



**Committee Members**

Councilmember Cheri Donohue  
Adam Harden  
Commissioner Pat Kemp  
Marvin Knight  
Rich McClain – Vice Chair  
David Mechanik  
C John Melendez - Chair  
Commissioner Stacy White  
Melanie Williams

HART Administrative Office  
1201 E. 7th Avenue, 3rd Floor  
Florida Conference Room  
Tampa, Florida 33605  
Monday, August 20, 2018  
9:00 a.m.

**AGENDA**

*Information not viewable is available upon request through the Clerk of the Board  
phone: 813-384-6552 or e-mail: [petitl@goHART.org](mailto:petitl@goHART.org)*

**TAB**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**1. APPROVAL OF MINUTES**

Minutes from the May 21, 2018, Finance and Audit Committee meeting ..... 1-1

**PUBLIC COMMENT ON AGENDA ITEMS (3 MINUTES PER SPEAKER)**

**PRESENTATION**

**Fiscal Year 2019 Proposed Budget**

*Jeff Seward, Interim Chief Executive Officer*

Overview:

The purpose of this presentation is to provide the tentative operating budget overview for Fiscal Year 2019.

**2. COMMITTEE ACTION ITEMS**

**a. Authorize the Interim Chief Executive Officer to Award a Contract for Autonomous Mobility Service to First Transit, Inc. in the Amount Not-to-Exceed \$1,859,684 (One-Year Base with Two One-Year Options)..... 2-1**

*Cyndy Zambella, Director of Budget and Grants & Interim Director of Procurement and Contract Administration*

Overview:

This contract is to provide a self-driving autonomous shared-ride shuttle service in downtown Tampa along the Marion Street Transitway.

Recommendation:

That the Finance and Audit Committee review the action item authorizing the Interim Chief Executive Officer to award a contract for Autonomous Mobility Service to First Transit, Inc. in a not-to-exceed amount of \$1,859,684 (one-year base with two one-year options); and advance this item to the full HART Board of Directors at the September 10, 2018 regular Board meeting.

Continued...

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- b. **Authorize the Interim Chief Executive Officer to Purchase Up to Eight Forty-Foot Diesel Powered Heavy-Duty Transit Buses from Sarasota County Area Transit in the Amount Not-to-Exceed \$1,428,194.59 and Assume an FTA Obligation in the Amount Not-to-Exceed \$230,812.89** ..... 2-4

*Jeff Seward, Interim Chief Executive Officer*

Overview:

The purpose of this item is to request authorization to purchase up to eight used forty-foot diesel powered heavy-duty transit buses from Sarasota County. These vehicles are needed to support fixed route service with a reliable fleet.

Recommendation:

That the Finance and Audit Committee review the action item authorizing the Interim Chief Executive Officer to purchase up to eight forty-foot diesel powered heavy-duty transit buses from Sarasota County Area Transit in the amount not-to-exceed \$1,428,194.59 and assume an FTA obligation in the amount not-to-exceed \$230,812.89; and advance this item to the full HART Board of Directors at the September 10, 2018 regular Board meeting.

- c. **Authorize the Interim Chief Executive Officer to Award a Contract to IBI Group Michigan LLC (d.b.a. IBI Group) for Intelligent Transportation System (ITS) Consultant Services in the Amount Not-to-Exceed \$453,843 for a Contract Base Period of One Year With Two One-Year Options**.....2-6

*Shannon Haney, Project Manager - ITS, Technology & Innovation*

Overview:

This contract is for Intelligent Transportation Systems (ITS) consultant services. The consultant will advise and oversee all aspects of the ITS Replacement Project. Components of the project include an ITS Strategic Plan, system design, procurement assistance, installation oversight and testing for the replacement of the Computer Aided Dispatch/Automated Vehicle Location (CAD/AVL) and communications systems.

Recommendation:

That the Finance and Audit Committee review the action item authorizing the Interim Chief Executive Officer to award a contract to IBI Group Michigan LLC (d.b.a. IBI Group) for ITS Consultant Services in an amount not-to-exceed \$453,843 for a contract base period of one year with two one- year options; and advance this item to the full HART Board of Directors at the September 10, 2018 regular Board meeting.

- d. **Approval of the Proposed FY2019 Outcome Goals and HART Organizational Performance Scorecard (HOPS)**.....2-9

*Kenyatta Lee, Chief Administrative Officer/Interim Chief of Staff*

Overview:

The HART FY2019 Success Plan incorporates: HART Mission and Vision; FY2019 Outcome Goals; FY2019 Work Plan with strategic areas of focus and specific tactics; and FY2019 HART Organizational Performance Scorecard (HOPS) to measure progress.



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Recommendation:

That the Finance and Audit Committee review the action item approving the proposed HART FY2019 Outcome goals; and advance this item to the full HART Board of Directors at the September 10, 2018 regular Board meeting.

- e. **Authorize the Interim Chief Executive Officer to Purchase up to Five 23-Foot Small Cutaway Type Vans with Mobility Lifts from Florida Transportation Systems Inc., in the Amount Not-to-Exceed \$320,000** ..... 2-13  
*Greg Brackin, Director of Operation Support/ADA Officer*

Overview:

The purpose of this item is to request authorization to purchase up to five 23-foot small cutaway type vans with mobility lifts to replace vehicles that have outlived their useful life. The replacements are necessary to support paratransit service and to provide a reliable fleet.

Recommendation:

That the Finance and Audit Committee review the action item authorizing the Interim Chief Executive Officer to purchase up to five 23-foot small cutaway type vans with mobility lifts from Florida Transportation Systems Inc., in an amount not-to exceed \$320,000; and advance this item to the full HART Board of Directors at the September 10, 2018 regular Board meeting.

- f. **Authorize the Interim Chief Executive Officer to Award a Contract for Construction Services to Case Contracting Company for the Removal and Replacement of the Streetcar Barn Door #5 in the Amount of \$165,644, Plus a Contingency of \$33,128.80, for a Total Not-to-Exceed Amount of \$198,772.80** ..... 2-15  
*Brian Allan, Director of Streetcar Operation*

Overview:

The purpose of this item is to approve a contract to remove an existing door opening at track #5 and enlarge the opening with a larger door to accommodate existing streetcars to enter into the barn from that track. This undertaking will allow staff to place all the streetcars within the barn when they are not in service. This is extremely critical during severe weather events such as hurricanes.

Recommendation:

That the Finance and Audit Committee review the action item to authorize the Interim Chief Executive Officer to award a contract for construction services for the removal and replacement of the streetcar barn door #5 to Case Contracting Company in the amount of \$165,644, plus a contingency of \$33,128.80, for a total not-to-exceed amount of \$198,772.80; and advance this item to the full HART Board of Directors on September 10, 2018.

- g. **Authorize the Interim Chief Executive Officer to Execute a Joint Participation Agreement (JPA) for \$2,670,000 over Three Years between the Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) for the TECO Line Streetcar Enhancements** .....2-18  
*Jeff Seward, Interim Chief Executive Officer*

Overview:

This JPA between HART and FDOT is to implement free fares, increased span, and increased frequency of service for the TECO Line Streetcar.



