

# CENTRAL FLORIDA EXPRESSWAY AUTHORITY

## MEMORANDUM

**TO:** Authority Board Members

**FROM:** Claude Miller   
Director of Procurement

**DATE:** April 30, 2015

**RE:** Approval of Supplemental Agreement No. 15-01  
Florida Toll Services (FTS), for Contract No. 000154  
Toll Facilities Operations and Management Services

On April 27, 2015, staff posted a Notice of Intent to Award Contract No. 001071, Toll Facilities Operations and Management Services, to URS Energy & Construction, Inc. (URS). The new contract was intended to replace the referenced contract which expires on June 25, 2015. The selection of URS for award of the new contract followed the requirements of the competitive sealed proposal process (RFP) detailed in the Procurement Procedures Manual.

On April 30, 2015, a Notice of Protest was received from Faneuil, Inc., the firm ranked second in the selection process. When a notice of protest is submitted, our Procedure for Resolution of Protests requires that the award process be stopped until the protest is administratively resolved. In order to continue the current services under the FTS contract until the protest is resolved, Board approval of the referenced Supplemental Agreement for FTS is requested in the amount of \$3,444,132.00 which will cover the cost of extending the term to September 25, 2015.

cc: Joe Berenis, Deputy Executive Director, Engineering, Operations, Construction and Maintenance  
Laura Kelley, Deputy Executive Director, Finance and Administration  
Dave Wynne, Manager of Toll Operations

**CFX CONTRACT NO. 000154**  
**TOLL FACILITIES OPERATIONS AND MANAGEMENT**

**SUPPLEMENTAL AGREEMENT NO. 15-01**

This Supplemental Agreement No. 15-01 ("Supplemental Agreement") is entered into this 14<sup>th</sup> day of May, 2015, by and between the Central Florida Expressway Authority ("Authority") and Florida Toll Services ("Contractor").

WITNESSETH:

WHEREAS, the Authority and the Contractor on July 1, 2005, entered into an agreement whereby the Authority retained the Contractor to provide toll facilities operations and management services designated by the Authority as Contract No. 000154; and

WHEREAS, the Authority and the Contractor on June 26, 2010, renewed the Contract for an additional one year period through June 25, 2011; and,

WHEREAS, the Authority and the Contractor on June 26, 2011, renewed the Contract for an additional one year period through June 25, 2012; and,

WHEREAS, the Authority and the Contractor on June 26, 2012, renewed the Contract for an additional one year period through June 25, 2013; and,

WHEREAS, the Authority and the Contractor on June 26, 2013, renewed the Contract for an additional one year period through June 25, 2014; and,

WHEREAS, the Authority and the Contractor on June 26, 2014, renewed the Contract for an additional one year period through June 25, 2015; and,

WHEREAS, the Authority has determined it necessary to continue the services and extend the term of the Contract to September 25, 2015.

NOW, THEREFORE, for and in consideration of the mutual benefits to flow each to the other, the parties agree that the Contractor shall continue to perform the Work in accordance with the existing Scope of Services to the new expiration date for the not exceed amount of \$3,444,132.00 as detailed in the attached fee proposal.

All provisions of the Contract shall remain in full force and effect, the same as if they had been set forth herein. In the event of a conflict between the provisions of this Supplemental Agreement and any renewals or supplements made previously thereto, the provisions of this Supplemental Agreement shall take precedence.

IN WITNESS THEREOF, the parties hereto have caused these presents to be executed, in triplicate, on the day and year first written above.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

By: \_\_\_\_\_  
Director of Procurement

Approved as to form and execution, only

By: \_\_\_\_\_  
General Counsel

FLORIDA TOLL SERVICES

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## FLORIDA TOLL SERVICES - Supplemental Agreement No. 15-01

	FY 2015	FY 2016
<b>DESCRIPTION</b>		
Management Fee / G&A	\$ 611,589	\$ 152,897
Total Ops Office	\$ 2,179,387	\$ 552,267
Total Toll Operations	\$ 11,079,692	\$ 2,820,717
<b>TOTAL OFFICE &amp; TOLL PLAZAS</b>	\$ 13,870,668	\$ 3,525,882
PRICE CREDIT PROVIDED	\$ (327,000)	\$ (81,750)
<b>TOTALS</b>	<b>\$ 13,543,668</b>	<b>\$ 3,444,132</b>

