

**TAMPA-HILLSBOROUGH COUNTY  
EXPRESSWAY AUTHORITY**

**Letter of Clarification No. 3**

**FOR**

**REQUEST FOR QUALIFICATIONS**

**CONSTRUCTION MANAGER &  
PROJECT COORDINATION SERVICES**

**RFQ O-02319**

**Letter of Clarification No. 3 ~ RFQ No. O-02319**

**Date of Letter of Clarification: 11/21/19**

To all prospective respondents:

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

Question 1:	Is the basis of compensation asking what % of the total proposed price will be assigned to pre-construction and what % to the construction phase?
Response 1:	<p><b>Proposed Basis of Compensation includes the following:</b></p> <p><b>A description of staff devoted to pre-construction ( review of bid documents, bidders questions, pricing , material substitutions, etc.) &amp; estimate of staff hours for this work.</b></p> <p><b>A description of staff devoted to construction management.</b></p> <p><b>Titles and basic qualifications of the staff recommended for each major activity for the construction management &amp; estimate of staff hours this work.</b></p>
Question 2:	Would it be possible to send us the RK&K Concept Plan and any available documents from Wannemacher Jensen Architects to further understand the breadth and scope of the renovations?
Response 2:	<b>See attached “ELOI O-01319 ARCHITECTURAL SERVICES TMC RENOVATION” with Renovation Documents.</b>

**Bidders 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](mailto: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]**



**EXPANDED LETTER OF INTEREST (ELOI) O-01319**

**ARCHITECTURAL SERVICES**

**for**

**RENOVATION OF THE TRANSPORTATION MANAGEMENT CENTER**

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*ELOI Issue Date: (5/24/19)*

*ELOI Response Due Date: (6/27/19)*

**RESPONSIBLE DEPARTMENT**

David May, PE  
Director of Expressway Operations  
&  
Robert M. Frey, AICP  
Director of Planning & Innovation

**PROCUREMENT DEPARTMENT**

Man Le, PMP  
Procurement Manager  
1104 East Twiggs Street, Suite 300  
Tampa, Florida 33602  
Telephone Number: (813) 272-2307  
Email: Man.Le@tampa-xway.com

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ATTACHMENT 2 ~ Renovation documents

## I. SCOPE OF SERVICES

See Attachment 1 ~ SCOPE OF SERVICES.

## II. INSTRUCTIONS TO FIRMS

1. The Authority must receive all submittals at the locations stated below, **not later than June 20, 2019 @ 2 p.m. EST**. Any submittal received after the stated time and date shall not be considered. It shall be the sole responsibility of the firm to have its package delivered to the Authority by U.S. Mail, hand delivery, or any other method available to them; however, facsimile or telegraphic submittals will not be accepted. Delay in delivery shall not be the responsibility of the Authority. Submittals received after the deadline shall not be considered and may be returned only at the firm's expense.
2. Each firm shall examine all documents and shall determine all matters relating to the interpretation of such documents.
3. Type size shall not be less than 10-point font. The proposal shall be indexed and all pages sequentially numbered. All pages and appendices/attachments must be firmly bound or stapled.
4. One (1) original, four (4) signed copies and one (1) electronic CD/USB copy of the submittal must be delivered to the Authority's Procurement Department in one package, clearly marked on the outside, "**Architectural Services for Renovation of the Transportation Management Center**," with date sent or delivered to:

Man Le ~ Procurement Manager  
1104 East Twiggs Street, Suite 300  
Tampa, FL 33602

5. The Authority shall not be liable for any expenses incurred in the preparation of the proposals.
6. The Authority reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for all or any part of the services. The Authority shall be the sole judge of the submittals and the resulting negotiated agreement that is in the Authority's best interest, and the Authority's decision shall be final.
7. Joint proposals will not be accepted.
8. The successful firm shall be required to execute an agreement, in form and content acceptable to the Authority, indemnifying and holding harmless the Authority, its officials, officers, employees, and agents from all claims.

9. **Firms, their agents, or associates shall refrain from contacting or soliciting any Authority staff or members of the Board directly or indirectly regarding this ELOI during the selection process. Failure to comply with this provision may result in the disqualification of the firm. All requests for clarification or additional information should be made in writing via email to:**  
[Man.Le@tampa-xway.com](mailto:Man.Le@tampa-xway.com)

### **III. QUALIFICATIONS:**

This ELOI shall include, but not be limited to, responses to the following requirements:

**A. Expanded Letter of Interest.** The letter should include the following (Five (5) page limit):

1. Understanding of scope:
  - a. Approach to project delivery
  - b. Work Plan
  - c. SBE Utilization
2. Qualifications and experience of team:
  - a. Project Manager
  - b. Key Personnel
  - c. Sub Consultants
  - d. Professional certifications/licenses
  - e. Technical Ability
  - f. Specialized Expertise
3. Past Performance:
  - a. Consideration of past performance
  - b. References
  - c. Evaluation of potential conflicts of interest/staff availability
  - d. Ability to adhere to schedule/responsiveness
4. QA/QC  
Provide the firm's general quality assurance (QA) and quality control (QC) process and approach to oversight on similar projects.

**B. Organizational Chart** – attach an organizational chart that includes the following:

- A one-page organizational chart along with one-page resumes for up to 5 key personnel may be included.

Only those members of the team who will **actively** participate under the potential work assignments should be included. Individuals who would be available on an "as-needed" basis should be omitted.

A maximum of 1 page will be allowed for the "Organization Chart" element. The Organizational Chart may be submitted on paper sized larger than 8½" x 11" if folded neatly to 8½" x 11."

**C.** Complete all required forms (EXHIBITS A – B).

**IV. SELECTION PROCESS**

There are two steps to the selection process. Step 1, the Authority will review the ELOI and shortlist 3-4 firms. Step 2, involves an interview and presentation by the shortlisted firms.

**EVALUATION CRITERIA ~ Step 1:**

The ELOI will be scored by the Evaluation Committee. The maximum points to be earned in the evaluation are one hundred (100) points per evaluator.

The following evaluation criteria will be used to determine the best qualified firms to move forward to Step 2:

Evaluation Areas		Points
1.	Understanding of scope/approach: a) Approach to project delivery b) Work Plan c) SBE utilization	0-30
2.	Qualifications and experience of team: a) Project Manager b) Key personnel c) Sub Consultants d) Professional Certifications/licenses e) Technical ability f) Specialized expertise	0-30
3.	Past Performance: a) Consideration of past performance b) References c) Evaluation of potential conflicts of interest/staff availability d) Ability to adhere to schedule/responsiveness	0-30

4.	QA/QC: Provide the firm's general assurance (QA) and quality control (QC) process and approach to oversight on similar contracts	0-10
<b>TOTAL</b>		<b>100</b>

**EVALUATION CRITERIA ~ Step 2:**

	<b>Evaluation Areas</b>	<b>Points</b>
1.	<ul style="list-style-type: none"> <li>• <b>Design Process &amp; Coordination</b> Evaluation based on the design process &amp; coordination presented by the firm.</li> </ul>	0 – 18
2.	<ul style="list-style-type: none"> <li>• <b>Schedule Overall</b> Evaluation based on the project schedule overall presented by the firm.</li> </ul>	0 – 18
3.	<ul style="list-style-type: none"> <li>• <b>Relocation Schedule</b> Evaluation based on the relocation scheduled presented by the firm.</li> </ul>	0 - 18
4.	<ul style="list-style-type: none"> <li>• <b>Cost Control</b> Evaluation based on the firm's cost control for the project.</li> </ul>	0 - 16
5.	<ul style="list-style-type: none"> <li>• <b>Experience with Similar Projects</b> Evaluation based on the firm's demonstrated experience with similar projects.</li> </ul>	0 - 30
<b>TOTAL:</b>		<b>100</b>

**FINAL SELECTION:**

Following the interviews, the ranking of firms based on the Evaluation Committee's scoring from Step 2 will be presented to the Authority's Board for consideration and approval with a recommendation that the highest-ranked firm be selected on the date, time and at the location stated per the Timetable schedule. Firms are not required to attend; however, the meeting is open to the public. The Authority's Board has the right to correct any errors in the evaluation and selection process that may have been made. The Authority is not obligated to award the contract and the Authority's Board may decide to reject all proposals.