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Recommendation:

That the Finance and Audit Committee review the action item to authorize the Interim Chief Executive Officer to execute a Joint Participation Agreement (JPA) for \$2,670,000 over three years between the Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) for the Tampa Historic Streetcar; and advance this item to the full HART Board of Directors on September 10, 2018.

**INTERIM CHIEF EXECUTIVE OFFICER’S REPORT** ..... verbal

**CHAIR’S REPORT** ..... verbal

**ADJOURNMENT**

**Committee Members Present**

(4)

C John Melendez, Chair  
Councilwoman Cheri Donohue  
Adam Harden  
Commissioner Stacy White

**Committee Members Absent**

(3)

Rich McClain, Vice Chair  
Marvin Knight  
David Mechanik

**Staff Present**

Brian Allan  
Danielle Arthur  
Brooke Basquit  
Sylvia Berrien  
Greg Brackin  
Vanessa Brooks  
Joan Brown  
Christina Buchanan  
Ruthie Reyes Burckard  
Al Burns  
Lynda Crescentini  
Steve Feigenbaum  
Laura Jean Flowers  
Kenyatta Lee  
Emmanuel Nunez  
Lena Petit  
Jerry Presley  
Jeff Seward  
Cyndy Zambella

**Others Present**

David Smith, GrayRobinson  
Jillian Bandes, Bandes Construction  
Robert Bandes, Bandes Construction  
Lowell Clary, Clary Consulting  
Tom Pavel, Bandes Construction  
Ron Reekes, Wendel

*Sign-in sheets are attached.*

**CALL TO ORDER**

Finance and Audit Committee Chair C. John Melendez called the meeting to order at 9:00 a.m.

Chair Melendez announced that Vice Chair McClain, and Committee members Mechanik and Knight will not be in attendance due to scheduling conflicts.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance followed.

**APPROVAL OF MINUTES**

*Committee member Donohue moved and Committee member Harden seconded the approval of the minutes from the April 16, 2018 Finance and Audit Committee meeting. All Committee members present voted aye. The motion passed unanimously.*

**PUBLIC COMMENT ON AGENDA ITEMS (3 MINUTES PER SPEAKER)**

No one signed up to speak.

**PRESENTATION**

**Fiscal Year 2019 Budget Process Overview**

Jeff Seward, Interim Chief Executive Officer, gave the tentative operating budget overview highlighting different drivers and pressures for Fiscal Year 2019. A full copy of the presentation is available upon request from the Clerk of the Board at [petitl@gohart.org](mailto:petitl@gohart.org).

Chair Melendez reconfirmed that not all grants are unknown and unpredictable.

Mr. Seward indicated that the County has embarked on their FY2019 budget development process, and HART would not know about the County funding subsidy until they are finished with the process. He stated that the current deficit of \$4.3 million is manageable as it provides service, a strong foundation for HART employees, and allows innovative services and solutions to move forward; however, he will work with staff on reducing the deficit in anticipation of HART not receiving County funding. Mr. Seward added that HART will be looking at the service change in December 2017 and potentially rolling the service back. He said for planning purposes and transparency, staff is currently budgeting at the levels without the additional County funding and without the service that was predicated on this funding. Mr. Seward reported that HART and County staff are working on refining the funding availability, including the \$350,000 of capital funding for HART that was specifically allocated to support the HyperLINK project, which will be discontinued this summer. He pointed out that this capital funding is reoccurring and staff is working on a list of what this money can be used for.

Committee member White emphasized that the \$2.3 million in County funding allocated in FY2018 is not a pure formality and needs to be fought for moving forward. He confirmed that the County is going through a preliminary budget process looking at all variables.

Mr. Seward stated that HART, similar to all state property tax-funded organizations, is preparing the FY2019 budget with FY2020 in mind. He added that it would be easier to hold this funding back now in preparation to a more intense discussion in 2020. Mr. Seward announced the budget approval schedule. He said this year, staff will schedule a dry run through with the F&A Committee prior to the budget public hearings to receive the Committee members' feedback. Mr. Seward pointed out that FTA mandated all federally-funded agencies to develop transit assets management system, including their useful life and the state of good repair schedule. HART has completed this process, and determined that the current state of good repair deficit equals \$55 million. Mr. Seward noted that HART will need to strategize on how to address it in the course of next five to ten years. He indicated that without fixing the infrastructure, buying buses and ensuring that all assets are in the state of good repair, it will be challenging to keep adding service. Mr. Seward stated that the Board members will start seeing the plans to address this deficit in capital needs.

Committee member Harden inquired if staff plans to approach the CRAs this year for additional contribution towards the early morning service for the streetcar, in addition to the free Saturday

service. He pointed out that the ridership reports show the overall decrease in ridership, even taking into consideration the increase in Saturday ridership contributed to free rides.

Mr. Seward said staff is planning to work hard building an early morning service that matters for the streetcar to be a viable commuter option. He added that staff will be approaching the CRAs with a package of options.

Committee member Harden inquired if the funds currently supporting the In-Towner will be moved to enhancement of the streetcar service.

Mr. Seward responded affirmatively.

Committee member Harden indicated that the County has a service parallel to HART paratransit mode. He asked whether HART staff had conversations with the County about analyzing the services and looking for efficiencies.

Mr. Seward responded that after the April Board meeting, staff made a commitment to meet with the County staff. He added that they met once and are now researching the ways to collaborate. Mr. Seward announced that HART has a solicitation released for the paratransit audit. Mr. Seward said that in July, the HART Board will receive a presentation from HART and Sunshine LINE staff about the service components that are unique for each program and those that could be revised for efficiencies.

Mr. Greg Brackin, Director of Operations Support-ADA Officer, reported that an RFP is now released, with the solicitation process closing within the next 20 days.

Committee member Harden asked if the construction of the new HM facility is in the \$55 million capital needs.

Mr. Seward responded that the cost of HM facility is not a part of this deficit.

Committee Chair Melendez said he appreciated the fiscal responsibility and proactive approach in the development of the FY2019 budget.

#### **COMMITTEE ACTION ITEMS**

- a. **Authorize the Interim Chief Executive Officer to Purchase up to Ten Forty-Foot Compressed Natural Gas (CNG) Powered Heavy-Duty Transit Buses from Gillig LLC, in a Not-To Exceed Amount of \$5,322,690**

Brian Allen, Interim Director of Maintenance, reported that HART is ordering ten buses and holding off certain funding to make it available for the order of seven paratransit vehicles that will be presented for the Committee's approval next month.

