

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MEMORANDUM

TO: Authority Board Members

FROM: Claude Miller 
Director of Procurement

DATE: October 28, 2014

RE: Approval of Supplemental Agreement No. 10
Atkins North America, Inc., for
Toll Collection System Replacement Consultant
Contract No. 000821

Board approval is requested for the referenced supplemental agreement with Atkins North America, Inc., in the amount of \$97,662.00. Approval of an extension of the Contract term to May 31, 2015, is also requested.

On June 30, 2014, the Authority received one proposal in response to a Request for Proposals (RFP) to furnish and install the Authority's new toll collection system. The decision was made to reject the proposal and re-advertise the project. Vendors who did not submit proposals were contacted and asked to provide input as to the reason(s) they did not respond. Based on that information, Atkins was directed to revise the RFP documents, including the submittal requirements, scope of services and price proposal. The project was re-advertised on September 28, 2014, and new proposals are due on December 19, 2014.

Supplemental Agreement No. 9, approved by the Board on March 17, 2014, funded the services provided by Atkins to support the original RFP procurement process. The revisions to the RFP documents were also paid with the funds in Supplemental Agreement No. 9. The \$23,000.00 remaining in that supplemental agreement will be transferred to Supplemental Agreement No. 10 which reduces the total amount to the requested \$97,662.00. Services still to be provided under the current RFP process include: assisting Authority staff with the preparation of addenda; reviewing proposer qualifications; providing "subject matter" assistance to the Evaluation Committee; reviewing and tabulating price proposals.

Original Contract Amount	\$ 725,000.00
Amount of Previous Supplemental Agreements	\$ 625,538.80
Amount of This Supplemental Agreement	<u>\$ 97,662.00</u>
Total Revised Contract Amount	\$1,448,200.80

cc: Joe Berenis, Deputy Executive Director, Engineering, Operations, Construction and Maintenance
Laura Kelley, Deputy Executive Director, Finance and Administration
Joann Chizlett, Director of Information Technology
Contract File

CENTRAL FLORIDA EXPRESSWAY AUTHORITY
SUPPLEMENTAL AGREEMENT NO. 10

Contract Name: Toll Collection System Replacement Consultant

Contract No: 000821

This Supplemental Agreement No. 10 entered into this 13th day of November, 2014, by and between the CENTRAL FLORIDA EXPRESSWAY AUTHORITY (the "Authority"), and ATKINS NORTH AMERICA, INC., (the "Consultant"), the same being supplementary to the Contract between the aforesaid, dated August 25, 2010, for services pertaining to Toll Collection System Replacement Consultant services, (the "Contract").

1. The Authority desires the Consultant to provide additional services for new Task 17 for support for the rebid of the request for proposals process with an increase in the Contract for the not-to-exceed amount of \$97,662.00 and an extension in the term of the Contract to May 31, 2015.
2. The Consultant hereby agrees to provide the additional services and accepts the increase in the Contract amount and extension of the Contract term (Exhibit A).
3. The Authority and Consultant agree that this Supplemental Agreement No. 10 shall not alter or change in any manner the force and effect of the Contract except insofar as the same is altered and amended by this Supplemental Agreement No. 10; that acceptance of this Supplemental Agreement No. 10 signifies the Consultant's waiver of all future rights for additional compensation which is not already defined herein.
4. This Supplemental Agreement No. 10 is necessary to provide the additional services required for new Task 17 and to increase the Contract amount and extend the Contract term based on the additional services.

SUPPLEMENTAL AGREEMENT NO. 10

Contract Name: Toll Collection System Replacement Consultant

Contract No.: 000821

Amount of Changes to this document: \$97,662.00

This Supplemental Agreement No. 10 entered into as of the day and year first written above.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

By: _____
Director of Procurement

ATKINS NORTH AMERICA, INC.

Signature

Print Name: _____

Title: _____

Attest: _____ (Seal)

Approved as to form and execution, only.

General Counsel for the AUTHORITY

FROM: Tom Knuckey, PE
TO: Joann Chizlett
DATE: October 28, 2014
SUBJECT: **Project Contract 000821 Requested Permission for Task Budget Increase for New Task 17 – Support for 2nd Procurement Process**

This is a follow up to the recent conversations regarding the budget status of the project. As we have indicated, we are requesting a new Supplemental Agreement (No. 10) for Atkins' support activities for the re-procurement of the Toll System Upgrade as described below, and the associated schedule adjustments. This new Task 17 will result in an increase to the current Contract of \$97,662, and includes the use of the remaining unspent Task 16 budget of approximately \$23,000.