After approval of the final ranking of the firm and award of the contract by the Authority's Board, the results will be posted no later than the date at the locations referenced in the Timetable.

## V. TIMETABLE

EVENT	DATE/TIME
Release of ELOI	May 24, 2019
Deadline for Questions/Request for Clarification	June 6, 2019
Deadline for THEA to respond to firm's questions	June 7, 2019
<p><b>ELOI Due Date/Time (Deadline)</b>  <i>Location:</i> Transportation Management Center (TMC)            1104 East Twiggs Street, Suite 300            Tampa, FL 33602</p> <p><b>Public Opening of Proposals</b>            (Firms not required to attend, however, the opening is open to the public.)</p>	<b>June 27, 2019</b>
<p>Step 1 ~ Evaluation Committee meet to evaluate ELOI and to rank and/ or short list firms @ TMC, 3<sup>rd</sup> floor Conference Room</p> <p>(Firms not required to attend, however, the meeting is open to the public.)</p>	July 08, 2019 @ 3 p.m.
Posting of Notice of Intended Ranking and/or to short list firms to the Authority's website and Demandstar.	July 09, 2019
Step 2 ~ Evaluation Committee meet to evaluate presentation and interview with short listed firms	August 08, 2019
Post Notice of Intended Ranking to the Authority's website and Demandstar.	August 09, 2019
Board Approval of Final Ranking & Award of Contract @ TMC, Board Room	August 26, 2019
Posting of Notice of Board Approval & Award of Contract to the Authority's website and Demandstar.	August 27, 2019

## **VI. TERMS AND CONDITIONS**

The Authority reserves the right to reject all proposals, any proposal not conforming to this procurement, and to waive any irregularity or informality with respect to any proposal. The Authority further, reserves the right to request clarification of information submitted and to request additional information from one or more firms.

The Authority requires that the firm selected will not discriminate under the contract against any person in accordance with federal, state, and local governments' regulations. The Authority requires the firm selected make an affirmative statement to the effect that their retention shall not result in conflict of interests with respect to the Authority.

The Authority requires that the firm make an affirmative statement to the effect that they have not contacted, or attempted to contact, any member of the Board, or the Authority staff, except as expressly permitted in the ELOI.

## **VII. STATEMENT ON PUBLIC ENTITY CRIMES**

Failure of the firm to certify the firm as free from any "public entity crime" as defined in the Florida Statutes, Subsection 287.133 shall result in rejection or disqualification of your proposal. (See Exhibit A)

## **VIII. DRUG-FREE WORKPLACE**

Failure of the firm to certify the firm as a drug-free workplace in accordance with Florida Statutes, Subsection 287.087 shall result in rejection or disqualification of your proposal. (See Exhibit B).

**EXHIBIT A**

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

1. This sworn statement is submitted by \_\_\_\_\_ as  
\_\_\_\_\_ of  
\_\_\_\_\_ whose business address is  
\_\_\_\_\_ and (if applicable)  
its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.
  
2. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
  
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
  
4. I understand that “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - A. A predecessor or successor of a person convicted of a public entity crime; or
  
  - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Authorityship by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
  
6. Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of \_\_\_\_\_, the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_

By

\_\_\_\_\_

Date

STATE OF  
 COUNTY OF

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day  
 of \_\_\_\_\_, 20\_\_\_\_, by  
 \_\_\_\_\_ who is personally known to me or who produced  
 a \_\_\_\_\_ as identification and who did take an oath.

\_\_\_\_\_

Notary Public

My commission expires:

**EXHIBIT B**

**DRUG-FREE WORKPLACE FORM**

The undersigned firm, in accordance with Florida Status 287.087 hereby certifies that \_\_\_\_\_ does:

Name of Business

1. Publish a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of a statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction of or require the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies with the above requirements.

\_\_\_\_\_  
Firm's Signature

\_\_\_\_\_  
Date

## Attachment 1 ~ SCOPE OF SERVICES

**PURPOSE:** Tampa Hillsborough Expressway Authority (Authority) requires renovations of the existing Traffic Management Center (TMC) Building to incorporate modifications to their operations, including technology, security, and finish improvements in the facility.

**PROJECT DESCRIPTION:** The existing TMC Building is approximately 27,727 GSF, three story building housing the operations of the Authority and some City of Tampa component(s). Major space allocations include offices, conference rooms, Board Room, Server Room, and City of Tampa Transportation Management Center.

The renovation scope will require initial program verification with the Authority. A Renovation – Statement of Probable Cost (June 14, 2018) has been developed for the Authority. Scope and cost will be confirmed by the design professional and Construction Manager during the development of the program and design documents. The Authority's needs have changed since the initial development of related documents, preceded by the Tech Memo, dated March 16, 2018 (See *Attachment 2*).

The renovation project delivery method will likely be by a third-party Construction Manager (CM). CM to be selected by the Authority prior to construction for preconstruction services and support.

### PROJECT OBJECTIVES:

- A. The building program shall generally consist of, but not be limited to, the following:
  1. Toll Operations,
  2. General Operations,
  3. Conference Rooms,
  4. Board Room Functions,
  5. City of Tampa Operations,
  6. Finance Department,
  7. Executive Suite.
- B. The scope includes renovations and alterations for space modifications to locate confirmed program in the available spaces of the existing building. Reconfiguration of spaces is envisioned to accommodate the Authority's programmatic changes.
- C. The scope includes finish improvements and ADA improvements where required by renovations.
- D. The scope includes security improvements both space reconfiguration and additional security system incorporation.
- E. The design and detailing shall meet all applicable building codes, including barrier free design.
- F. Design shall consider life-cycle costs, long-term maintenance, energy conservation, and long-term operational costs.
- G. Construction scope value shall fall under the 50% rule to avoid complete upgrade of the building and systems to current code requirements.

**GENERAL SCOPE OF SERVICES:** This is for a task-based professional services agreement with no public input. The scope of services shall include, but not be limited to the following:

- A. Programming and Planning – Develop a program for the facility with the Authority’s representatives taking into consideration the limitations of the existing space and site budgetary requirements. Services include project coordination meetings, consultations with local agencies and Authority representatives.
- B. Building Analysis – Collect building data, prior studies, and record drawings to determine how to implement the alteration/renovation scope with the greatest efficiency given existing systems.
- C. Schematic Design Phase – The Firm/Consultant is to develop design based on program information with the Authority staff and the respective advisory personnel resulting in preliminary studies and sketches of the project to arrive at acceptable solutions. Consultant will work with the project team which includes Authority representatives and CM on development and review of design alternates. The phase deliverables are a floor plan(s) and cost models. The drawings include space allocations, finish technology and security improvements, and construction cost is estimated by the design team.
- D. Design Development Phase – This is for the refinement of schematic design with the Authority’s staff and CM in selection of materials and building systems including mechanical, electrical, plumbing, structural, and architectural details. Provide 50% progress and final set of plans with outline specification volume documents at both sets and review with the CM and the Authority. The phase deliverables are to produce floor plans, reflected ceiling plans, and details. These drawings typically include door (and interior window) schedules and details. Work with the CM and the Authority representative keeping the project within a predetermined budget with value engineering, alternates, cost-benefit analysis. Revise as necessary to meet budget.
- E. Construction Document Phase – This phase is for preparation of final working drawings, final specification volume document, a submittal log, large scale details and specifications meeting standard codes for obtaining bids and permits and letting a contract for construction. All documents shall be thorough and absent of ambiguities and totally coordinated between the various engineering disciplines and reviewed with the Authority and Construction Manager. The phase deliverables shall produce a set of drawings that include all pertinent information required for the Construction Manager to price and build the project. In addition to paper construction documents, provide electronic format (pdf and AutoCADD) set of plans to the Authority and the CM.