*Committee member Harden moved and Committee member Donohue seconded advancement of this item to the full Board of Directors at the June 4, 2018 regular Board meeting. All Finance and Audit Committee members present voted aye. The motion passed unanimously.*

b. **Authorizing the Interim Chief Executive Officer to Apply for and Accept Fiscal Year 2018 Surface Transportation Block Grant (STBG) Program Funding**

*Committee member White moved and Committee member Harden seconded advancement of this item to the full Board of Directors at the June 4, 2018 regular Board meeting. All Finance and Audit Committee members present voted aye. The motion passed unanimously.*

c. **Authorize the Interim Chief Executive Officer to Award a Contract for the Design of the 21st Avenue Heavy Maintenance Building to Bandes Construction, for \$2,884,563.00 Plus a Contingency of \$403,860.00 for a Total Not-to-Exceed Amount of \$3,288,423.00 for a Two Year Period**

Lynda Crescentini, Interim Director of Enterprise Project Management, introduced Bandes Construction team, design team of Wendel and, financial consulting staff from Clary Consulting. Ms. Jillian Bandes, Bandes Construction, gave an overview of the design project of the HART HM building. A full copy of the presentation is available upon request from the Clerk of the Board at [petitl@gohart.org](mailto:petitl@gohart.org).

Committee member White inquired how the cost of this design proposal compares to acquisition of a new site and building a facility.

Ms. Bandes responded that HART's existing infrastructure is at the existing location, while the cost for a new site could be significant, given the land prices and central location of the 21<sup>st</sup> Avenue campus.

Committee member White inquired about the level of confidence that the storm water issue will be mitigated.

Ms. Bandes commented that the storm water issue is of a big concern. She added that HART staff and Bandes Construction had extensive meetings with the City of Tampa and FDOT representatives. Ms. Bandes explained that a part of the request in this design contract is to continue the conversations and identify a feasible solution that meets everyone's needs. She pointed out that the storm water issue is geographical that happens throughout the basin and the entire geographical area along the I-4.

Committee member White asked if HART approached the County Administration to see if there is land on the surplus list that they will be willing to work on with HART.

Mr. Seward indicated that staff feels strongly in favor of maintaining the current site due to the amount of federal investment at this site. He said there is a multimillion dollar CNG facility that the federal government paid for, diesel fueling stations and a tank; and building a new facility at the higher elevation level would allow for all the assets to stay intact without moving to another site. Mr. Seward said that HART has been aggressively addressing the storm water issue, and already saw a decrease in flooding over the last two years. He mentioned that staff is confident that investment in the vertical construction, addressing the storm water issue, and demolition of the old facility would strengthen the federal investment on the site. It would be cost prohibitive to move to another location, taking into consideration relocation of the CNG station and the fact that



the administrative facility has been recently renovated. He stated that staff was confident that the proposed solution is the most cost-effective.

Committee member White inquired about the FEMA flood zone classification of the current site.

Ms. Bandes said she was not sure.

Committee member White asked how confident Bandes Construction was that the flooding issue will be addressed.

Ms. Bandes said that her team had a lot of confidence that the issue will be resolved. She indicated that it was a tandem deal, one cannot upgrade the facility without improving the site.

Committee Chair Melendez requested to have renderings of the building presented to the full Board of Directors. He suggested bringing the history of the overall storm water issue to the full Board as well, due to the \$7 million jump in the project cost.

Ms. Crescentini explained that there was only funding for preliminary investigation and design, not construction.

Ms. Bandes added that the first report analyzed where the water was flowing and collecting, the second report analyzed what to do with it.

Committee member Harden suggested that the full Board should receive more breakdown on project elements costs, and what the design includes.

*Committee member Donohue moved and Committee member Harden seconded advancement of this item to the full Board of Directors at the June 4, 2018 regular Board meeting. All Finance and Audit Committee members present voted aye. The motion passed unanimously.*

- d. **Authorize the Interim Chief Executive Officer to Award a One-Year Base with Two One-Year Options Contract for Consulting and Broker Services Health Insurance and Benefits Programs to Arthur J. Gallagher Benefits Services, Inc. in an Amount Not-to-Exceed \$315,000**

*Committee member Harden moved and Committee member Donohue seconded advancement of this item to the full Board of Directors at the June 4, 2018 regular Board meeting. All Finance and Audit Committee members present voted aye. The motion passed unanimously.*

#### **INTERIM CHIEF EXECUTIVE OFFICER'S REPORT**

There was no additional report.

#### **CHAIR'S REPORT**

Committee Chair Melendez thanked staff who contributed to the overall success of the APTA conference. He indicated that he received only positive comments from the attendees and people were in love with Tampa. Committee Chair Melendez spoke about HART's plateauing ridership

as a positive trend as compared to the national numbers in the current environment. He supported the initiatives proposed by staff moving forward. Committee Chair Melendez indicated that there was discussion at the last regular Board meeting that he missed regarding Mr. Seward's leadership. Committee Chair Melendez said he hoped that at the upcoming June meeting, he would express his thoughts on Mr. Seward's background and the importance of such financial perspective in a CEO.

**ADJOURNMENT**

The meeting adjourned at 10:09 a.m.







# STAFF, VISITORS AND MEDIA

FINANCE AND AUDIT COMMITTEE MEETING

MAY

21, 2021

<b>NAME</b>	<b>ORGANIZATION</b> <i>**Optional</i>	<b>CONTACT INFORMATION</b> <i>**Optional</i>
Danielle Arthur	HART	6517
Christina Buchanan	HART	6575
Lena Petit	HART	6552
Kenyatta Lee	HART	
Brian Allan	HART	
Jillian Bandes	Bandes Construction	jillian.bandes@bandesconstruction.com
Robert Bandes	Bandes Construction	robert.bandes@bandesconstruction.com
Ron Reekes	Wendel	rreekes@wendelcompanies.com
Lowell Clary	Clary Consulting	lowell.clary@claryconsulting.com
Tom Pavel	Bandes Construction	tom.pavel@bandesconstruction.com
Steve Feigenbaum	HART	feigenbaums@gohart.org
cyndy zambella	hart	6583



## **COMMITTEE ACTION ITEM**

*Authorize the Interim Chief Executive Officer to Award a Contract for Autonomous Mobility Service to First Transit, Inc. in the Amount Not-to-Exceed \$1,859,684 (One-Year Base with Two One-Year Options)*

## **OVERVIEW**

This contract is to provide a self-driving autonomous shared-ride shuttle service in downtown Tampa along the Marion Street Transitway.

## **RECOMMENDATION**

That the Finance and Audit Committee review the action item authorizing the Interim Chief Executive Officer to award a contract for Autonomous Mobility Service to First Transit, Inc. in the amount not-to-exceed \$1,859,684 (one-year base with two one-year options); and advance this item to the full HART Board of Directors at the September 10, 2018 regular Board meeting.

## **FINANCIAL IMPACT**

Funding for this contract, in the amount of \$1.5 million, is provided for by a three-year Intermodal Development Grant from the Florida Department of Transportation (FDOT). Currently, \$1,000,000 is appropriated in the FY18 Capital Budget. The remaining \$500,000 is contingent on the performance of the Autonomous Vehicle Pilot program, as determined by FDOT.

