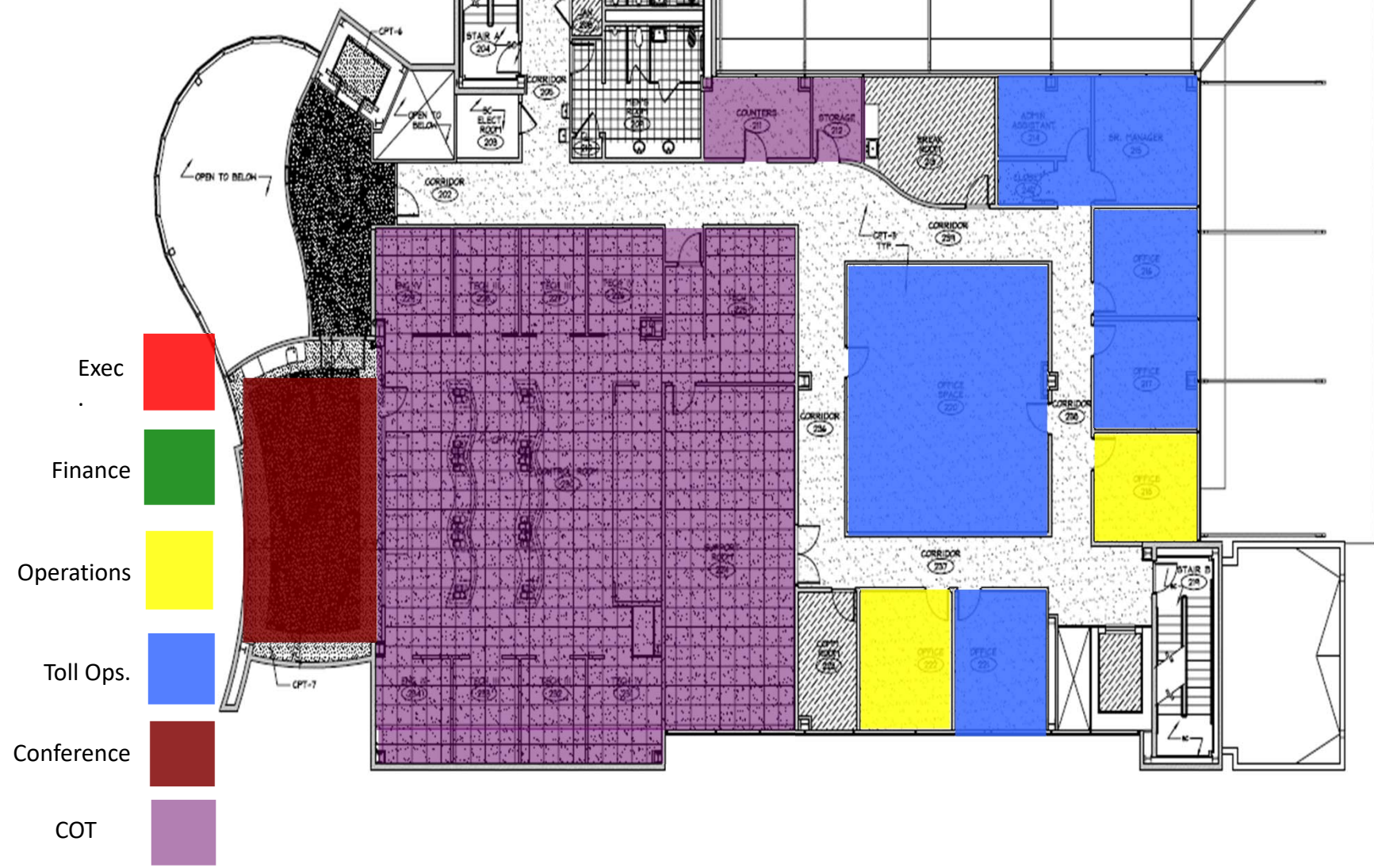
- Exec
- Finance
- Operations
- Toll Ops.
- Conference
- COT



First Floor Concept



Second Floor Existing



Exec



Finance



Operations



Toll Ops.