Atkins will provide support for the 2nd Procurement Process for the Authority's effort to select a Toll System Contractor. The process is underway and is scheduled to be complete by March 12, 2015. The scope of this work to support the Request for Proposals (RFP) procurement process will include the following:

- Develop and edit Proposal Evaluation Criteria & Forms and documents
- Develop bid tabulation summary spreadsheet to compare bid prices
- Support the process for addressing and preparing responses to questions / inquiries from Proposers
- Support various meetings at CFX's request
- General support throughout the procurement process
- Support for preparation of up to three (3) Addenda to the RFP
- Support for the Authority's Evaluation Committee Process
- Support for technical review as subject matter experts of Technical Proposals up the budgeted level
- Support for tabulation, review and evaluation of Price Proposals
- Support for Evaluation Committee submittals to the Authority Board

To complete this work we are requesting a time extension until May 31, 2015 be provided for completion of Task 16, and for Task 17. As our work efforts since April have been at the previous 2013 salary rates, we request that pursuant to our contract, the rates be increased as indicated in Task 17 to the current 2014 rate structure.

The spread sheets below show the project current budgets, requested re-alignment amounts, and new total budget amounts.

A summary of project authorized overall contracted amounts are indicated below:

Description of Agreement 000821	Contracted Amount
Original Contract Amount	\$725,000.00
Supplemental Agreement No. 1	\$0.00
Supplemental Agreement No. 2	\$9,362.49
Supplemental Agreement No. 3	\$0.00
Supplemental Agreement No. 4	\$0.00
Supplemental Agreement No. 5	\$262,000.00
Supplemental Agreement No 6	\$165,600.00
Supplemental Agreement No 7	\$0.00
Supplemental Agreement No 8	\$ 32,492.15
Supplemental Agreement No 9 *	\$ 156,084.16
Supplemental Agreement No 10	\$97,662.00
Total Revised Contract Amount	\$ 1,448,200.80

“*” approximately \$23,000 in the remaining SA No. 9 (Task 16) budget will be applied to the SA No. 10 (Task 17) budget, this includes a realignment of the unused amount in Task 16 for Hofstetter Consulting Subconsultant to Atkins. Task 17 includes \$4,200 in subconsultant fees for Hofstetter Consulting.

Details of this budget request by individual tasks are shown below.



**Central Florida Expressway Authority
Toll System Upgrade Project**


Supplemental Agreement No. 10
Task 17 - Support for 2nd Procurement Process

Total Estimated Fee = \$120,662 (SA No. 10, Task 17) - \$23,000 (Remaining budget in SA No. 9, Task 16) = \$97,662

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MEMORANDUM

TO: File

FROM: Claude Miller 
Director of Procurement

SUBJECT: Toll System Upgrade
Contract No. 001021
Rejection of Single Proposal

DATE: July 9, 2014

Because both Deputy Executive Directors were involved in the decision making process for this matter, this memo replaces the documentation required in subarticle V.I.2 of the Procurement Procedures Manual.

A Request for Proposals (RFP) from qualified vendors to provide the subject services was advertised on April 6, 2014, with a due date for submittal of Technical and Price Proposals of June 30, 2014. It should be noted that 5 firms were identified as potential proposers based on their attendance at the mandatory pre-proposal meeting and site visit.

One vendor, TransCore, LLC, submitted a Technical and Price Proposal by the stated deadline. As required by the Procurement Procedures Manual, the Deputy Executive Director, Finance and Administration, and the Director of Procurement met on June 30, 2014, to review the Authority's options when less than three proposals are received. The Deputy Executive Director was of the opinion that the single proposal should be rejected and the project re-advertised; however, it was decided that the Director of Procurement meet with the Director of Information Technology to discuss the options. That meeting was held on July 2. Later on July 2, the Director of Procurement met with the Director of Toll Operations to discuss the options. The Director of Toll Operations suggested that a meeting among the Director of Procurement, Director of Toll Operations, and the Deputy Executive Director, Engineering, Operations, Construction and Maintenance, be held to discuss the options. That meeting was held on July 9. The Deputy Executive Director expressed the opinion that the proposal should be rejected and the RFP package reworked and re-advertised. That opinion was immediately expressed to the Deputy Executive Director, Finance and Administration, who concurred. A Notice of Rejection of Proposal was posted in the lobby and on the web site advising that TransCore's proposal was rejected and that the project would be re-advertised at a future date.