## **BACKGROUND**

HART sought proposals from well-qualified and experienced parties to provide a self-driving, autonomous shared-ride shuttle service in downtown Tampa along the Marion Street Transitway. HART requested proposals from third parties to provide an Autonomous Mobility Service along the Marion Street Transitway. This demonstrates that HART is not only moving people but also learning about public attitudes towards automation in transportation and documenting the safety benefits of such a service and bringing Highly Automated Vehicles (HAV) forward within a Connected Vehicle (CV) environment. The service should be fulfilled by a multi-passenger, shared use, electric HAV with climate control and a variety of other features.

## **PROCUREMENT CONSIDERATIONS**

On May 4, 2018, a Request for Proposals (RFP-30647) for Autonomous Mobility Service was issued in compliance with HART procurement policies. The solicitation was posted on the HART website and DemandStar website, with direct notices sent to all vendors that participated in the request for information process. The solicitation was accessed from the HART website by 20 firms and/or individuals and from DemandStar by two firms and/or individuals, for a total of 22 downloads of this solicitation.

On June 5, 2018, three responses were received, all three technical proposals were evaluated in compliance with the solicitation provisions by the Selection Source Committee consisting of HART staff: Project Manager Daniel Rodriguez, Safety Assurance Specialist Deborah Sapper, and Project Manager - ITS Shannon Haney. Besides HART staff, the committee also consists of FDOT District 7 Transit Coordinator for Transportation System Planning Katina Kavouklis, and Vik



Bhide, City of Tampa Transportation & Stormwater Services, Chief Traffic Management Engineer.

Evaluation factors were weighted 900 points for technical and 100 points for pricing. Technical factors included:

- Availability of Vehicle(s) that meet pilot requirements 300
- Minimum Qualifications 250
- Work Plan 300
- Innovative Pricing 50

The Selection Source Committee met on June 21, 2018, to discuss its evaluation findings and was provided an opportunity for rescoring of proposals based upon discussion of findings by the group. It was determined that clarifications needed to be addressed by each firm. The Selection Source Committee met again on July 16, 2018, to discuss clarifications and to adjust their original score based on those clarifications. Final Scores for the firms were as follows:

RFP-30647 Autonomous Mobility Service SCORING SUMMARY Technically Evaluated			
	May Mobility	First Transit	Transdev
TOTAL TECH SCORE (Max Score 900 Points)	687	770	738
PRICE (Max Score 100 Points)	100	74	49
TOTALS (Tech + Price = 1000 Points Max)	787.40	843.70	787.31
RANKINGS	2	1	3

Procurement staff negotiated a price that is determined to be fair and reasonable and is in line with the Independent Cost Estimate. The term of the contract is one-year base with two one-year options from date of award and includes all of HART’s standard contract provisions.

**NEXT STEPS**

Present the recommendation by the Finance and Audit Committee to the full HART Board of Directors at the September 10, 2018 regular Board meeting. Upon the Board’s approval, execute the contract with First Transit, Inc.

Prepared by: Daniel Rodriguez, Project Manager I  
 Darlene Lollie, Contracting Officer

Reviewed by: Cyndy Zambella, Director of Budget and Grants & Interim Director of Procurement and Contract Administration

Approved by: Jeffrey C. Seward, Interim Chief Executive Officer

Attachment: Resolution #R2018-09-XX



ATTACHMENT

**RESOLUTION NO. #R2018-09-XX**

**A RESOLUTION AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO AWARD A CONTRACT FOR AUTONOMOUS MOBILITY SERVICE TO FIRST TRANSIT, INC. IN THE AMOUNT NOT-TO-EXCEED \$1,859,684 (ONE-YEAR BASE WITH TWO ONE-YEAR OPTIONS)**

**WHEREAS**, Hillsborough Regional Transit (HART) has a need for Autonomous Mobility Service; and

**WHEREAS**, HART issued a Request for Proposal RFP-30647 in compliance with HART procurement policies; and

**WHEREAS**, proposals were received and evaluated in accordance with HART procurement policies and State of Florida statutes; and

**WHEREAS**, First Transit Inc. submitted the highest-rated technical proposal; and

**WHEREAS**, prices offered by First Transit, Inc. were determined to be fair and reasonable; and

**WHEREAS**, HART funding for these services is available through the Florida Department of Transportation in the amount of \$1.5 million;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY THAT:**

**Section 1.** The Interim Chief Executive Officer is authorized to award a contract for Autonomous Mobility Service to First Transit, Inc. in the amount not-to-exceed \$1,859,684 (one-year base with two one-year options).

**Section 2.** Proper officers of HART are authorized to do all things necessary and required in order to implement the terms of the aforementioned contract.

**Section 3.** This resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY ON SEPTEMBER 10, 2018.**

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**Commissioner Lesley “Les” Miller, Chairperson  
HART Board of Directors**

**ATTEST:**

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**Councilmember Mike Suarez, Secretary  
HART Board of Directors**

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**David L. Smith, Esquire  
HART Board General Counsel**

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**COMMITTEE ACTION ITEM**

*Authorize the Interim Chief Executive Officer to Purchase Up to Eight Forty-Foot Diesel Powered Heavy-Duty Transit Buses from Sarasota County Area Transit in the Amount Not-to-Exceed \$1,428,194.59 and Assume an FTA Obligation in the Amount Not-to-Exceed \$230,812.89*

**OVERVIEW**

The purpose of this item is to request authorization to purchase up to eight used forty-foot diesel powered heavy-duty transit buses from Sarasota County. These vehicles are needed to support fixed route service with a reliable fleet.

**RECOMMENDATION**

That the Finance and Audit Committee review the action item authorizing the Interim Chief Executive Officer to purchase up to eight forty-foot diesel powered heavy-duty transit buses from Sarasota County Area Transit in the amount not-to-exceed \$1,428,194.59 and assume an FTA obligation in the amount not-to-exceed \$230,812.89; and advance this item to the full HART Board of Directors at the September 10, 2018 regular Board meeting.

**FINANCIAL IMPACT**

Funding for this purchase will provided from the HART general funds.

**BACKGROUND**

In accordance with the HART fleet plan, up to eight buses are required. Six 2011 model transit buses still have five years of useful life and two 2012 model transit buses have six years of useful life still available. HART conducted a maintenance inspection of each of the vehicles. Vehicles are equipped with the Gillig BRT package, high back cloth seats, and overhead luggage racks. The transit buses are in excellent condition and ready to be placed in service immediately upon acceptance.

**PROCUREMENT CONSIDERATIONS**

In July 2018, Sarasota County made available six 2011 forty-foot diesel Gillig buses and two 2012 forty-foot diesel Gillig buses available for acquisition as a result of reduction in their bus fleet. Total expense to Sarasota County for the transit buses transfer will be as follows: re-payment of local funding in the amount of \$1,428,194.59 and assumption of FTA grant funding in the amount of \$230,812.89. FTA has approved the transfer of the assets to HART and documentation is on file for review.

**NEXT STEPS**

Present the recommendation by the Finance and Audit Committee to the full HART Board of Directors at the September 10, 2018 regular Board meeting. Upon the Board's approval, finalize the transfer of assets and integrate the transit buses into HART fleet.