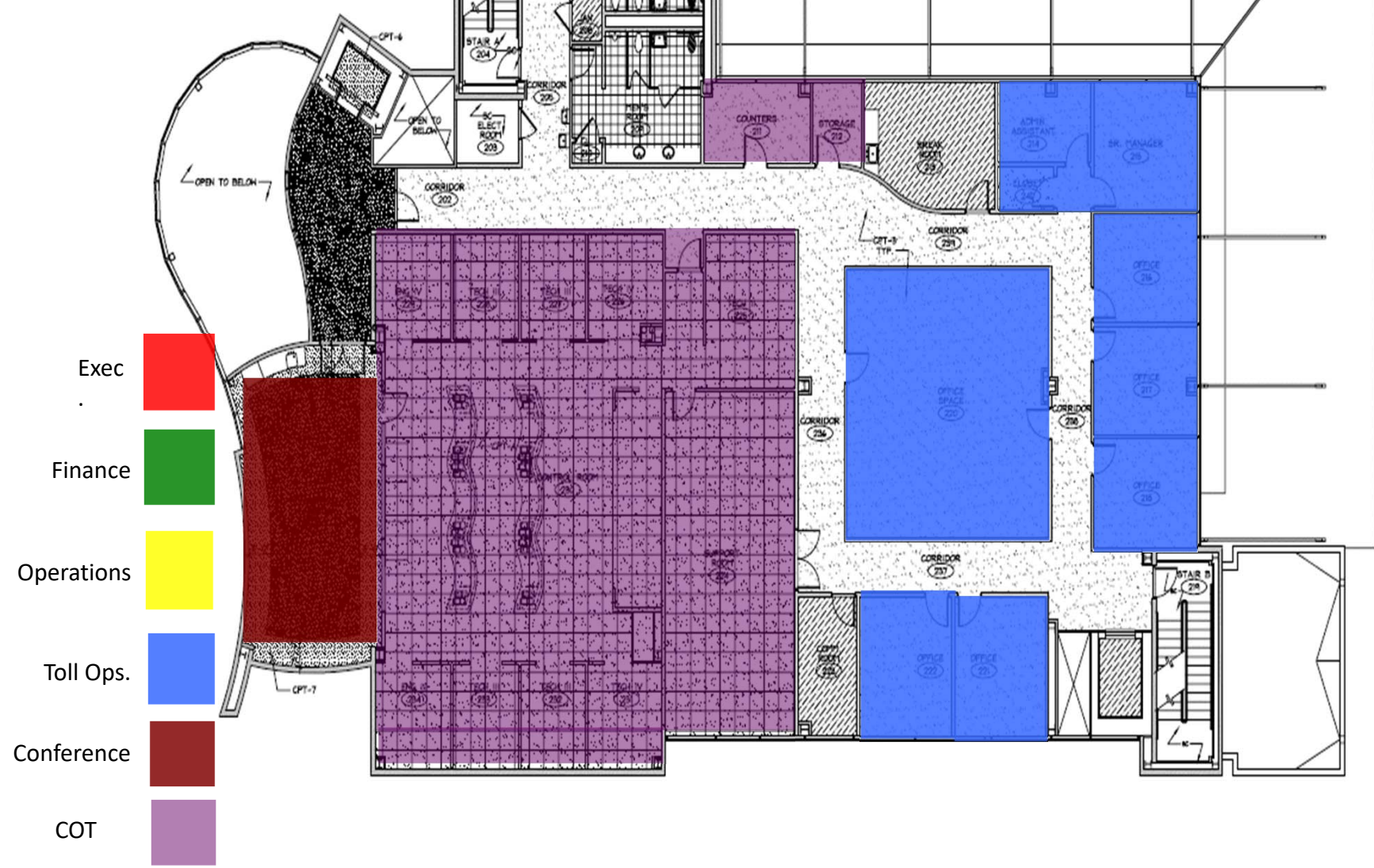
Conference









COT

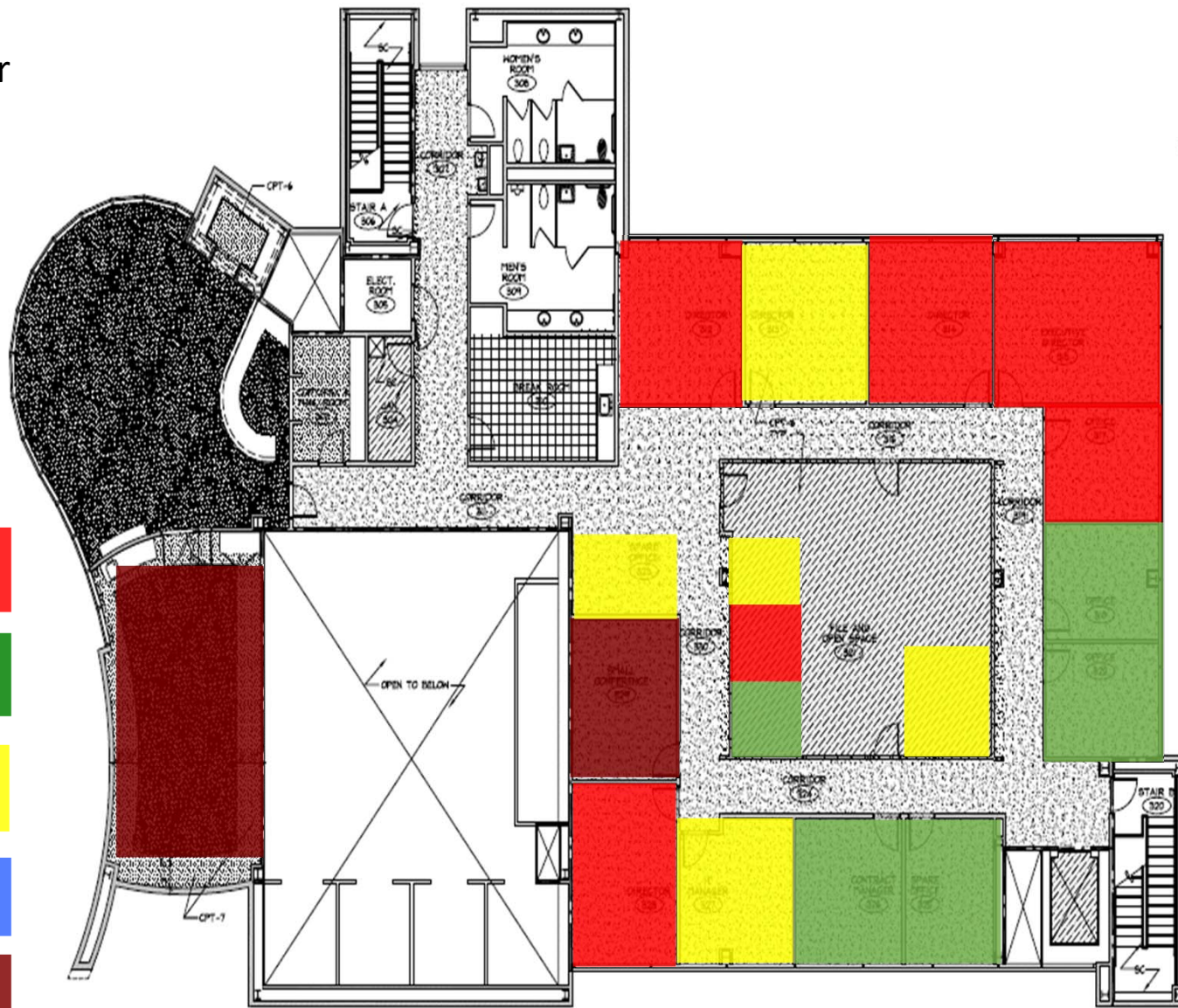


Second Floor Concept









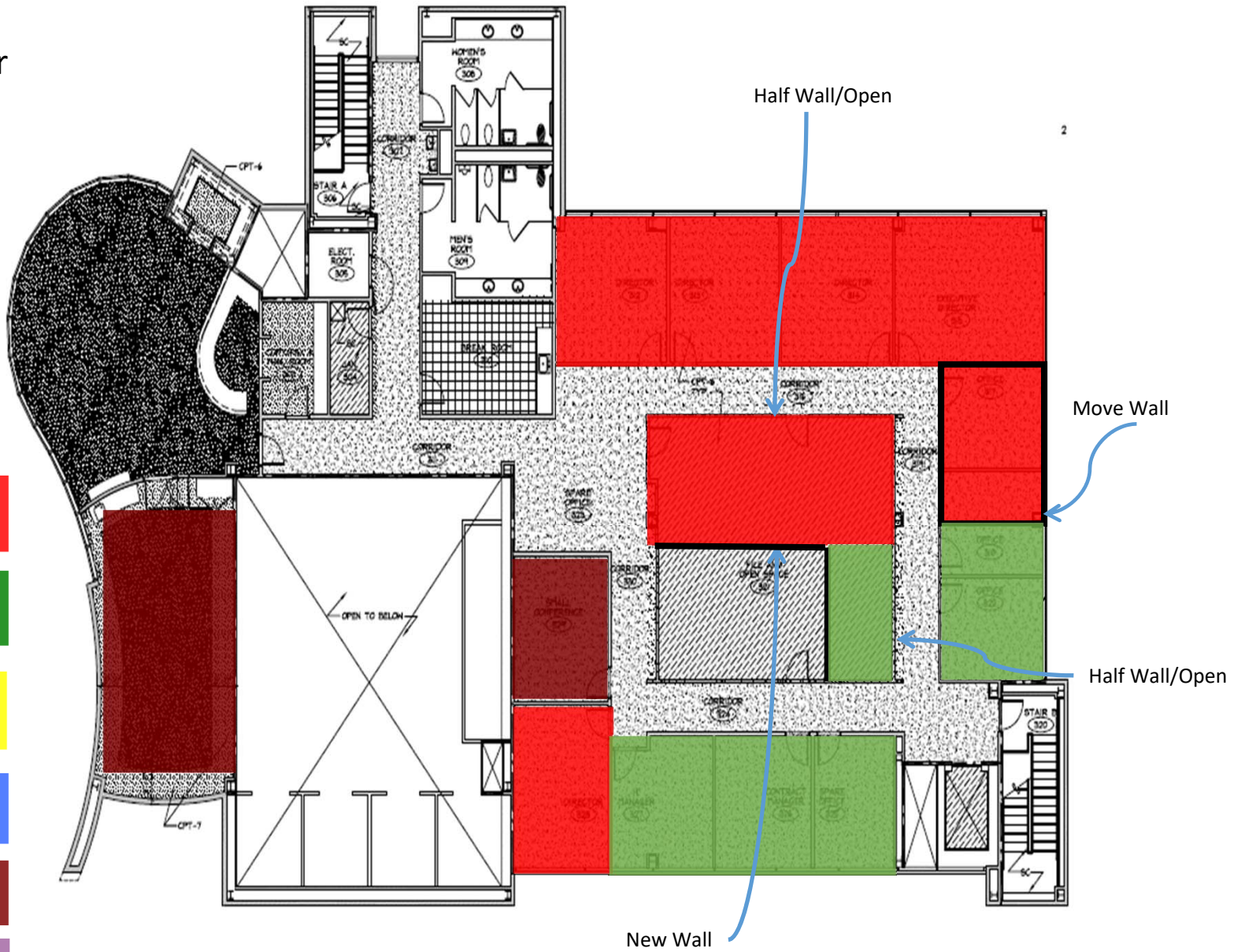
Third Floor Existing

- Exec 
- Finance 
- Operations 
- Toll Ops. 
- Conference 
- COT 