- F. Construction Observation Phase – Consultant shall review the construction and determine that the project is constructed in accordance with the approved plans and specifications. The construction observation services shall include, but not be limited to the following:
- Project coordination meetings with the construction management firm and Authority representative.
  - Observations when work is being performed (and as circumstances may require) to determine the progress and quality of the construction project.
  - Review and process shop drawings within 10 calendar days.
  - Coordinate with the contractor through the standard Request for Information process within 72 hours, typically.
  - Final observation and certification to the Authority that the project has been completed in accordance with the plans and specifications
  - Provide final inspection and punch list before and after substantial completion of the project.
  - Coordinate as-built documentation.

**PROPOSED PROJECT BUDGET AND SCHEDULE:** The project budget for the renovation scope shall fall below the 50% assessed value of the building. Consultant will work with the Authority to develop a project with an expected construction value of \$1,850,000 to \$2,100,000. The design shall be completed within 180 calendar days from the date of the issuance of the contract. The Consultant shall develop, update, and report progress on a Critical Path Method-based design schedule through 100% construction document issuance.

**SPECIALIZED EXPERIENCE PREFERRED:** The Consultant should have strong experience with renovations of occupied commercial buildings, interior design and security focused.

## **END SCOPE OF SERVICES**



**THEA HEADQUARTERS AND  
TRAFFIC MANAGEMENT CENTER BUILDING  
RENOVATION – STATEMENT OF PROBABLE COST**  
June 14, 2018

# **THEA HEADQUARTERS AND TRAFFIC MANAGEMENT CENTER BUILDING**

## **RENOVATION – STATEMENT OF PROBABLE COST**

June 14, 2018

**WILDER ARCHITECTURE, INC.**  
1315 EAST 7TH AVENUE, SUITE 106.  
TAMPA, FLORIDA 33605

813.242.6677

[wilderarchitecture.com](http://wilderarchitecture.com)

# **THEA Headquarters and Traffic Management Center Building Renovation - Statement of Probable Cost**

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### **Summary**

#### **Scope of Improvements**

- Maintenance Improvements and Repairs
- Alterations
- Board Room Reconfiguration

#### **Excluded Scope**

#### **Statement of Probable Cost**

- THEA Headquarters and Traffic Management Center Building – Level 3 Direct Cost Summary
- THEA Headquarters and Traffic Management Center Building – Estimate Detail
- Building Renovation Scope Assessment and Cost Estimate – Mechanical Electrical Engineering

#### **Reference Scope Documents**

- PowerPoint Findings/Concept presentation dated 4/11/2018
- Summary Memo from Steve Reich dated 3/16/2018

# **THEA Headquarters and Traffic Management Center Building Renovation - Statement of Probable Cost**

## **Summary**

In support of the Owner's desire to assess the current state of the facility our team has developed a statement probable cost for the renovations and improvements desired at the facility. Input from site visits, scope proposed in the PowerPoint findings/concept presentation dated 4/11/2018, and a summary memo from Steve Reich dated 3/16/2018 has been used to prepare the statement probable cost.

Additional input for Revision 01 was provided by Chris Piazza, PE (RK&K) on 5/31/18 to clarify and modify scope.

## **Scope Components**

The scope envisioned for the building has three major components; Maintenance Improvements and Repairs, Alterations, and the reconfiguration of the Board Room.

### Maintenance Improvements and Repairs

- Paint
  - Paint all interior spaces
  - Paint 2 story space/logo
  - Paint at Board room
  - Paint Soffits
  - Remove wallpaper and paint in its place
- Carpet and Base (Roll or Cpt Tile)
  - Carpet Tile at access flooring
- Ceiling Tile replacement (10% allowance for damaged and stained tiles)
- New Lobby tile
- Window film at curved Lobby glazing (3 floors)
- New window shades

### Alterations

- New Walls, New (& reused) and frames doors
  - Reconfigure MEP for these spaces as needed
  - Switches, power, data
  - HVAC – VAV ducting
  - Any dampering at rated walls
- New AV equipment at conference rooms
- Move cooling units out of the server farm
- New space for customer service walk up at the existing prep area (1rst floor)
- Second Floor Shower (location TBD)

### Board Room Reconfiguration

- New finishes throughout. New Window shades. New Signage.
- Revise Dais casework.
- Floor boxes for power and communications
- Move rated walls to expand room
  - New exiting required
- Revise ceiling to rotate room
  - New ceiling and grid with hard soffits
  - New lights and controls
  - New ducts and HVAC grilles
  - Complete AV system upgrade

## **THEA Headquarters and Traffic Management Center Building Renovation - Statement of Probable Cost**

- Revise fire sprinklering
- New projection screen - motorized
- Add to storage for prep
  - Sink
  - Casework
  - Electrical and Plumbing

Other Allowances and notable line items of the statement of probable cost include:

- A contingency of 15% has been applied to the statement of probable cost.
- Architectural and Engineering Fees are included as a line item.
- An Allowance of \$300,000 is included for new furniture.
- An Allowance of \$90,000 for LED lighting improvements throughout the building.
- The project is a phased project; floor by floor improvements. This increases the General Conditions from 10% to 25% (approx. 2.5 times longer to complete in this manner).
- An Allowance of \$30,000 is provided in addition to the Fire Alarm Renovation scope (\$10,000) for a complete replacement cost of \$40,000.

### **EXCLUDED SCOPE**

The following items and scopes of work have not been included in the costs presentation as the renovation project.

1. Elevator Finishes.
2. Tile flooring. Hard tile flooring is existing to remain. VCT flooring is existing to remain. An Allowance has been included for minor repairs. Lobby Tile is replaced as new.
3. Ceiling tiles/grid will remain where renovations do not affect the room(s). An Allowance has been provided to move/replace some of the damages and stained ceiling tiles.
4. Hard ceiling revisions. No existing soffits are proposed to be changed; existing to remain. Exception – the Board Room is reconfigured in the ceiling plane too.
5. Toilet partitions are existing to remain.
6. Toilet accessories are existing to remain.
7. Exterior envelope changes are not included. There is some indication of water intrusion which has been corrected. And is not addressed as a cost in this estimate. A small allowance for miscellaneous repairs is included.
8. Interior Signage is existing to remain, except revised locations.
9. Roofing is existing to remain. An allowance has been included for minor repairs for removing certain roof top condensing units.
10. Dais construction does not include Bullet-Resistant Paneling.
11. Walk-up window does not include Bullet-Resistant glazing.
12. Phones will be Owner provided.
13. Miscellaneous equipment and computers will be Owner provided.
14. No casework modifications. Existing to remain. Board Room has new casework components.
15. Lighting is existing to remain except Board Room. At office renovations, existing lights will be relocated to provide the proper configuration in a new room.

**THEA Headquarters and Traffic Management Center Building**

Project No. WAI 1808-00

BSD CostLink/AE - Copyright © 1999-2007

by Building Systems Design, Inc.