Prepared by: Scott Drainville, Director of Maintenance  
Reviewed by: Ruthie Reyes Burckard, Chief Operating Officer  
Approved by: Jeffery Seward, Interim Chief Executive Officer

Attachment: Proposed Resolution #R2018-09-XX

**RESOLUTION NO. #R2018-09-XX**

**A RESOLUTION AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO PURCHASE UP TO EIGHT FORTY-FOOT DIESEL POWERED HEAVY-DUTY TRANSIT BUSES FROM SARASOTA COUNTY AREA TRANSIT IN THE AMOUNT NOT-TO-EXCEED \$1,428,194.59 AND ASSUME AN FTA OBLIGATION IN THE AMOUNT NOT-TO-EXCEED \$230.812.89**

**WHEREAS**, HART requires up to eight forty-foot diesel powered heavy-duty transit buses to support fixed route service with a reliable fleet; and

**WHEREAS**, Sarsota County Area Transit has made six 2011 forty-foot diesel powered heavy-duty transit buses and two 2012 forty-foot diesel powered heavy-duty transit buses available for transfer for use in the remaining useful life of the vehicles; and

**WHEREAS**, HART will utilize funding from HART General Fund for reimbursement to Sarasota County in the amount of \$1,428,194.59; and

**WHEREAS**, HART will assume an FTA obligation in the amount of \$230,812.89; and

**WHEREAS**, prices were determined fair and reasonable with the appropriate annual depreciation values calculated into this purchase agreement;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY THAT:**

**Section 1.** Interim Chief Executive Officer to purchase up to eight forty-foot diesel powered heavy-duty transit buses from Sarasota County Area Transit in the amount not-to-exceed \$1,428,194.59 and assume an FTA obligation in the amount not-to-exceed \$230.812.89.

**Section 2.** Proper officers of HART are authorized to do all things necessary and required in order to implement the purchase of the aforementioned vehicles.

**Section 3.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY ON SEPTEMBER 10, 2018.**

**ATTEST:**

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**Commissioner Lesley “Les” Miller, Chairperson  
HART Board of Directors**

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**Councilmember Mike Suarez, Secretary  
HART Board of Directors**

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**David L. Smith, Esquire  
HART Board General Counsel**

## **COMMITTEE ACTION ITEM**

*Authorize the Interim Chief Executive Officer to Award a Contract to IBI Group Michigan LLC (d.b.a. IBI Group) for Intelligent Transportation System (ITS) Consultant Services in the Amount Not-to-Exceed \$453,843 for a Contract Base Period of One Year with Two One- Year Options*

## **OVERVIEW**

The consultant will advise and oversee all aspects of the ITS Replacement Project. Components of the project include an ITS Strategic Plan, system design, procurement assistance, installation oversight and testing for the replacement of the Computer Aided Dispatch/Automated Vehicle Location (CAD/AVL) and communications systems.

## **RECOMMENDATION**

That the Finance and Audit Committee review the action item authorizing the Interim Chief Executive Officer to award a contract to IBI Group Michigan LLC (d.b.a. IBI Group) for ITS Consultant Services in the amount not-to-exceed \$453,843 for a contract base period of one year with two one- year options; and advance this item to the full HART Board of Directors at the September 10, 2018 regular Board meeting.

## **FINANCIAL IMPACT**

The contract will be funded through Federal grants as follows: \$200,000 from the FY18 FTA Section 5307 Formula Grant and \$272,271 from the FY19 FTA Section 5307 Surface Transportation Block Grant.

## **BACKGROUND**

In 2007, HART deployed OrbCAD, a CAD/AVL system, with voice and data communications by Motorola. Many components of the existing systems have reached the end of their useful life and HART has identified the need to improve technological tools to assist in managing operations. HART is seeking an ITS Consultant to advise and oversee all aspects of the project, including an ITS Strategic Plan, system design, procurement assistance, installation oversight and testing.

## **PROCUREMENT CONSIDERATIONS**

On April 25, 2018, HART released RFP-30249 ITS Consultant Services in compliance with the HART procurement policies including all federally required clauses. The solicitation appeared on the HART website and DemandStar with direct notices sent to 21 vendors that could provide the services. The solicitation was accessed from the HART website by 71 firms and/or individuals and from DemandStar by 12 firms and/or individuals.

HART received three proposals by the deadline of June 8, 2018 at 11:00 a.m. The proposals were found to be responsive to the solicitation requirements.



An evaluation committee consisting of HART staff reviewed the proposals using the following criteria.

<u>Section</u>	<u>Criteria</u>	<u>Points</u>
One	Introduction of Firm and Required Submittals	-0-
Two	Qualifications of the Firm and/or Team	350
Three	Work Plan	350
Four	Relevant Projects	100
Five	Price	200
Six	Exceptions	-0-
<b>Total Points</b>		<b>1,000</b>

The three firms scored as follows:

	<b>LTK Engineering</b>	<b>Burns Engineering</b>	<b>IBI Group</b>
TOTAL TECH SCORE (Max Score 800 Points)	558.75	604.50	732.50
PRICE (Max Score 200 Points)	91.62	200.00	147.38
<b>TOTALS (Tech + Price = 1000 Points Max)</b>	<b>650.37</b>	<b>804.50</b>	<b>879.88</b>
<b>RANKING</b>	<b>3</b>	<b>2</b>	<b>1</b>

IBI Group received the highest combined score for price and technical. The evaluation committee recommended the Contracting Officer enter into negotiations with the highest ranked firm. Procurement staff negotiated a price that is determined to be fair and reasonable. HART realized a cost savings of approximately 9% for the base year from negotiations.

The base term of the contract is for one year with two one-year options. The contract includes all of the HART standard contract provisions.

**NEXT STEPS**

Present the recommendation by the Finance and Audit Committee to the full HART Board of Directors at the September 10, 2018 regular Board meeting. Upon the Board’s approval, award the contract to IBI Group, Inc.

Prepared by: Dexter Corbin, Director of Technology and Innovation

Reviewed by: Kenyatta Lee, Chief Administrative Officer and Interim Chief of Staff

Approved by: Jeffrey L. Seward, Interim Chief Executive Officer

Attachment: Proposed Resolution #R2018-09-XX

ATTACHMENT

RESOLUTION NO. #R2018-09-XX

**A RESOLUTION AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO AWARD A CONTRACT TO IBI GROUP MICHIGAN LLC (D.B.A. IBI GROUP) FOR INTELLIGENT TRANSPORTATION SYSTEM (ITS) CONSULTANT SERVICES IN THE AMOUNT NOT-TO-EXCEED \$453,843 FOR A CONTRACT BASE PERIOD OF ONE YEAR WITH TWO ONE- YEAR OPTIONS**

**WHEREAS**, Hillsborough Transit Authority (HART) has a need for Intelligent Transportation System Consultant Services; and

**WHEREAS**, HART issued a Request for Proposal RFP-30249 in compliance with HART procurement policies; and

**WHEREAS**, proposals were received and evaluated in accordance with HART procurement policies and State of Florida statutes; and

**WHEREAS**, IBI Group, submitted the highest rated, technical proposal; and

**WHEREAS**, prices offered by IBI Group were determined to be fair and reasonable; and

**WHEREAS**, HART has identified general revenues and Federal funding for this contract;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY THAT:**

**Section 1.** The Interim Chief Executive Officer is authorized to award a contract to IBI Group Michigan LLC (d.b.a. IBI Group) for Intelligent Transportation System (ITS) Consultant Services in the amount not-to-exceed \$453,843 for a contract base period of one year with two one- year options.