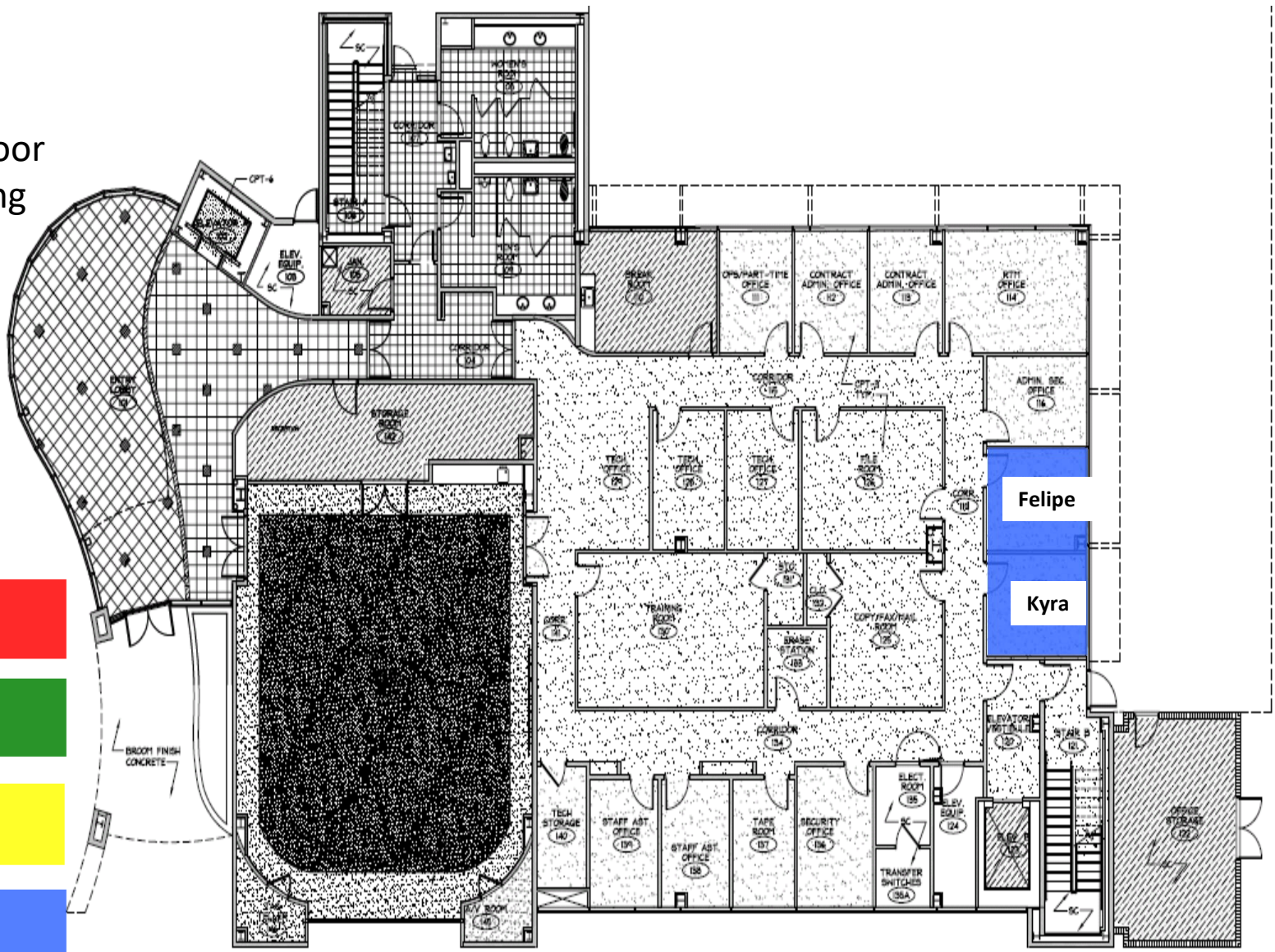
Third Floor Concept

- Exec 
- Finance 
- Operations 
- Toll Ops. 
- Conference 
- COT 

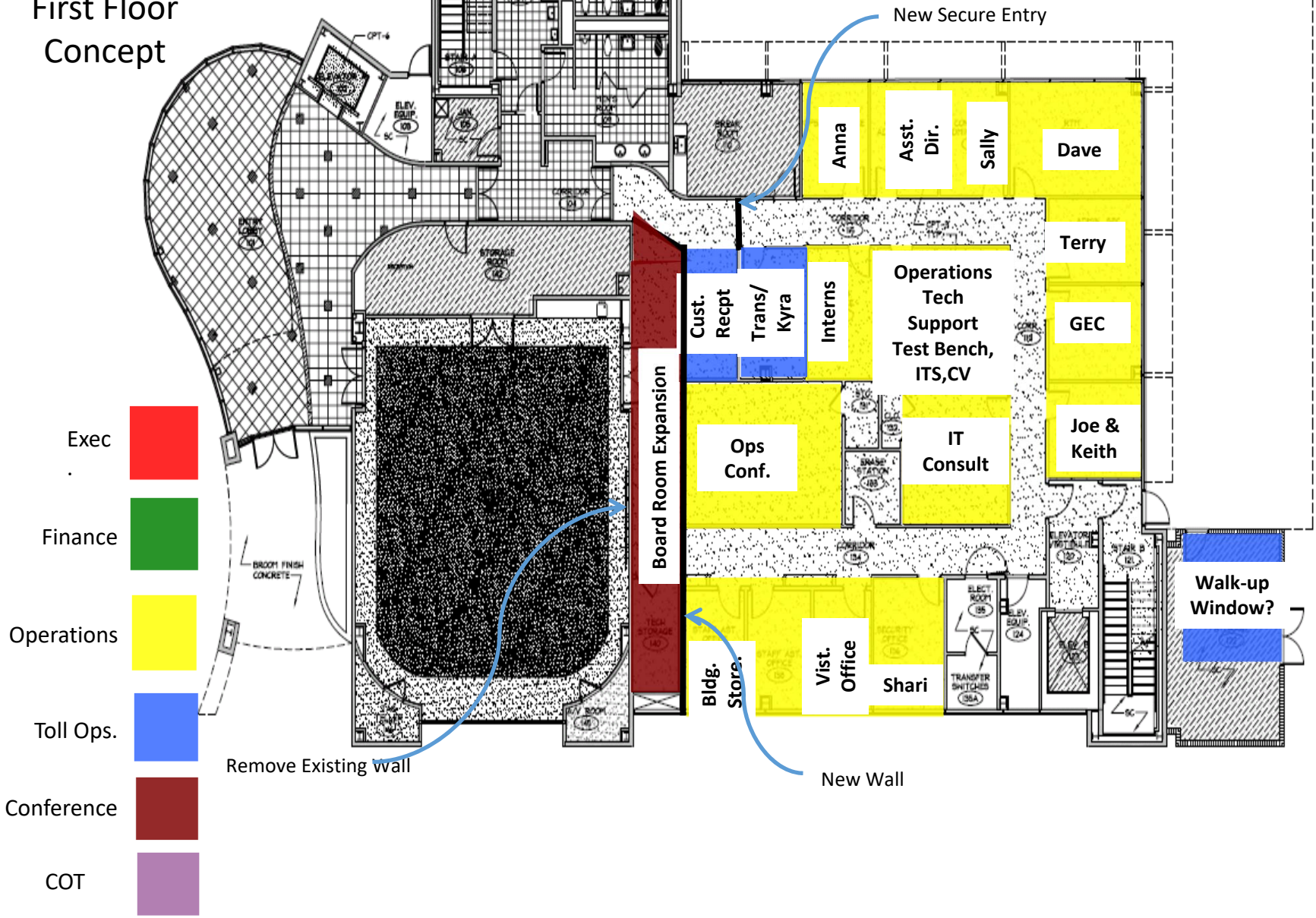


First Floor
Existing

- Exec
- Finance
- Operations
- Toll Ops.
- Conference
- COT



First Floor Concept



Exec



Finance



Operations



Toll Ops.



Conference



COT



Remove Existing wall

New Wall

Board Room Expansion

New Secure Entry

Walk-up Window?

Anna

Asst. Dir.

Sally

Dave

Terry

GEC

Joe & Keith

Operations Tech Support Test Bench, ITS, CV

Cust. Recept Trans/Kyra

Ops Conf.

IT Consult

Vist. Office

Shari

Bldg. Storage

Board Room Expansion

Remove Existing wall

New Wall

Walk-up Window?

Anna

Asst. Dir.

Sally

Dave

Terry

GEC

Joe & Keith

Operations Tech Support Test Bench, ITS, CV

Cust. Recept Trans/Kyra

Ops Conf.