# FLORIDA TOLL SERVICES - Supplemental Agreement No. 15-01

	FY 2016 BUDGET
<b>DESCRIPTION</b>	
Management Fee / G&A	\$ 152,897
<b>Labor</b>	
Program Manager	\$ 52,790
Accounting Manager	\$ 23,792
Toll Operations Manager	\$ 39,348
Audit Manager	\$ 21,998
Support Staff-Program Mgmt	\$ 129,465
Support Staff-Acctg/Audit	\$ 39,348
Support Staff-Quality Control Mgr	\$ 36,603
Support Staff-Clerical/Courier	\$ 35,112
<b>SUBTOTAL OPERATIONS OFFICE LABOR</b>	<b>\$ 378,456</b>
<b>Direct Expense</b>	
Telephone	\$ 11,028
Credit for Long Distance	\$ (3,000)
Supplies	\$ 11,249
Furnishings & Equipment	\$ 14,289
Vehicles	\$ 27,306
Tolls & Mileage	\$ 15,505
Miscellaneous Expense	\$ 35,929
<b>SUBTOTAL OPERATIONS OFFICE DIRECT EXPENSES</b>	<b>\$ 112,305</b>
<b>Bonds &amp; Insurance</b>	
Bonds	\$ 24,874
Insurance	\$ 36,632
<b>SUBTOTAL BONDS &amp; INSURANCE</b>	<b>\$ 61,506</b>
<b>TOTAL OPERATIONS OFFICE &amp; MGT. FEE</b>	<b>\$ 705,165</b>
<b>Toll Operations Labor</b>	
Plaza Manager	\$ 193,220
Supervisor	\$ 684,053
Toll Collector - F/T	\$ 904,681
Toll Collector - P/T	\$ 757,518
Training	\$ 39,330
<b>SUBTOTAL OPERATIONS LABOR</b>	<b>\$ 2,578,801</b>
<b>Toll Operations Direct Expenses</b>	
Supplies	\$ 37,029
Uniforms	\$ 31,290
Copy Machine	\$ 265
Vehicle	\$ 5,970
Mileage/Tolls	\$ 44,972
Other Expenses	\$ 3,318
Janitorial Services	\$ 107,371
Couriers	\$ 11,703
<b>SUBTOTAL OPERATIONS DIRECT EXPENSES</b>	<b>\$ 241,917</b>
<b>TOTAL TOC TOLL PLAZAS</b>	<b>\$ 2,820,717</b>
<b>TOTAL OFFICE &amp; TOLL PLAZAS</b>	<b>\$ 3,525,882</b>
<b>PRICE CREDIT PROVIDED</b>	<b>\$ (81,750)</b>
<b>TOTALS</b>	<b>\$ 3,444,132</b>