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
SUPPLEMENTAL AGREEMENT NO. 1

Contract Name: Toll Collection System Replacement Consultant

Contract No: 000702

This Supplemental Agreement No. 1 entered into this 30th day of September, 2010, by and between the ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY (the "Authority"), and PBS&J, (the "Consultant"), the same being supplementary to the Contract between the aforesaid, dated August 25, 2010, for services pertaining to Toll Collection System Replacement Consultant services, (the Contract").

1. The Authority wishes to amend the Agreement with the addition of new Article 25, Assignment and Removal of Key Personnel, and Article 26, Ownership of Materials and Intellectual Property Rights, shown on the attached Exhibit "A".
2. The Consultant hereby agrees to the amendment to the Agreement at no increase in the Contract amount or extension of the term of the Contract.
3. The Authority and Consultant agree that this Supplemental Agreement No.1 shall not alter or change in any manner the force and effect of the Agreement except insofar as the same is altered and amended by this Supplemental Agreement No.1; that acceptance of this Supplemental Agreement No.1 signifies the Consultant's waiver of all future rights for additional compensation which is not already defined herein.
4. This Supplemental Agreement No. 1 is necessary to modify the Agreement to address Assignment and Removal of Key Personnel and Ownership of Materials and Intellectual Property Rights.

SUPPLEMENTAL AGREEMENT NO. 1

Contract Name: Toll Collection System Replacement Consultant

Contract No.: 000702

Amount of Changes to this document: \$0.00

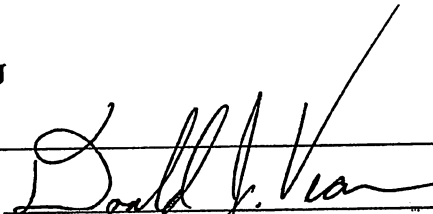
This Supplemental Agreement No.1 entered into as of the day and year first written above.

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY


By: 
Director of Procurement

Date: 10/14/10

PBS&J

By:  Donald J. Vrana

Title: Executive Vice President

Attest:  (Seal)

Date: 10/12/10 James Robert Steele
Assistant Secretary

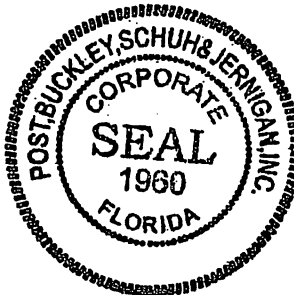


EXHIBIT A
SUPPLEMENTAL AGREEMENT NO. 1
TOLL COLLECTION SYSTEM REPLACEMENT CONSULTANT
CONTRACT NO. 000702

"25. ASSIGNMENT AND REMOVAL OF KEY PERSONNEL

A significant factor in the decision of the AUTHORITY to award this Contract to the CONSULTANT is the level of expertise, knowledge and experience possessed by employees of CONSULTANT, particularly Walter Kristlibas, Tom Delaney, Brian Spencer, Phil Miller, Chris Bausher, Erik Berg, Mike Davis, Bob Lagatta, Luis Hevia, Kevin Yorke, Hong-Ting Chen and Chris Russo (the "Key Personnel") and CONSULTANT's covenant to have these employees available as required by the Scope of Services and the needs of the project to assist in the provision of the services. Throughout the Term of this Contract, CONSULTANT shall employ individuals having significant training, expertise, and experience in the areas or disciplines more particularly set forth in the Scope of Services, together with such other areas of expertise or experience, as may be designated from time to time during the Term of this Contract by the AUTHORITY. When the AUTHORITY designates an additional area for which expertise or experience shall be required, CONSULTANT shall use all reasonable and diligent efforts to promptly hire and retain one or more individuals possessing such experience or expertise.

The AUTHORITY shall be notified in advance of any changes in the CONSULTANT Key Personnel identified above and any changes to subconsultant Key Personnel. The Key Personnel shall be committed to performing services on this Contract to the extent required. Key Personnel may be dismissed for unsatisfactory performance. Any and all changes to Key Personnel for either the CONSULTANT or a subconsultant, will require prior approval, in writing, from the AUTHORITY's Director of Information Technology or designated representative.