Level 3 Direct Cost Summary

	Quantity	Unit Cost	Total Cost
<b>WAI 1808-00 THEA Headquarters and Traffic Management Center Building</b>			
1 BUILDING			
01000 GENERAL REQUIREMENTS			\$68,689
03000 CONCRETE			\$6,500
07000 THERMAL AND MOISTURE PROTECTION			\$4,000
08000 DOORS AND WINDOWS			\$64,076
09000 FINISHES			\$311,349
10000 SPECIALTIES			\$16,000
11000 EQUIPMENT			\$8,724
12000 FURNISHINGS			\$356,402
15000 MECHANICAL			\$275,000
16000 ELECTRICAL			\$750,500
SUBTOTAL BUILDING			\$1,861,240
<i>SUBTOTAL</i>	<i>28,055 SF</i>	<i>\$66.34</i>	<i>\$1,861,240</i>
Contractor's Gen Requirements	25.0%	\$16.59	\$465,310
Contractor's Overhead	5.0%	\$4.15	\$116,328
Contractor's Profit	10.0%	\$8.71	\$244,288
<i>SUBTOTAL</i>	<i>28,055 SF</i>	<i>\$95.78</i>	<i>\$2,687,166</i>
Contingency	15.0%	\$14.37	\$403,075
Arch/Engineering Fees	10.0%	\$11.01	\$309,024
<b>THEA Headquarters and Traffic Management Cen</b>	<b>28,055 SF</b>	<b>\$121.16</b>	<b>\$3,399,265</b>

		Quantity	Unit Cost	Total Cost
<b>WAI 1808-00 THEA Headquarters and Traffic Management Center Building</b>				
<b>1 BUILDING</b>				
<b>01000 GENERAL REQUIREMENTS</b>				
090505101200	Ceiling demolition, suspended ceiling, mineral fiber, 2 x 2 or 2 x 4, remove	1,400.00	SF \$0.57	\$797
090505202200	Flooring demolition, tile, slate, thin set	1,100.00	SF \$1.27	\$1,392
Task00025	Floor Demo-Board Room	1.00	LS \$3,000.00	\$3,000
Task00062	Remove Board Room Ceiling	2,000.00	SF \$2.50	\$5,000
Task00063	Wall Demolition	1.00	LS \$25,000.00	\$25,000
Task00067	Selective Demolition-Chases	1.00	LS \$20,000.00	\$20,000
Task00070	Materials Testing-Allowance	1.00	LS \$5,000.00	\$5,000
Task00073	Test and Balance Report	1.00	LS \$8,500.00	\$8,500
<b>SUBTOTAL GENERAL REQUIREMENTS</b>				<b>\$68,689</b>
<b>03000 CONCRETE</b>				
Task00026	Concrete-Board Room	1.00	LS \$6,500.00	\$6,500
<b>SUBTOTAL CONCRETE</b>				<b>\$6,500</b>
<b>07000 THERMAL AND MOISTURE PROTECTION</b>				
Task00071	Roof Patching	1.00	LS \$4,000.00	\$4,000
<b>SUBTOTAL THERMAL AND MOISTURE PROTECTION</b>				<b>\$4,000</b>
<b>08000 DOORS AND WINDOWS</b>				
088713101050	Heat reflecting, solar film on glass, neutral, 20% VLT, excl. glass	2,750.00	SF \$9.45	\$25,976
Task00010	Door and Frame-Interior Office	10.00	LS \$1,250.00	\$12,500
Task00011	Door and Frame-Reinstall	2.00	LS \$300.00	\$600
Task00060	Walk-up Window	1.00	LS \$5,000.00	\$5,000
Task00064	Hardware Revisions-Security	20.00	LS \$1,000.00	\$20,000
<b>SUBTOTAL DOORS AND WINDOWS</b>				<b>\$64,076</b>
<b>09000 FINISHES</b>				
095123300820	Complete suspended ceilings, mineral fiber, Tegular, 2' x 2' x 5/8", on 9/16" grid, include standard suspension system, excl. 1-1/2" carrier channels	1,750.00	SF \$4.62	\$8,091
096513130700	Wall base, vinyl, straight or cove, standard colors, 4" high, 1/8" thick	7,000.00	LF \$2.68	\$18,777
096813100210	Carpet tile, tufted nylon, cushion back, 26 oz., 18" x 18"	2,200.00	SY \$41.77	\$91,896
C10101265060	Metal partition, 5/8" fire rated gypsum board face, no base, 3-5/8" @ 16" OC framing, same opposite face, no insulation	1,500.00	SF \$4.44	\$6,661
C10101265060	Metal partition, 5/8" fire rated gypsum board face, no base, 3-5/8" @ 16" OC framing, same opposite face, no insulation	5,000.00	SF \$4.44	\$22,204
C30302105900	Acoustic ceilings, 5/8" fiberglass board, 24" x 24" tile, tee grid, suspended support	3,000.00	SF \$4.24	\$12,720
Task00002	Painting-Walls	28,500.00	SF \$1.50	\$42,750
Task00009	Door and Frame Salvage	2.00	LS \$75.00	\$150
Task00015	Half-high wall-modifications (3rd floor)	1.00	SF \$10,000.00	\$10,000
Task00019	Ceiling Repair Allowance (replace damaged tile)	1.00	LS \$5,000.00	\$5,000
Task00020	Painting-Soffits	1,450.00	SF \$2.00	\$2,900
Task00021	Ceilings/Soffits-Board Room	2,000.00	SF \$10.00	\$20,000

Estimate Detail

		Quantity	Unit Cost	Total Cost
Task00028	Wall Repair (water intrusion)-Allowance	1.00 LS	\$2,500.00	\$2,500
Task00059	Chases for Revised Computer Room HVAC	1.00 LS	\$15,000.00	\$15,000
Task00072	Tile Floor Repair-Allowance	1.00 LS	\$3,500.00	\$3,500
Task00075	Logo Painting-Allowance (2 story high space)	1.00 LS	\$7,500.00	\$7,500
Task00076	Walk-up Window Room-ceiling	1.00 LS	\$3,000.00	\$3,000
Task00079	Lobby Tile-Allowance	1,100.00 SF	\$20.00	\$22,000
Task00086	Shower Finishes	1.00 LS	\$7,500.00	\$7,500
Task00087	Sealants & Fire Caulking - Allowance	1.00 LS	\$7,500.00	\$7,500
Task00088	Wallpaper - Demo/Prep	1,700.00 SF	\$1.00	\$1,700
<b>SUBTOTAL FINISHES</b>				<b>\$311,349</b>
<b>10000 SPECIALTIES</b>				
Task00061	Signage Revisions-Allowance	1.00 LS	\$7,500.00	\$7,500
Task00074	Raised Flooring-Repair Allowance	1.00 LS	\$5,000.00	\$5,000
Task00083	Shower-Accessories	1.00 LS	\$3,500.00	\$3,500
<b>SUBTOTAL SPECIALTIES</b>				<b>\$16,000</b>
<b>11000 EQUIPMENT</b>				
115213100600	Projection screens, electric operated, matte white, economy, 25 S.F.	3.00 EA	\$1,315.66	\$3,947
115213101200	Projection screens, electric operated, heavy duty, 200 S.F.	1.00 EA	\$4,776.94	\$4,777
<b>SUBTOTAL EQUIPMENT</b>				<b>\$8,724</b>
<b>12000 FURNISHINGS</b>				
122413106011	Shade, solar screening, fiberglass	2,750.00 SF	\$12.87	\$35,402
Task00022	New Dais-(two row)	1.00 LS	\$17,500.00	\$17,500
Task00066	New Base and Upper Cabinets-Prep area	1.00 LS	\$3,500.00	\$3,500
Task00068	FURNITURE ALLOWANCE (Per Floor)	3.00 LS	\$100,000.00	\$300,000
<b>SUBTOTAL FURNISHINGS</b>				<b>\$356,402</b>
<b>15000 MECHANICAL</b>				
Task00029	Fire Protection-Renovation Areas	1.00 LS	\$15,000.00	\$15,000
Task00030	New sink and Plumbing at Board Room Prep	1.00 LS	\$6,000.00	\$6,000
Task00031	Replace all Water Closets and Urinals-auto flush	1.00 LS	\$36,000.00	\$36,000
Task00032	HVAC Revisions-Board Room	1.00 LS	\$30,000.00	\$30,000
Task00033	Operations Tech VAV revisions	1.00 LS	\$10,000.00	\$10,000
Task00034	Ops Conf room-VAV revisions	1.00 LS	\$7,500.00	\$7,500
Task00035	Walk-up window-HVAC	1.00 LS	\$7,500.00	\$7,500
Task00036	Conference Room-2nd floor HVAC mods	1.00 LS	\$5,000.00	\$5,000
Task00037	Computer Room-HVAC modifications	1.00 LS	\$100,000.00	\$100,000
Task00038	Conference Room-3rd floor HVAC mods	1.00 LS	\$5,000.00	\$5,000
Task00039	New Conference Room-3rd Floor HVAC	1.00 LS	\$10,000.00	\$10,000
Task00040	Office HVAC Renovations-3rd Floor	1.00 LS	\$35,000.00	\$35,000
Task00080	Shower-Plumbing	1.00 LS	\$5,000.00	\$5,000
Task00081	Shower-HVAC	1.00 LS	\$3,000.00	\$3,000
<b>SUBTOTAL MECHANICAL</b>				<b>\$275,000</b>
<b>16000 ELECTRICAL</b>				
Task00041	Board Room-Lighting and Power Revisions	1.00 LS	\$35,000.00	\$35,000
Task00042	Operations Tech-Power Revisions	1.00 LS	\$10,000.00	\$10,000
Task00043	OPS Conference Room-Power Revisions	1.00 LS	\$6,000.00	\$6,000
Task00044	Walk up Window-Power Revisions	1.00 LS	\$2,000.00	\$2,000