**FLORIDA TOLL SERVICES - Supplemental Agreement No. 15-01**

	FY 2015 BUDGET	0.00%	% Increase in Fixed Items	FY 2016 BUDGET	13 weeks budget 06/26/15 to 09/25/15 25%
		2.00%	% Increase in Labor Items		
<b>DESCRIPTION</b>		% Increase	\$ Increase		
Management Fee / G&A	\$ 611,589	0.00%	\$ -	\$ 611,589	\$ 152,897
<b>Labor</b>					
Program Manager	\$ 207,021	2.00%	\$ 4,140	\$ 211,161	\$ 52,790
Accounting Manager	\$ 93,302	2.00%	\$ 1,866	\$ 95,168	\$ 23,792
Toll Operations Manager	\$ 154,307	2.00%	\$ 3,086	\$ 157,393	\$ 39,348
Audit Manager	\$ 86,268	2.00%	\$ 1,725	\$ 87,993	\$ 21,998
Support Staff-Program Mgmt	\$ 507,705	2.00%	\$ 10,154	\$ 517,859	\$ 129,465
Support Staff-Acctg/Audit	\$ 154,307	2.00%	\$ 3,086	\$ 157,393	\$ 39,348
Support Staff-Quality Control Mgr	\$ 143,541	2.00%	\$ 2,871	\$ 146,412	\$ 36,603
Support Staff-Clerical/Courier	\$ 137,692	2.00%	\$ 2,754	\$ 140,446	\$ 35,112
<b>SUBTOTAL OPERATIONS OFFICE LABOR</b>	<b>\$ 1,484,143</b>	<b>2.00%</b>	<b>\$ 29,682</b>	<b>\$ 1,513,825</b>	<b>\$ 378,456</b>
<b>Direct Expense</b>					
Telephone	\$ 44,110	0.00%	\$ -	\$ 44,110	\$ 11,028
Credit for Long Distance	\$ (12,000)	0.00%	\$ -	\$ (12,000)	\$ (3,000)
Supplies	\$ 44,994	0.00%	\$ -	\$ 44,994	\$ 11,249
Furnishings & Equipment	\$ 57,155	0.00%	\$ -	\$ 57,155	\$ 14,289
Vehicles	\$ 109,225	0.00%	\$ -	\$ 109,225	\$ 27,306
Tolls & Mileage	\$ 62,019	0.00%	\$ -	\$ 62,019	\$ 15,505
Miscellaneous Expense	\$ 143,716	0.00%	\$ -	\$ 143,716	\$ 35,929
<b>SUBTOTAL OPERATIONS OFFICE DIRECT EXPENSES</b>	<b>\$ 449,219</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ 449,219</b>	<b>\$ 112,305</b>
<b>Bonds &amp; Insurance</b>					
Bonds	\$ 99,496	0.00%	\$ -	\$ 99,496	\$ 24,874
Insurance	\$ 146,529	0.00%	\$ -	\$ 146,529	\$ 36,632
<b>SUBTOTAL BONDS &amp; INSURANCE</b>	<b>\$ 246,025</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ 246,025</b>	<b>\$ 61,506</b>
<b>TOTAL OPERATIONS OFFICE &amp; MGT. FEE</b>	<b>\$ 2,790,976</b>	<b>1.06%</b>	<b>\$ 29,682</b>	<b>\$ 2,820,658</b>	<b>\$ 705,165</b>
<b>Toll Operations Labor</b>					
Plaza Manager	\$ 757,726	2.00%	\$ 15,155	\$ 772,881	\$ 193,220
Supervisor	\$ 2,682,559	2.00%	\$ 53,651	\$ 2,736,210	\$ 684,053
Toll Collector - F/T	\$ 3,547,767	2.00%	\$ 70,955	\$ 3,618,722	\$ 904,681
Toll Collector - P/T	\$ 2,970,658	2.00%	\$ 59,413	\$ 3,030,071	\$ 757,518
Training	\$ 154,233	2.00%	\$ 3,085	\$ 157,318	\$ 39,330
<b>SUBTOTAL OPERATIONS LABOR</b>	<b>\$ 10,112,943</b>	<b>2.00%</b>	<b>\$ 202,259</b>	<b>\$ 10,315,202</b>	<b>\$ 2,578,801</b>
<b>Toll Operations Direct Expenses</b>					
Supplies	\$ 148,115	0.00%	\$ -	\$ 148,115	\$ 37,029
Uniforms	\$ 125,160	0.00%	\$ -	\$ 125,160	\$ 31,290
Copy Machine	\$ 1,061	0.00%	\$ -	\$ 1,061	\$ 265
Vehicle	\$ 23,878	0.00%	\$ -	\$ 23,878	\$ 5,970
Mileage/Tolls	\$ 179,886	0.00%	\$ -	\$ 179,886	\$ 44,972
Other Expenses	\$ 13,272	0.00%	\$ -	\$ 13,272	\$ 3,318
Janitorial Services	\$ 429,483	0.00%	\$ -	\$ 429,483	\$ 107,371
Couriers	\$ 45,894	2.00%	\$ 918	\$ 46,812	\$ 11,703
<b>SUBTOTAL OPERATIONS DIRECT EXPENSES</b>	<b>\$ 966,749</b>	<b>0.09%</b>	<b>\$ 918</b>	<b>\$ 967,667</b>	<b>\$ 241,917</b>
<b>TOTAL TOC TOLL PLAZAS</b>	<b>\$ 11,079,692</b>	<b>1.83%</b>	<b>\$ 203,177</b>	<b>\$ 11,282,869</b>	<b>\$ 2,820,717</b>
<b>TOTAL OFFICE &amp; TOLL PLAZAS</b>	<b>\$ 13,870,668</b>	<b>1.68%</b>	<b>\$ 232,859</b>	<b>\$ 14,103,527</b>	<b>\$ 3,525,882</b>
<b>PRICE CREDIT PROVIDED</b>	<b>\$ (327,000)</b>			<b>\$ (327,000)</b>	<b>\$ (81,750)</b>
<b>TOTALS</b>	<b>\$ 13,543,668</b>	<b>1.72%</b>	<b>\$ 232,859</b>	<b>\$ 13,776,527</b>	<b>\$ 3,444,132</b>