If the CONSULTANT removes, suspends, dismisses, fires, transfers, reassigns, lays off, discharges, or otherwise terminates any Key Personnel without the prior notification to the AUTHORITY, such action shall constitute an event of default by CONSULTANT hereunder. CONSULTANT may cure such event of default only by replacing the Key Personnel with another employee having comparable experience and qualifications and approved in writing by the AUTHORITY's Director of Information Technology or designated representative.

Promptly upon request of AUTHORITY, CONSULTANT shall remove from activities associated with or related to the performance of this Contract any employee whom AUTHORITY considers unsuitable for such work. Such employee shall not be reassigned to perform any work relating to the services except with the express written consent of the AUTHORITY

In addition to retaining its own Key Personnel throughout the duration of the project, CONSULTANT shall also require its subconsultants to retain all Key Personnel as identified in the CONSULTANT's Technical Proposal and accepted by the AUTHORITY's Director of Information Technology. (As a minimum, Sue Hofstetter is designated as subconsultant Key Personnel.) CONSULTANT agrees to enforce this requirement by including language in all of its subconsultant contracts allowing it to terminate the contract in the event identified Key Personnel are either not retained by the subconsultant, or substitute personnel are not approved by the AUTHORITY in writing. Further, the AUTHORITY reserves the right to refuse payment for any services rendered by a subconsultant who fails to comply with this requirement.

26. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS

AUTHORITY is and shall be and remain the sole owner of all rights, title, and interest in, to, and associated with all plans, documents, software in all forms, hardware, programs, procedures, specifications, drawings, brochures pamphlets, manuals, flyers, models, photographic or design images, negatives, videos and film, tapes, work product, information, data and other items (all whether in preliminary, draft, master, final, paper, electronic, or other form), along with the media on which they reside and with which they interface for function or aesthetics, that are generated or developed with respect to and in connection with this Contract and the performance thereof (collectively, the "AUTHORITY Property"). AUTHORITY's ownership of the AUTHORITY Property includes without limitation all common law, statutory and other rights, title, and interest in, to, and associated with trademark, service mark, copyright, patent, trade secret, and publicity (collectively, the "AUTHORITY Intellectual Property"). CONSULTANT, its employees, agents, officers, and subcontractors acknowledge that E-PASS® is the AUTHORITY's registered trademark name for the AUTHORITY's electronic toll collection system, and comprises a portion of the AUTHORITY Intellectual Property.

CONSULTANT, its employees, agents, officers, and subcontractors may not use the AUTHORITY Property or AUTHORITY Intellectual Property in any way, other than in performance of its services under the terms of this Contract, without the prior written consent of AUTHORITY, which may be granted or denied in the AUTHORITY's sole discretion. CONSULTANT, its employees, agents, officers, and subcontractors' access to and/or use of the AUTHORITY Property and AUTHORITY Intellectual Property is without any warranty or representation by AUTHORITY regarding same.

For all materials listed hereinabove that are not generated or developed under this Contract or performance hereof, but rather are brought in, provided, or installed by CONSULTANT (collectively, the "CONSULTANT Property"), and the intellectual property rights associated therewith (collectively, the "CONSULTANT Intellectual Property"), CONSULTANT (its employees, officers, agents, and subcontractors, which

for purposes of this section shall collectively be referred to as "CONSULTANT") warrants and represents the following:

26.1 CONSULTANT was and is the sole owner of all right, title and interest in and to all CONSULTANT Property and CONSULTANT Intellectual Property; or

26.2 CONSULTANT has obtained, and was and is the sole holder of one or more freely assignable, transferable, non-exclusive licenses in and to the CONSULTANT Property and CONSULTANT Intellectual Property, as necessary to provide and install the CONSULTANT Property and/or to assign or grant corresponding to AUTHORITY all licenses necessary for the full performance of this Contract; and that the CONSULTANT is current and will remain current on all royalty payments due and payable under any license where CONSULTANT is licensee; and

26.3 CONSULTANT has not conveyed, and will not convey, any assignment, security interest, exclusive license, or other right, title, or interest that would interfere in any way with the AUTHORITY's use of the CONSULTANT Property or any license granted to AUTHORITY for use of the CONSULTANT Intellectual Property rights; and