Estimate Detail

		Quantity	Unit Cost	Total Cost
Task00045	First Floor-Secondary Power Revisions	1.00 LS	\$5,000.00	\$5,000
Task00046	Conference Room-2nd Floor-Power Revisions	1.00 LS	\$5,000.00	\$5,000
Task00047	Computer Room-Power Revisions	1.00 LS	\$10,000.00	\$10,000
Task00048	Conference Room-3rd Floor-Power Revisions	1.00 LS	\$5,000.00	\$5,000
Task00049	Exec Conference Room-3rd Floor-Power Revisions	1.00 LS	\$6,000.00	\$6,000
Task00050	Offices 3rd Floor-Power Revisions	1.00 LS	\$17,500.00	\$17,500
Task00051	Voice Data Renovations	1.00 LS	\$20,000.00	\$20,000
Task00052	Board Room-AV upgrade	1.00 LS	\$155,000.00	\$155,000
Task00053	Large Conference Rooms-AV Upgrade	3.00 LS	\$65,000.00	\$195,000
Task00054	Exec Conference Room-3rd Floor-AV Upgrade	1.00 LS	\$8,000.00	\$8,000
Task00055	Fire Alarm-Renovations	1.00 LS	\$10,000.00	\$10,000
Task00056	Access Control System-New	1.00 LS	\$75,000.00	\$75,000
Task00057	Intrusion Alarm-New	1.00 LS	\$25,000.00	\$25,000
Task00058	Camera system-New	1.00 LS	\$35,000.00	\$35,000
Task00069	LED UPGRADE-ALLOWANCE	1.00 LS	\$90,000.00	\$90,000
Task00082	Fire Alarm-Replacement Allowance	1.00 LS	\$30,000.00	\$30,000
Task00084	Walk-up Window-Elec revisions	1.00 LS	\$4,000.00	\$4,000
Task00085	Shower - Power and Lighting	1.00 LS	\$2,000.00	\$2,000
<b>SUBTOTAL ELECTRICAL</b>				<b>\$750,500</b>
<b>SUBTOTAL BUILDING</b>				<b>\$1,861,240</b>
<b>SUBTOTAL</b>		<b>28,055 SF</b>	<b>\$66.34</b>	<b>\$1,861,240</b>
Contractor's Gen Requirements		25.0%	\$16.59	\$465,310
Contractor's Overhead		5.0%	\$4.15	\$116,328
Contractor's Profit		10.0%	\$8.71	\$244,288
<b>SUBTOTAL</b>		<b>28,055 SF</b>	<b>\$95.78</b>	<b>\$2,687,166</b>
Contingency		15.0%	\$14.37	\$403,075
Arch/Engineering Fees		10.0%	\$11.01	\$309,024
<b>THEA Headquarters and Traffic Management Center</b>		<b>28,055 SF</b>	<b>\$121.16</b>	<b>\$3,399,265</b>

June 14, 2018

Mr. John Thompson, AIA  
Wilder Architecture, Inc.  
1315 East 7<sup>th</sup> Avenue, Suite 106  
Tampa, Florida 33605

**Re: Tampa-Hillsborough Expressway Authority  
Building Renovation Scope Assessment and Cost Estimate - Updated  
Mechanical and Electrical Engineering**

Dear John:

The following is our assessment of the expected scope of work and opinion of the potential construction cost for the mechanical and electrical systems, based upon the proposed renovations.

**Fire Protection – Division 21**

1. Existing sprinklers will need to be relocated in spaces where walls are modified or other significant ceiling changes are made. We have assumed these spaces are limited to the Board Room and the offices and conference areas with new walls, plus the storage space that becomes a mechanical room and UPS room.

Estimated Cost: \$15,000

**Plumbing – Division 22**

1. The only plumbing work included will be for the Board Room Prep Area for a sink and associated water and drain. We have assumed hot water will be required here.

Estimated Cost: \$6,000

2. Note that there is a very large roof drain pipe and cleanout in a chase wall on the north side of the Board Room. This pipe and cleanout will remain where it is. The space plan will work around it.

Mr. Thompson - June 14, 2018

3. The Owner has requested to have all flush valves for water closets and urinals, plus all lavatory faucets be replaced with auto-sensing flush valves. This will require all valve assemblies to be replaced. We have assumed battery operated type.

Estimated Cost: \$36,000

4. Add a shower on the 2<sup>nd</sup> Floor: Hot and cold water, drain, shower fixtures, and associated piping.

Estimated Cost: \$5,000

### **HVAC – Division 23**

1. The scope assessment assumes that the existing major HVAC equipment, such as the roof top a/c equipment, has adequate capacity to handle the loads of the building and is or will be in working order. The proposed scope of the renovations is not expected to add any load to the a/c system, so the major equipment should not require replacement or upgrade.

2. First Floor Board Room: The Board Room will require modifications to the existing ductwork and grilles, including new transfer ducts, for the new ceiling and new room layout. We are assuming that the VAV boxes currently serving the space will remain the same but will need to be relocated. The associated controls will need to be modified and relocated. Fire dampers will be required where the fire wall is relocated.

Estimated Cost: \$30,000

3. First Floor Operations Tech: This space is currently a file room. The ductwork and grilles will need to be modified and a VAV box will need to be added.

Estimated Cost: \$10,000

4. First Floor OPS Conference Room: This space is currently named Training Room. It will be modified slightly due to the Board Room expansion. Ductwork and grilles will require modification, but we have assumed the existing VAV box would remain. A CO2 monitor will be added for outside air ventilation control.

Estimated Cost: \$7,500

Mr. Thompson - June 14, 2018

5. **First Floor Walk-up Window – Board Room Prep Area Renovation:** The HVAC in this area would need to be modified to accommodate a VAV box for this space, along with duct work changes and supply and return grilles.

Estimated Cost: \$7,500

6. **Remaining First Floor Areas:** These spaces remain as is and no HVAC work is expected to be required.

Estimated Cost: \$0.00

7. **Second Floor Conference Room:** New supply and return grilles and minor ductwork modifications to move the grilles will be required. Existing VAV box will remain. The existing wall mounted mini-split will remain in the space.

Estimated Cost: \$5,000

8. **Second Floor Computer Room:** The owner wants the existing Data Aire Computer Room Air Conditioners (CRAC units) to be relocated out of the Data Room. The existing air cooled CRAC units w/ remote condensing units will not be able to handle additional external static pressure required by ducting from a remote location to the data room. Thus, the indoor unit will have to be replaced. The refrigerant used in the existing CRAC units is R22. Refrigerant R22 was phased out around 10 years ago. Thus, all the components, indoor unit, outdoor condensing unit and refrigerant piping between the two will need to be replaced. The new indoor units can be in Room Office Storage 122. It appears that the existing outdoor units are on the roof of the third floor. Special chases will be required to get ductwork and refrigerant piping between the new space and existing data center. The refrigerant piping to the roof can use the same chase, however, it will require opening the chase up to run the new refrigerant pipes. The existing CRAC systems appear to be 5 Tons each.

Estimated Cost: \$100,000

9. **Add Shower on 2<sup>nd</sup> Floor:** The HVAC system in the area of the renovated space will need to be modified and exhaust will need to be added.