IT Consult

Vist. Office

Shari

Bldg. Storage

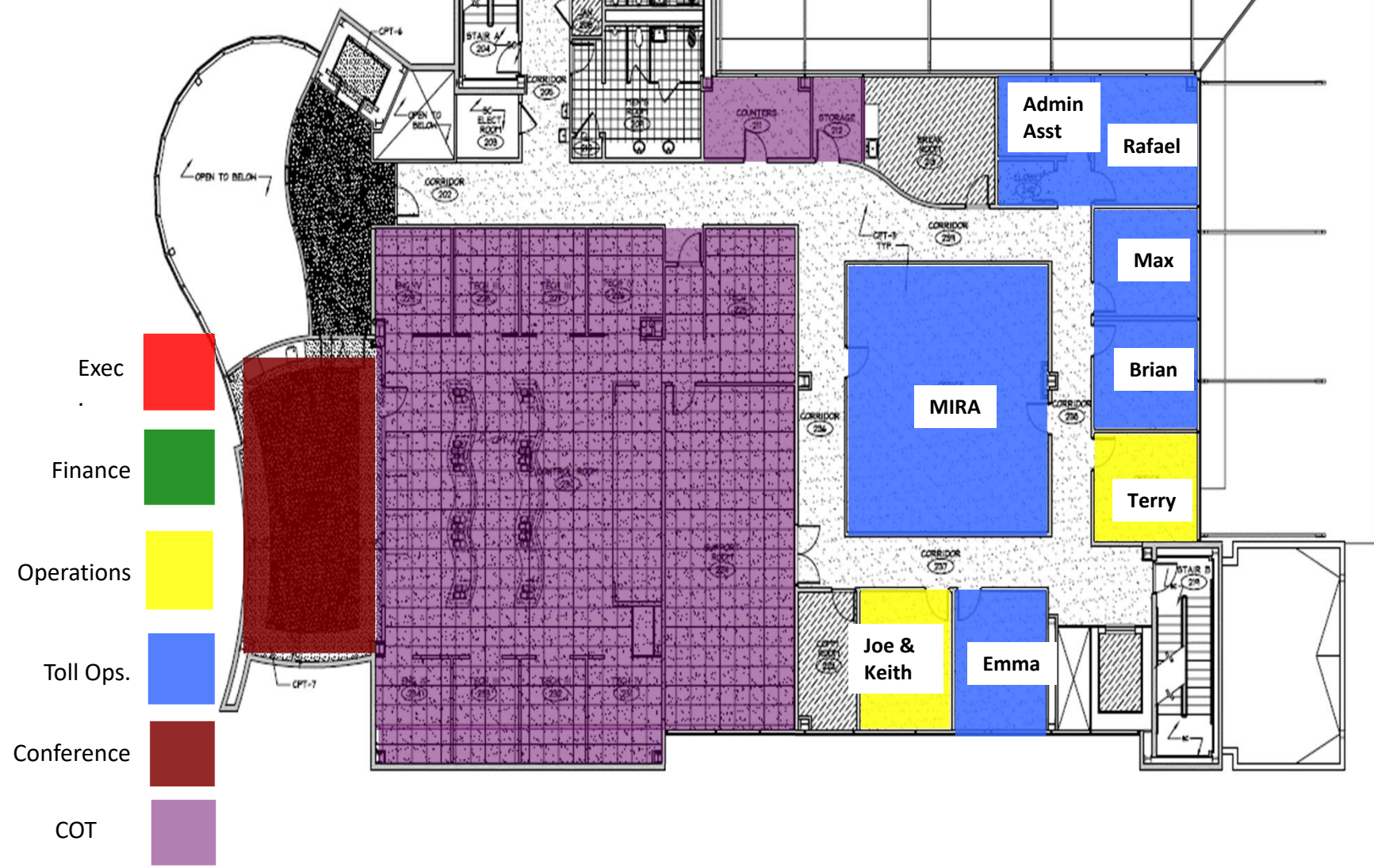
Board Room Expansion

Remove Existing wall

New Wall

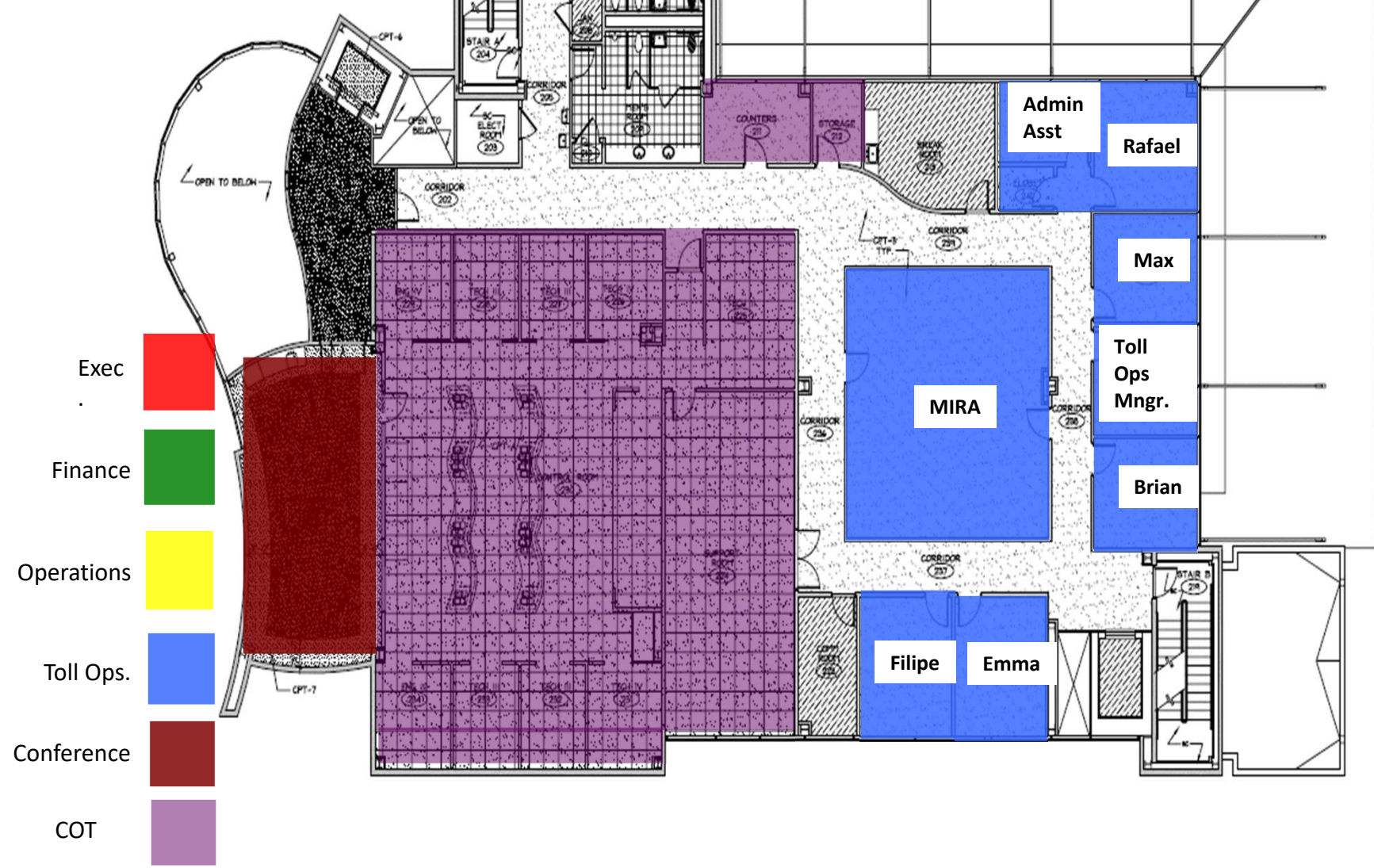
Walk-up Window?