26.4 Subject to Chapter 119, Florida Statutes (Florida Public Records Act), CONSULTANT shall maintain the AUTHORITY Property and AUTHORITY Intellectual Property in strictest confidence and may not transfer, disclose, duplicate, or otherwise use the AUTHORITY Property or AUTHORITY Intellectual Property in any way, other than in performance of its services under the terms of this Contract, without the prior written consent of AUTHORITY, which may be granted or denied in the AUTHORITY's sole discretion. CONSULTANT shall not publish, copyright, trademark, service mark, patent, or claim trade secret, publicity, or other rights of any kind in any of the Property. In ensuring the confidentiality and security of the AUTHORITY Property and AUTHORITY Intellectual Property, CONSULTANT shall utilize the same standards of protection and confidentiality that CONSULTANT uses to protect its own property and confidential information, but in no instance less than reasonable care plus the standards set forth anywhere in this Contract.

CONSULTANT further warrants and represents that there are no pending, threatened, or anticipated Claims against CONSULTANT, its employees, officers, agents, or subcontractors with respect to the CONSULTANT Property or CONSULTANT Intellectual Property.

The provisions of this Section shall survive the term of this Contract for the longer of:

26.5 The statute of limitations on any action arising out of either party's conduct relating to this section, whether such action may be brought by AUTHORITY, CONSULTANT, or a third party; or

26.6 AUTHORITY's continued use (notwithstanding any temporary suspension of use) of any CONSULTANT Property or CONSULTANT Intellectual Property; and

26.7 Notwithstanding sections 26.5 and 26.6, the confidentiality and security provisions contained herein shall survive the term of this Contract for ten (10) years beyond 26.5 and 26.6."

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
SUPPLEMENTAL AGREEMENT NO. 2

Contract Name: Toll Collection System Replacement Consultant

Contract No: 000702

This Supplemental Agreement No. 2 entered into this 9th day of February, 2011, by and between the ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY (the "Authority"), and PBS&J, (the "Consultant"), the same being supplementary to the Contract between the aforesaid, dated August 25, 2010, for services pertaining to Toll Collection System Replacement Consultant services, (the Contract").

1. The Authority wishes to revise Article 25, Assignment and Removal of Key Personnel, of the Agreement, to become effective February 15, 2011, as follows:
 - A. Amend the fourth line of the first paragraph to read as follow:

"...Spencer, Walter Kristlibas, Chris Bausher, Eric Berg, Mike Davis, Bob Lagatta, Luis Hevia,..."
 - B. Amend the fourth and fifth lines of the fifth paragraph to read as follows:

"... AUTHORITY's Director of Information Technology. (As a minimum, Sue Hofsetter and Phil Miller are designated as subconsultant Key Personnel.) CONSULTANT agrees to enforce this..."
2. The Consultant requests, and the Authority approves, the use of AECOM as a subconsultant.
2. The Consultant hereby agrees to the amendment to the Agreement with no extension of the term of the Contract and an increase in the Contract amount of \$9,362.49, for the services to be provided by AECOM, as detailed in the attached Exhibit "A".
3. The Authority and Consultant agree that this Supplemental Agreement No.2 shall not alter or change in any manner the force and effect of the Agreement except insofar as the same is altered and amended by this Supplemental Agreement No.2; that acceptance of this Supplemental Agreement No.2 signifies the Consultant's waiver of all future rights for additional compensation which is not already defined herein.
4. This Supplemental Agreement No. 2 is necessary to modify the Assignment and Removal of Key Personnel section of the Agreement, to approve the use of AECOM as a subconsultant, and to increase the Contract amount.

SUPPLEMENTAL AGREEMENT NO. 2


Contract Name: Toll Collection System Replacement Consultant

Contract No.: 000702

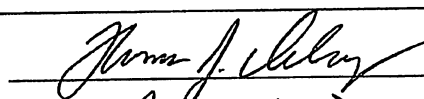
Amount of Changes to this document: \$9,362.49

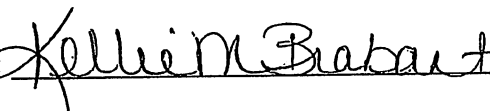
This Supplemental Agreement No.2 entered into as of the day and year first written above.