Estimated Cost: \$3,000

10. **Remaining Second Floor Areas:** No HVAC work. Some personnel may move around but the spaces remain the same as existing.

Estimated Cost: \$0.00

Mr. Thompson - June 14, 2018

11. Existing Third Floor Conference Room: New supply and return grilles and minor ductwork modifications to move the grilles will be required. Existing VAV box will remain.

Estimated Cost;        \$5,000

12. New Third Floor Executive Conference Room:        Ductwork will need to be modified with new grilles, and a new VAV box and controls.

Estimated Cost:        \$10,000

13. Third Floor Offices: The interior open office is renovated into separate spaces, including a copy room, reception area, and offices. This will require modifications to the ductwork, supply and return grilles, new VAV boxes and controls. We have assumed five new VAV boxes.

Estimated Cost:        \$35,000

### **Electrical – Division 26**

1. First Floor Board Room: The Board Room will require new lighting and power, including floor boxes for the relocated dais. We have assumed four new floor boxes. The Prep Area will require more circuits for equipment such as warmers, microwave, coffee, etc. Raceways will be required for modified low voltage systems, such as AV systems, fire alarm, etc.

Estimated Cost:        \$35,000

2. First Floor Operations Tech: This space is currently a file room. Additional power will be required for equipment. We have assumed six new 20 amp, 120 volt circuits. We have assumed the existing lighting will remain.

Estimated Cost:        \$10,000

3. First Floor OPS Conference Room: This space is currently named Training Room. It will be modified slightly due to the Board Room expansion. We have assumed new lighting, and some minimal new power where the wall is modified, and also power for AV equipment.

Estimated Cost:        \$6,000

Mr. Thompson - June 14, 2018

4. First Floor Walk-up Window – Board Room Prep Area Renovation: Lighting, power, and data modifications would be required. An electrical circuit will be required for a VAV box.

Estimated Cost: \$4,000

5. Remaining First Floor Areas: These spaces remain as is but the other renovations create some domino effect for the corridor lighting, emergency egress lighting, and exit signs, and some relocated and some new may be required.

Estimated Cost: \$5,000

6. Second Floor Conference Room: New lighting and some minimal new power for AV equipment.

Estimated Cost: \$5,000

7. Second Floor Computer Room: Power will be required for the new remotely located computer room units.

Estimated Cost: \$10,000

8. Add shower on 2<sup>nd</sup> Floor: Lighting and power modifications will be required in the renovated area, plus a fire alarm strobe.

Estimated Cost: \$2,000

9. Remaining Second Floor Areas: No electrical work. Some personnel may move around but the spaces remain the same as existing.

Estimated Cost: \$0.00

10. Existing Third Floor Conference Room: New lighting and some minimal new power for AV equipment.

Estimated Cost; \$5,000

11. New Third Floor Executive Conference Room: New lighting and new power will be required in the new wall.

Estimated Cost: \$6,000

12. Third Floor Offices: The interior open office is renovated into separate spaces, including a copy room, reception area, and offices. This will require new lighting, power for new receptacles, and power for the new VAV boxes.

Mr. Thompson - June 14, 2018

Estimated Cost: \$17,500

13. The Owner requested a separate assessment to replace the existing fluorescent lighting with new LED lighting throughout the interior of the building. We would recommend new lighting controls including dimmers for regularly occupied spaces and occupancy sensors.

Estimated Cost: \$90,000

**Telecommunication – Division 27**

1. Voice and data cabling infrastructure work (Cat 6) will be required for the spaces that are renovated, including the Board Room, Conference Rooms, and office areas.

Estimated Cost: \$20,000

2. AV system upgrades have been requested for the Board Room and all conference rooms. We have made a broad assumption that the upgrades would be based upon today's state-of-the-art for a typical high-tech facility and operation. The Board Room will be provided with high definition digital media connectivity. The typical larger conference rooms (three total) which includes projector and screen with web-conferencing. The executive conference room includes a small TV and web conferencing.

Board Room Estimated Cost: \$155,000

Large Conference Room Estimated Cost: \$65,000 x 3 = \$195,000

Executive Conference Room Estimated Cost: \$8,000

**Electronic Safety and Security – Division 28**

1. Some fire alarm work will be necessary for the remodeled areas. Horns and strobes will need to be relocated or added. If we reuse the existing fire alarm system

Estimated Cost: \$10,000

2. A complete building fire alarm system replacement may be considered.

Estimated Cost: \$40,000

Mr. Thompson - June 14, 2018

3. A new access control system has been requested. We have assumed up to twenty doors will have access control. Cost for electric strikes and other locking door hardware is covered in Division 8.

Estimated Cost: \$75,000

4. A new intrusion alarm system with motion sensors and glass break sensors has been requested. We have assumed 20 motion detectors and 10 glass break sensors, and a panic alarm at third floor reception.

Estimated Cost: \$25,000

5. A new video surveillance (camera) system has been requested. We have assumed 5 exterior cameras and 20 interior cameras.

Estimated Cost: \$35,000

**Summary**

Fire Protection – Division 21:	\$15,000
Plumbing – Division 22:	\$47,000
HVAC – Division 23:	\$213,000
Electrical – Division 26:	\$105,500
Telecommunications – Division 27:	\$358,000
<u>Electronic Safety and Security – Division 28:</u>	<u>\$185,000</u>
Total:	\$923,500
 Add LED Lighting Retrofit:	 \$90,000

Please let me know if you have any questions.

**Anston-Greenlees, Inc.**



Robert C. Anston, P.E.  
Managing Principal

xc: file

**TO:** Bob Frey, Sue Chrzan, Dave May, Chris Piazza

**FROM:** Steve Reich

**DATE:** March 16, 2018

**RE: Tech Memo - THEA Headquarters and Traffic Management Center Building Assessment**

**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:**

THEA's headquarters building is known as the THEA Transportation Management Center and was constructed in 2005. Over the ensuing 12 to 13 years the needs of THEA have evolved and the facility is being evaluated, as some refurbishment and realignment may be in order. The building was designed and constructed to house a small core staff of the Authority (around 12 permanent staff), host the City of Tampa's Transportation Management Center (TMC), and to provide space for the Florida Turnpike Enterprise's local Toll Operations (FTE).

Several significant organizational and operations changes have taken place since then. Based on recommendations from an oversight audit, and a financial analysis, several THEA functions that were previously outsourced were brought "in-house". Functions previously contracted include communications, legal services, toll collections, and roadway maintenance.

In 2010, THEA began all electronic tolling and assumed responsibility for toll collection, thus eliminating the need a first floor dedicated to FTE. The assumption of this responsibility includes processing video images for tolls not paid via SunPass transponder. This function currently requires five in-house staff and a dozen contract personnel to process video tolls in an accurate and timely manner. The toll operations group is located on the second floor.

The first floor, previously occupied by FTE has approximately 4,654 net square feet of office space and was eventually leased to various transportation consultancies, but is now vacant.

THEA's operating and financial arrangement has changed significantly since the inception of the TMC in that is now in the position to reinvest in transportation infrastructure in the Tampa Bay region based on the elimination of a lease-purchase arrangement with FDOT and statutory revisions that broaden its scope. This has resulted in several new positions in the Finance, Operations, Communications, and Planning Departments. These functions are currently housed on the third floor of the TMC.

March 16, 2018

An inventory and documentation provided by THEA indicate:

Value (as of March 2017 – HNTB)

- TMC- \$7,262,302 including contents and equipment
- Warehouse - \$859,149

Size – 27,727 gross square feet (sq. ft.)