**Section 2.** Proper officers of HART are authorized to do all things necessary and required in order to implement the terms of the aforementioned contract.

**Section 3.** This resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY ON SEPTEMBER 10, 2018.**

ATTEST:

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**Commissioner Lesley “Les” Miller, Chairperson  
HART Board of Directors**

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**Councilmember Mike Suarez, Secretary  
HART Board of Directors**

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**David L. Smith, Esquire  
HART Board General Counsel**

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**COMMITTEE ACTION ITEM**

***Approval of the Proposed FY2019 Outcome Goals and HART Organizational Performance Scorecard (HOPS)***

**OVERVIEW**

Each year, the HART Board of Directors approves the fiscal year budget and Success Plan, an actionable strategic plan that is the culmination of several months of planning and focused attention by HART leadership.

**RECOMMENDATION**

That the Finance and Audit Committee review the action item approving the proposed HART FY2019 outcome goals; and advance this item to the full HART Board of Directors at the September 10, 2018 regular Board meeting.

**FINANCIAL IMPACT**

The Outcome Goals and achievement levels do not serve as the basis for monetary performance bonuses for employees and CEO.

**BACKGROUND**

At the September 25, 2017, regular Board meeting, the HART Board adopted Resolution #R2017-09-38 ~ Approval of the Proposed HART Mission, Vision, and FY2018 Outcome Goals. The directly measurable Outcome Goals are designed to track the Agency's performance. In support of the Outcome Goals, staff also developed a Work Plan made up of specific tactics that are each aligned to one of five general strategic areas of focus: Service Productivity, Sustainable Financial Performance, Excellence in Customer experience, Community Connection, and Employee Success. Over the course of FY2018, staff has been tracking implementation of 14 work tactics.

Staff also developed a measurement system – HART Organizational Performance Scorecard (HOPS) – to monitor the Agency's progress toward achieving its goals quarter by quarter. The achievement levels were provided to the Board at the close of each quarter of the year.

Based on successes and performance trends observed during the FY2018, staff is proposing the new achievement levels to be established for FY2019, as shown in the table below.

<b>FY2019 Outcome Goals</b>
In FY2019, HART will know it has been a successful year if:
1. The system is 5% more productive since implementation of Mission MAX.
2. \$3 million is allocated to fund balance, consistent with the HART plan.
3. Customers embrace HART service with a net promoter score or equivalent 5% more than previous year's score.
4. HART experiences 5% reduction in safety events across the system.
5. HART employees will receive an average of 10 training hours over the year.

The revised proposed HOPS is provided as an Exhibit A to the Resolution.

**NEXT STEPS**

Present the recommendation by the Finance and Audit Committee to the full HART Board of Directors at the September 10, 2018 Board meeting.

Prepared by: Lena Petit, Director of Board Relations

Reviewed by: Kenyatta Lee, Chief Administrative Officer and Interim Chief of Staff

Approved by: Jeffrey Seward, Interim Chief Executive Officer

Attachment: Proposed Resolution #R2018-09-XX



ATTACHMENT II  
RESOLUTION NO. #R2018-09-XX

**A RESOLUTION APPROVING THE PROPOSED FY2019 OUTCOME GOALS AND HART ORGANIZATIONAL PERFORMANCE SCORECARD (HOPS)**

**WHEREAS**, the HART Board of Directors seeks to deliver outstanding service to customers and value to taxpayers; and

**WHEREAS**, the directly measurable Outcome Goals are designed to track the Agency's performance; and

**WHEREAS**, Based on successes and performance trends observed during the FY2018, staff is proposing the new achievement levels to be established for FY2019; and

**WHEREAS**, staff developed a measurement system – HART Organizational Performance Scorecard (HOPS) – to monitor the Agency's progress toward achieving its goals; and

**WHEREAS**, staff will report to the HART Board the progress on FY2019 Outcome Goals and HOPS on a quarterly basis;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY THAT:**

**Section 1.** The Outcome Goals listed below shall apply to Fiscal Year 2019.

1. The system is 5% more productive since implementation of Mission MAX.
2. \$3 million is allocated to fund balance, consistent with the HART plan.
3. Customers embrace HART service with a net promoter score or equivalent 5% more than previous year's score.
4. HART experiences 5% reduction in safety events across the system.
5. HART employees will receive an average of 10 training hours over the year.

**Section 2.** HART Organizational Performance Scorecard (HOPS) is approved as Exhibit A to the Resolution.

**Section 3.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY ON SEPTEMBER 10, 2018.**

**ATTEST:**

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**Commissioner Lesley "Les" Miller, Chairperson  
HART Board of Directors**

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**Councilmember Mike Suarez, Secretary  
HART Board of Directors**

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**David L. Smith, Esquire  
HART Board General Counsel**

EXHIBIT A



HART ORGANIZATIONAL PERFORMANCE SCORECARD

Strategy	Metric	FY2019 Proposed Performance	Performance Results
<b>Service Productivity</b>	Passengers per Revenue Hour Fixed Route Bus & HARTFlex	20.15	
	Passengers per Revenue Mile Fixed Route Bus & HARTF	1.626	
	Miles Driven Between Failures (bus)	7,612	
	On-Time Performance (-1 minute to +5 minutes at time points) - Bus	80.00%	
	On-Time Performance (-0 minute to +30 minutes pickup time) - HARTPlus	97.75%	
	Passengers per Revenue Hour (HARTPlus)	1.68	
	Passengers per Revenue Mile (Flex)	0.374	
	Passengers per Revenue Hour (streetcar)	24.27	
	<b>TOTAL</b>		
<b>Sustainable Financial Performance</b>	At year end, actual operating revenues will be >= 2% of budgeted revenues (excluding budgeted fund balance)	>=2%	
	Quarterly actual operating expenses will be within 2% of budgeted expenses	2%	
	<b>TOTAL</b>		
<b>Excellence In Customer Experience</b>	Fixed Route Net Promoter Score	35	
	HARTPlus Net Promoter Score	25	
	HARTFlex Net Promoter Score	35	
	<b>TOTAL</b>		
<b>Safety</b>	Collisions per 100,000 revenue miles (bus / flex / HARTPlus / streetcar)	0.586	
	Perception of Safety of the system	88%	
	Workers' Compensation Claims	XX	
	<b>TOTAL</b>		
<b>Employee Success</b>	Employee Engagement Level	≥ 5% than prior year	
	HART Employee attrition rate	5%	
	<b>TOTAL</b>		
<b>OVERALL PERFORMANCE SCORE</b>			

## **COMMITTEE ACTION ITEM**

*Authorize the Interim Chief Executive Officer to Purchase up to Five 23-Foot Small Cutaway Type Vans with Mobility Lifts from Florida Transportation Systems Inc., in the Amount Not-To Exceed \$320,000*

## **OVERVIEW**

The purpose of this item is to request authorization to purchase up to five 23-foot small cutaway type vans with mobility lifts to replace vehicles that have outlived their useful life. The replacements are necessary to support paratransit service and to provide a reliable fleet.