Second Floor Existing



- Exec ■
- Finance ■
- Operations ■
- Toll Ops. ■
- Conference ■
- COT ■

Second Floor Concept



Exec



Finance



Operations



Toll Ops.



Conference

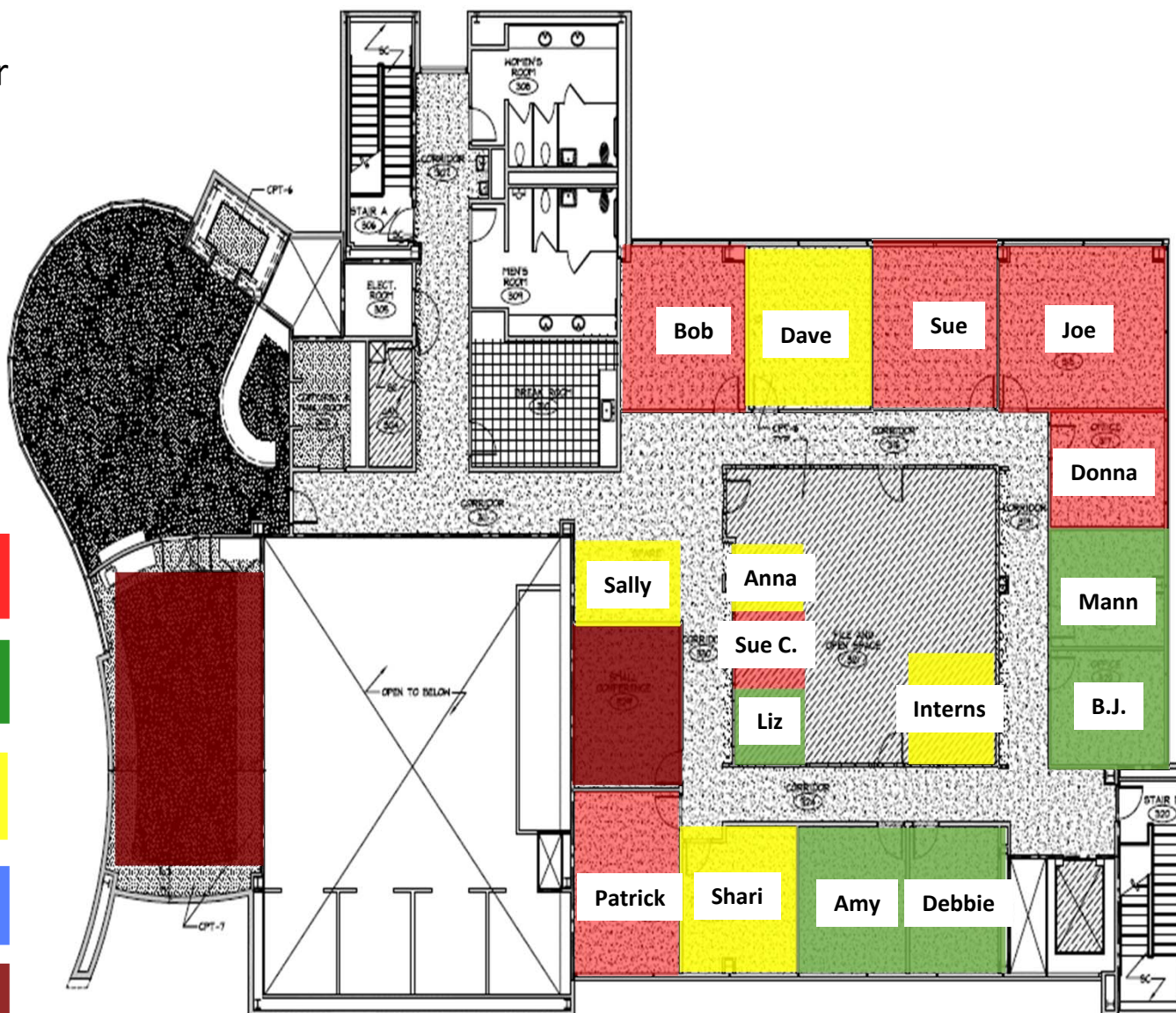


COT



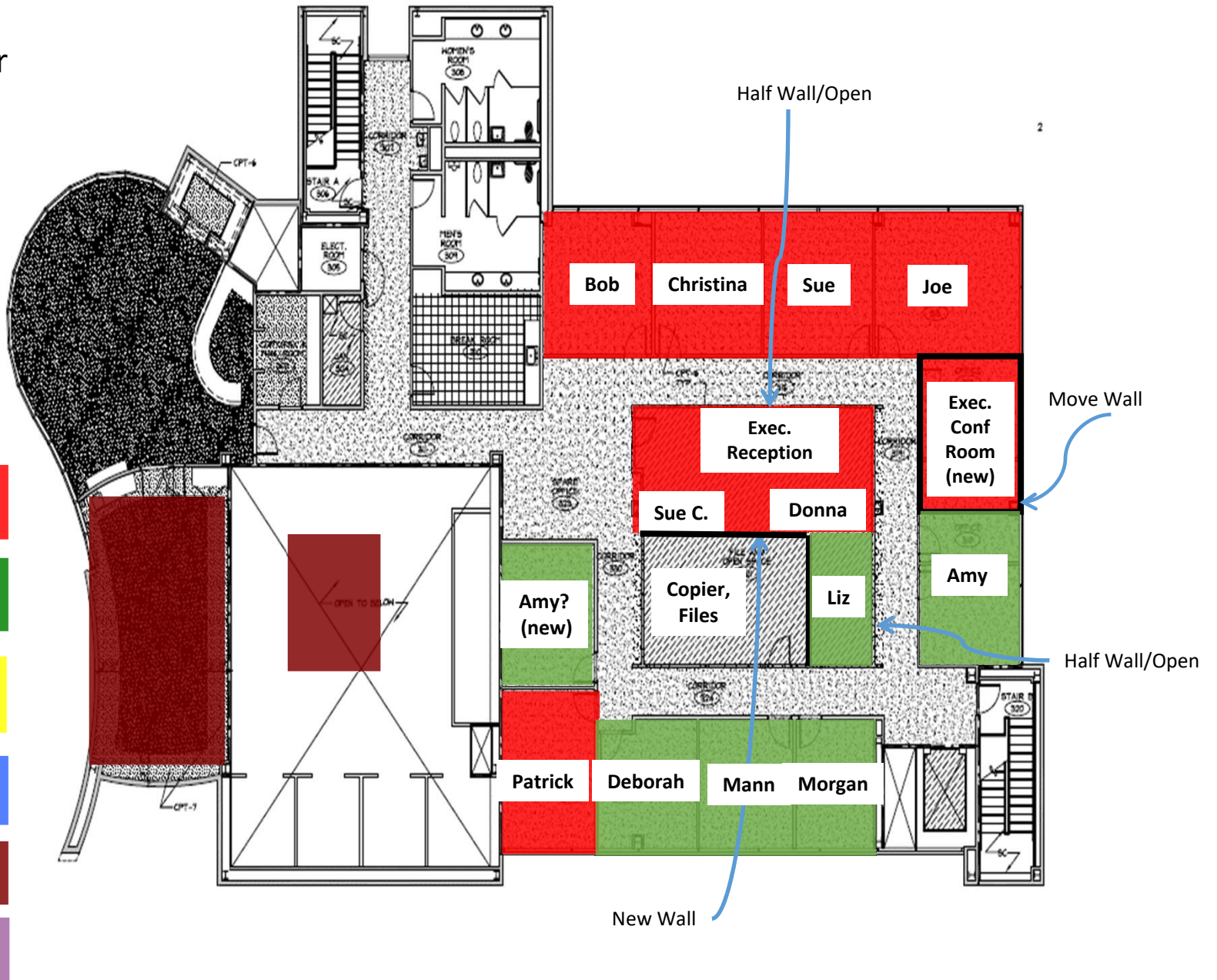
Third Floor Existing

- Exec
- Finance
- Operations
- Toll Ops.
- Conference
- COT



Third Floor Concept

- Exec
- Finance
- Operations
- Toll Ops.
- Conference
- COT



Next Steps

- Feedback from today's discussion
- Revision
- Begin cost estimation
- Design considerations
- Refine recommendation
- Present to Joe
- Present to Board