- First Floor – Total Net - 9,913 sq. ft.
  - Office space – 4,654 sq. ft.
  - Lobby – 1,381 sq. ft.
  - Board room and support – 1,871 sq. ft.
  - Restrooms – 522 sq. ft.
  - Other (elevator cores, stairs, electrical) – 1,485 sq. ft.
- Second Floor – Total Net – 9,201 sq. ft.
  - Office Space – 4,489 sq. ft.
  - TMC – 1,256 sq. ft.
  - Conference room – 608 sq. ft.
  - Support room – 623 sq. ft.
  - Other – 2,225 sq. ft.
- Third Floor – Total Net – 7,626 sq. ft.
  - Office space – 4,992 sq. ft.
  - Balcony/reception – 282 sq. ft.
  - Conference room – 608 sq. ft.
  - Front desk/mail – 200 sq. ft.
  - Other – 1,544 sq. ft.

Of a total 26,740 sq. ft. of usable space in the building, 14,135 sq. ft. are currently classified as office space, of which approximately 33 percent is vacant.

March 16, 2018

### **Adequacy Assessment:**

This assessment began with a “kick-off” meeting held with THEA staff and management on January 22<sup>nd</sup>. The discussion centered on the goal of the assessment of the facility. It was determined that the goal for this phase of the assessment is to look at the current condition and use of the space. Then to help determine what, if any, level of investment in the current building would be appropriate given the current size and functions of the organization and potential changes to THEA over the next five years. Interviews were held with each of the THEA directors and the senior City of Tampa official that oversees the TMC. In addition, staff was encouraged to individually provide input as to their ideas and perceptions of improvements that that could be made in physical work environment.

The THEA work program and the Strategic Blueprint were reviewed for insights into what planned or programmed initiatives may have an impact on the building, the occupants, and the operations of the Authority. Based on this review and observation, several areas for improvement and needs repeatedly were raised.

### **Issues & Observations**

- Conference Space

Overwhelmingly staff and management indicated the need for additional conference space as well as outfitting these meeting rooms with modern and user-friendly audio visual (AV) equipment, i.e. conference telephone, projection, computer. The combination of using small conference areas for visitor work spaces, the inability for COT to access the second floor conference room schedule, and the inability of some manager’s offices to accommodate small meetings were cited as contributing to the need for additional meeting space.

- Board Room

The AV equipment in the Board Room requires an upgrade to facilitate Board presentations and efficient and effective conduct of Board meetings. The room should be able to accommodate the potential addition of regional representation and allow for increased seating. The Board Room is also used for special events, so the need to have “prep” space and storage were indicated.

- Security

An improvement to security to the building and the workforce was a theme that emerged in the interviews. Although public access to the first-floor restroom area and adjoining stairwell were mentioned, there seemed to be more issues with open access to the second and third-floor lobby areas and appropriate space to for customer account issue resolution.

- Staff Expansion

THEA executive management is embarking on an effort to address succession planning for the organization. This effort has the full support and is being encouraged by THEA’s Chairman. In some

March 16, 2018

cases this may necessitate additional staff and if assistants or deputies to directors are designated, proximity of those individuals would best if close to directors' offices. The floor plan of building is likely to be effected by this strategic initiative.

Additional staff has been identified as being at least preliminarily approved in Finance (an administrator), Planning (Deputy Director), and Toll Operations (Toll Operations System Manager).

For the five year planning horizon, there seems to be little consensus that demands for additional personnel will materialize due, even with an increased regional footprint.

- City of Tampa

The City of Tampa indicated the need for two more people on the TMC floor and the likely addition of four to five new positions associated with the Smart Cities initiatives.

- Assignment and Use of Existing Space

The mixture of executive support and technical personnel in the third-floor center core, or the "bullpen" of cubicles seems problematic and was concern raised in many of the interviews and meetings.

There is support for related functions to be assigned closer proximity to each other in the building. The lack of available space on the all floors has resulted in mixed functions on all floors

- Additional Dedicated Space

A need for a designated office and area for THEA's general engineering consultant (GEC) has been identified. This need is recurring and is often addressed by use of the small third floor conference room exacerbating the meeting space issue.

Designated offices or workstations for other consultants and contractors that spend significant time on-site was also mentioned as a need, in particularly in Operations and IT.

- General Observations

The facility is in need of a "facelift" that would include new carpet (for at least two of the three floors) and paint.

The Board Room and the other conference rooms could benefit from a complete AV upgrade including an audio system that is linked to a conference call phone and integrated with a system to facilitate the audio recording of Board and other public meetings.

Another building system-related issue that was identified is the need to move the cooling units for the computer servers outside of the space that they cool.

**Recommendations:**

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A reconfiguration and relocation plan to create space that is refurbished and groups functions (and access to the people providing those functions) in a more coherent way. In general, it seems that Operations would be better situated on the first floor of the building, tolls on the second floor, and administrative offices on the third floor

A new space that is more conducive to customer interaction seems appropriate and could be situated on the first or second floor of the building as well. The third floor could be vastly improved with some reconfiguration to adequately accommodate the current and near future needs of THEA.

The first floor is essentially vacant and presents a good opportunity to be used as temporary offices while renovation and reconfiguration occur. For example if the third floor were to require some modification of interior walls, be re-carpeted and painted, the executive suite could be housed on the first floor for the duration of the construction. Toll Operations would remain largely undisturbed on the second floor with the accommodation of planned positions and consolidation of those functions currently located on the first level.

- Conference Space

Include a small and large conference space on the first floor, with the small office having video conferencing capabilities. Work with IT to allow the City of Tampa to access the second floor conference room schedule. All meeting rooms should contain user friendly and state-of-the-art audio visual equipment.

- Board Room

The room could be reoriented 90 degrees with the dais facing south, rather than west. To accommodate the potential addition of regional representation, reorienting the dais would allow for increase seating. The current north wall could be pushed back into an existing hallway allowing for a larger room in general. Finally, the adjacent storage room could be outfitted with “prep” equipment, including a sink in order to better serve large meetings and events.

- Security

Security was a huge issue with most everyone interviewed. Suggestions range from a manned security desk, installation of panic alarms, additional surveillance cameras and a virtual reception system were made.

The lobby would need to be refigured to have a manned security desk, and a vendor would have to be selected to staff the desk. That might eliminate the need for panic buttons.

A virtual reception system would control access to each floors and could be tied into a centralized security system where public access to the restrooms could be granted.