## **RECOMMENDATION**

That the Finance and Audit Committee review the action item authorizing the Interim Chief Executive Officer to purchase up to five 23-foot small cutaway type vans with mobility lifts from Florida Transportation Systems Inc., in the amount not-to exceed \$320,000; and advance this item to the full HART Board of Directors at the September 10, 2018 regular Board meeting.

## **FINANCIAL IMPACT**

This purchase is funded by Federal Transit Administration 5310 Grant Program. The Florida Department of Transportation (FDOT) Transit Research Inspection and Procurement Services (TRIPS) conducted a procurement to establish a statewide purchasing agreement for transit agencies in Florida, including HART, in accordance with public procurement policies and procedures.

## **BACKGROUND**

In order to support HART operations, five 23-foot small cutaway type vans with mobility lifts are required to replace vehicles that have outlived their useful life. The replacements are necessary to support paratransit service and to provide a reliable fleet.

## **NEXT STEPS**

Present the recommendation by the Finance and Audit Committee to the full HART Board of Directors at the September 10, 2018 regular Board meeting. Upon the Board's approval, finalize the transfer of assets and integrate the transit buses into HART fleet.

Prepared by: Scott Drainville, Director of Maintenance

Reviewed by: Ruthie Reyes Burckard, Chief Operating Officer

Approved by: Jeffrey Seward, Interim Chief Executive Officer

Attachment: Proposed Resolution #R2018-09-XX

ATTACHMENT

**RESOLUTION NO. #R2018-09-XX**

**A RESOLUTION AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO PURCHASE UP TO FIVE 23-FOOT SMALL CUTAWAY TYPE VANS WITH MOBILITY LIFTS FROM FLORIDA TRANSPORTATION SYSTEMS INC. IN THE AMOUNT NOT TO EXCEED \$320,000**

**WHEREAS**, HART requires up to five 23-foot small cutaway type vans with mobility lifts to support paratransit service to replace vehicles that have outlived their useful life and are necessary to provide a reliable fleet; and

**WHEREAS**, the Florida Department of Transportation (FDOT) Transit Research Inspection and Procurement Services (TRIPS) conducted a procurement to establish a statewide purchasing agreement for transit agencies in Florida, including HART, in accordance with public procurement policies and procedures; and

**WHEREAS**, the procurement included all federally-required clauses; and

**WHEREAS**, prices were determined fair and reasonable and a contract was awarded by TRIPS on March 21, 2017, to Florida Transportation Systems Inc.; and

**WHEREAS**, the purchase is funded by Federal Transit Administration 5310 Grant Program Funds;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY THAT:**

**Section 1.** The Chief Executive Officer is authorized to purchase up to five 23-foot small cutaway type vans with mobility lifts from Florida Transportation Systems Inc. in the amount not-to-exceed \$320,000.

**Section 2.** Proper officers of HART are authorized to do all things necessary and required in order to implement the purchase of the aforementioned vehicles.

**Section 3.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY ON SEPTEMBER 10, 2018.**

ATTEST:

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**Commissioner Lesley “Les” Miller, Chairperson  
HART Board of Directors**

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**Councilmember Mike Suarez, Secretary  
HART Board of Directors**

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**David L. Smith, Esquire  
HART Board General Counsel**

## **COMMITTEE ACTION ITEM**

*Authorize the Interim Chief Executive Officer to Award a Contract for Construction Services to Case Contracting Company for the Removal and Replacement of the Streetcar Barn Door #5 in the Amount of \$165,644 plus a Contingency of \$33,128.80, for a Total Not-to-Exceed Amount of \$198,772.80*

## **OVERVIEW**

The purpose of this item is to approve a contract to remove an existing door opening at track #5 and enlarge the opening with a larger door to accommodate existing streetcars to enter into the barn from that track. This undertaking will allow staff to place all the streetcars within the barn when they are not in service. This is extremely critical during severe weather events such as hurricanes.

## **RECOMMENDATION**

That the Finance and Audit Committee review the action item to authorize the Interim Chief Executive Officer to award a contract for construction services for the removal and replacement of the streetcar barn door #5 to Case Contracting Company in the amount of \$165,644, plus a contingency of \$33,128.80, for a total not-to-exceed amount of \$198,772.80; and advance this item to the full HART Board of Directors on September 10, 2018.

## **FINANCIAL IMPACT**

Funding for this contract is provided by a Federal Transit Administration Surface Transportation Block Grant and is currently appropriated in the FY2018 HART Capital budget.

## **BACKGROUND**

The streetcar system operates out of the Ybor streetcar barn located at 1201 East 7th Avenue Tampa, FL. The streetcar barn was completed in 2002 and has six tracks coming to the facility off of 13th Street. The facility; however, has certain structural impediments that entire fleet cannot be housed in the building during storms and hurricanes exposing the streetcars that must remain outside in the yard area to rain and wind damage. This modification will enable the HART Streetcar Division to maintain the streetcar fleet in a state of good repair.

## **PROCUREMENT CONSIDERATIONS**

On July 03, 2018, IFB-31393 for Track 5 – Streetcar Barn Door Replacement was issued in compliance with HART procurement policies. The solicitation was posted to the HART website and DemandStar, with direct notices sent to four firms. The solicitation was accessed from the HART website by twelve firms/individuals, and by two firms/individuals from DemandStar.

On July 27, 2018, Case Contracting Company was the only timely and responsive bid received. In accordance with HART Procurement Manual §3-102.03 (1) *One Bid Received.*, “If only one bid is received, an award may be made to the single bidder if the Contracting Officer finds that the price submitted is fair and reasonable, and that either other prospective bidders had reasonable



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opportunity to respond, or there is not adequate time for re-solicitation.” It was determined to be in the agency’s best interest to move forward with award. A copy of the Findings & Determination is in the procurement file.

Prices were determined to be fair and reasonable based on the Independent Cost Estimate and confirmation of the project design A&E firm.

The bid submitted by Case Contracting Company was responsive to the solicitation requirements. Prices were determined to be fair and reasonable. Case Contracting Company has been deemed a responsible vendor, and is therefore eligible for award.

**NEXT STEPS**

Present the recommendation by the Finance and Audit Committee to the full HART Board of Directors at the September 10, 2018 regular Board Meeting.