- Staff Expansion

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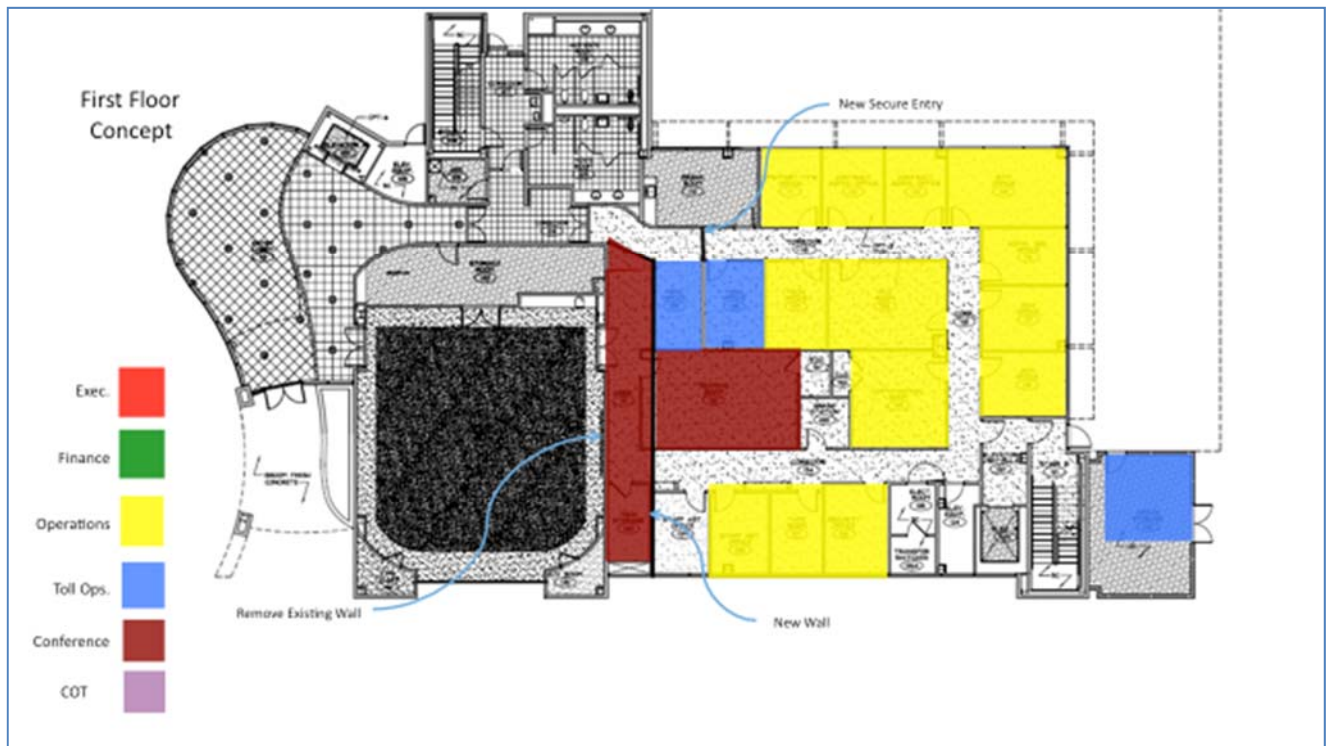
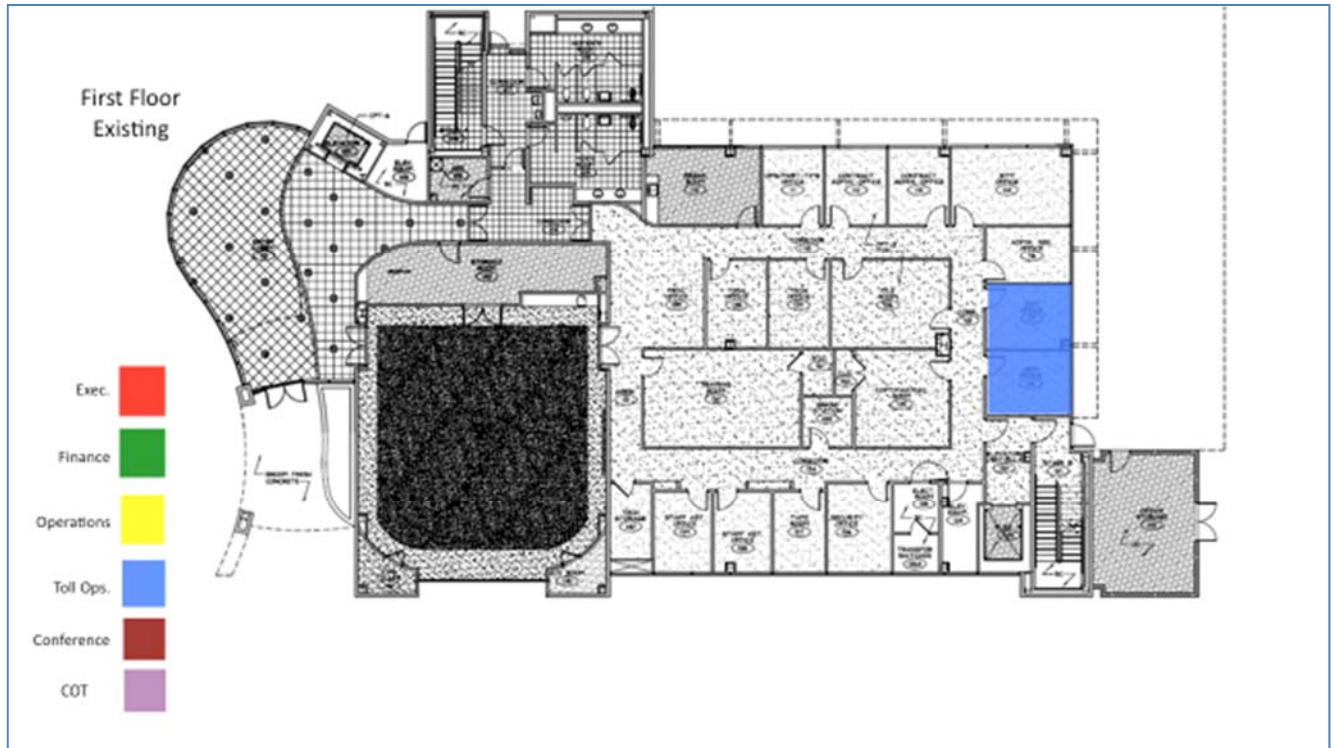
The following pages include the floor plans for each of the building's three levels that illustrate the functional assignment of the existing spaces and a concept for the reconfiguring of offices for discussion with THEA management

A high-level review of the floor plans and conceptual suggestions are included at the end of this narrative.

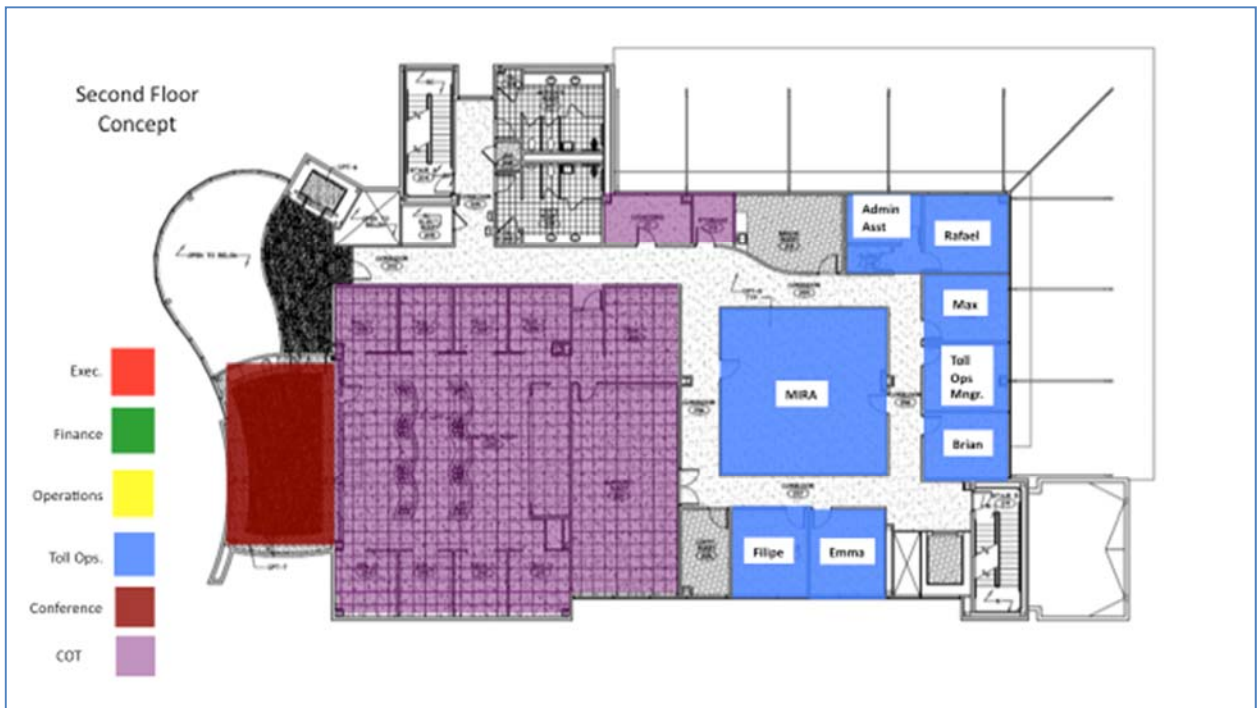
There are a few things that could be implemented immediately that could improve daily operations and can be implemented at little cost. They are listed below as "Operational Initiatives."

- Operational Initiatives
  - Lock down first floor rest room/stairway areas
  - Off-site storage for files, particularly in warehouse
  - COT on-line access to second floor conference room calendar
  - Purchase additional speaker/conference call phones
  - Copy machine second floor
- 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

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