Prepared by: Daniel Rodriguez, Project Manager I and Tamika Jones, Contracts Specialist I

Reviewed by: Lynda Crescentini, Director of Enterprise Project Management  
Cyndy Zambella, Director of Budget and Grants  
& Interim Director of Procurement and Contract Administration

Approved by: Jeffrey C. Seward, Interim Chief Executive Officer

Attachment:

- I. Resolution #R2018-09-XX

ATTACHMENT

**RESOLUTION NO. #R2018-09-XX**

**A RESOLUTION AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO AWARD A CONTRACT FOR CONSTRUCTION SERVICES FOR THE REMOVAL AND REPLACEMENT OF THE STREETCAR BARN DOOR #5 TO CASE CONTRACTING COMPANY IN THE AMOUNT OF \$165,644, PLUS A CONTINGENCY OF \$33,128.80 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$198,772.80**

**WHEREAS**, Hillsborough Regional Transit (HART) has a need for construction services for the removal and replacement of the streetcar barn door #5; and

**WHEREAS**, HART issued an Invitation for Bid IFB-31393 in compliance with HART's procurement policies; and

**WHEREAS**, bids were received and evaluated in accordance with HART's procurement policies and State of Florida Statutes; and

**WHEREAS**, the Case Contracting Company was determined to have the capacity to perform the work and prices offered by Case Contracting Company were determined to be fair and reasonable; and

**WHEREAS**, funding for these services is available through a Federal grant awarded to HART;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY THAT:**

**Section 1.** The Interim Chief Executive Officer is authorized to award a authorize the Interim Chief Executive Officer to award a contract for construction services for the removal and replacement of the streetcar barn door #5 to Case Contracting Company in the amount of \$165,644, plus a contingency of \$33,128.80, for a total not-to-exceed amount of \$198,772.80.

**Section 2.** Proper officers of HART are authorized to do all things necessary and required in order to implement the terms of the aforementioned contract.

**Section 3.** This resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY ON SEPTEMBER 10, 2018.**

**ATTEST:**

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**Commissioner Lesley "Les" Miller, Chairperson  
HART Board of Directors**

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**Councilmember Mike Suarez, Secretary  
HART Board of Directors**

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**David L. Smith, Esquire  
HART Board General Counsel**

## **COMMITTEE ACTION ITEM**

*Authorize the Interim Chief Executive Officer to Execute a Joint Participation Agreement (JPA) for \$2,670,000 over Three Years between the Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) for the TECO Line Streetcar*

## **OVERVIEW**

This JPA between HART and FDOT is to implement free fares, increased span, and increased frequency of service for the TECO Line Streetcar.

## **RECOMMENDATION**

That the Finance and Audit Committee review the action item to authorize the Interim Chief Executive Officer to execute a Joint Participation Agreement (JPA) for \$2,670,000 over three years between the Hillsborough Transit Authority (HART) and the Florida Department of Transportation (FDOT) for the TECO Line Streetcar; and advance this item to the full HART Board of Directors on September 10, 2018.

## **FINANCIAL IMPACT**

The total received from FDOT will be \$2,670,000 over three years, without any required match. Traditional sources of revenue such as City of Tampa, CRA contributions, and State and Federal grants will continue to be collected to support operation of the streetcar.

## **BACKGROUND**

The Tampa Historic Streetcar is a 2.7-mile electric streetcar line utilizing antique electric streetcars. The line connects Downtown Tampa, Channelside, and Ybor City. All three destinations are undergoing significant redevelopment and increased levels of employment and housing. The proposed improvements in span of service and frequency will make the streetcar a more relevant mode of transportation and support local development.

Additionally, the City of Tampa is studying the feasibility of extending the streetcar into Downtown Tampa and Tampa Heights. The proposed enhancements to streetcar service will support efforts for streetcar extension and redevelopment in Downtown Tampa and Tampa Heights.

Free fares will encourage ridership particularly among families and groups and eliminate the cost of fare collection and collateral fare material such as printed passes.

The revised span of service will provide early morning hours for Downtown/Channelside/Ybor City work commutes and allow morning commuters a normal 8-hour workday. Expanded weekend hours will provide a better fit for activities of local patrons and tourists to the attractions along the streetcar line.





	Current Span	New Span
Monday - Thursday	Noon – 10 PM	7 AM – 11:00 PM
Friday	11 AM – 2 AM	7 AM – 2 AM
Saturday	11 AM – 2 AM	8:30 AM – 2 AM
Sunday	Noon – 8 PM	8:30 AM – 11:00 PM

The revised weekday frequency of fifteen minutes during the 7 AM – 7 PM hours will provide a higher level of service and more convenient times for commuter and tourist trips than the current 20-minute frequency. Frequency is a key issue for potential commuters and provides, for tourists, a more viable alternative to competing Uber/Lyft type of transportation.

	Current Frequency	Proposed Frequency
Monday - Thursday	20 minutes	7 AM – 7 PM – 15 minutes 7 PM – 11:00 PM – 20 min.
Friday	20 minutes – 30 minutes 1 AM – 2 AM	7 AM – 7 PM – 15 minutes 7 PM – 2 AM – 20 minutes
Saturday	20 minutes – 30 minutes 1 AM – 2 AM	8:30 AM – 2 AM – 20 minutes
Sunday	20 minutes	8:30 AM – 11:00 PM – 20 minutes

**NEXT STEPS**

Present recommendation to the HART Board of Directors at the September 10, 2018 Board meeting.

Prepared by: Cyndy Zambella, Director of Budget and Grants  
& Interim Director of Procurement

Approved by: Jeffrey C. Seward, Interim Chief Executive Officer

Attachment: Resolution #R2018-09-XX

ATTACHMENT

**RESOLUTION NO. # R2018-09-XX**

**A RESOLUTION AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO EXECUTE A JOINT PARTICIPATION AGREEMENT (JPA) FOR \$2,670,000 OVER THREE YEARS BETWEEN THE HILLSBOROUGH TRANSIT AUTHORITY (HART) AND THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE TECO LINE STREETCAR ENHANCEMENTS**

**WHEREAS**, HART has operated the Tampa Historic Streetcar since October 2003; and

**WHEREAS**, HART will be partnering with multiple public and private entities in the implementation of enhanced streetcar service on the Tampa Historic Streetcar line; and

**WHEREAS**, FDOT has identified \$2,670,000 over three years to assist with the implementation of the enhancements to the streetcar service,

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY THAT:**

**Section 1.** The Interim Chief Executive Officer is authorized to authorize the Interim Chief Executive Officer to execute a JPA for \$2,670,000 over three years between HART and FDOT for the TECO Line Streetcar enhancements.

**Section 2.** Proper officers of the Hillsborough Transit Authority are authorized to do all things necessary and required in order to implement the terms of the aforementioned agreement.

**Section 3.** This resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSBOROUGH TRANSIT AUTHORITY ON SEPTEMBER 10, 2018.**

ATTEST:

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**Commissioner Lesley “Les” Miller, Chairperson  
HART Board of Directors**

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**Councilmember Mike Suarez, Secretary  
HART Board of Directors**

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**David L. Smith, Esquire  
HART Board General Counsel**