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

By: 
Director of Procurement

PBS&J

By:  2/24/2011
Title: Vice President & Division Manager

Attest:  (Seal)





AECOM 40
150 N. Orange Avenue
Suite 200
Orlando, FL 32801
www.aecom.com

7 284-4849 tel
407 839-1789 fax

February 8, 2011

Christopher S. Bausher, P.E.,
Project Manager, PBS&J
482 S. Keller Road
Orlando, FL 32810

Dear Chris,

AECOM appreciates the opportunity to support PBS&J with the upcoming OOCEA Board Workshop, and will provide the services of Philip Miller, P.E. for this project. Rates for 2011 and the hours requested are shown below. The overhead rate shown is the current AECOM Florida audited overhead rate.

Staff Member	Rate	Hours	Labor	Overhead @ 161.08%	Profit @ 12.00%	Total
Phil Miller	\$88.94	36	\$3,201.84	\$5,157.52	\$1,003.12	\$9,362.49

If there any questions or concerns please feel to contact me or Phil directly at any time.

Sincerely Yours,

Philip D. Miller for

James J. Eden
AECOM
Director of Tolls
(919) 854-6200
james.eden@aecom.com

JE/pm

cc: Philip Miller
Thomas Delaney

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
SUPPLEMENTAL AGREEMENT NO. 3

Contract Name: Toll Collection System Replacement Consultant

Contract No: 000702

This Supplemental Agreement No. 3 entered into this 18th day of March, 2011, by and between the ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY (the "Authority"), and PBS&J, (the "Consultant"), the same being supplementary to the Contract between the aforesaid, dated August 25, 2010, for services pertaining to Toll Collection System Replacement Consultant services, (the Contract").

1. In accordance with Article 2, Term and Notice, of the Contract, the Authority wishes to extend the term of the Contract through December 31, 2011, with no increase in the Contract amount.
2. The Consultant hereby agrees to the extension of the term of the Contract with no increase in the Contract amount.
3. The Authority and Consultant agree that this Supplemental Agreement No.3 shall not alter or change in any manner the force and effect of the Contract except insofar as the same is altered and amended by this Supplemental Agreement No. 3; that acceptance of this Supplemental Agreement No. 3 signifies the Consultant's waiver of all future rights for additional compensation which is not already defined herein.
4. This Supplemental Agreement No. 3 is necessary to extend the term of the Contract.

SUPPLEMENTAL AGREEMENT NO. 3

Contract Name: Toll Collection System Replacement Consultant

Contract No.: 000702

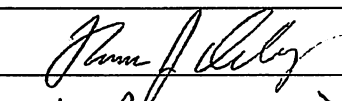
Amount of Changes to this document: \$0.00

This Supplemental Agreement No. 3 entered into as of the day and year first written above.

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

By: 
Director of Procurement

PBS&J

By: 
Title: Vice President & Division Manager

Attest:  (Seal)



ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
SUPPLEMENTAL AGREEMENT NO. 4

Contract Name: Toll Collection System Replacement Consultant

Contract No: 000702 → see contract No. 821

This Supplemental Agreement No. 4 entered into this 24th day of August, 2011, by and between the ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY (the "Authority"), and ATKINS NORTH AMERICA, INC., (the "Consultant"), the same being supplementary to the Contract between the aforesaid, dated August 25, 2010, for services pertaining to Toll Collection System Replacement Consultant services, (the Contract").

1. In accordance with Article 2, Term and Notice, of the Contract, the Authority wishes to extend the term of the Contract through December 31, 2012, with no increase in the Contract amount.
2. The Consultant hereby agrees to the extension of the term of the Contract with no increase in the Contract amount.
3. The Authority and Consultant agree that this Supplemental Agreement No.4 shall not alter or change in any manner the force and effect of the Contract except insofar as the same is altered and amended by this Supplemental Agreement No. 4; that acceptance of this Supplemental Agreement No. 4 signifies the Consultant's waiver of all future rights for additional compensation which is not already defined herein.
4. This Supplemental Agreement No. 4 is necessary to extend the term of the Contract.

SUPPLEMENTAL AGREEMENT NO. 4

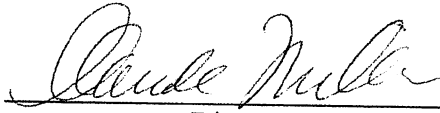
Contract Name: Toll Collection System Replacement Consultant

Contract No.: 000702

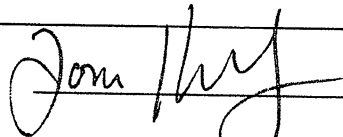
Amount of Changes to this document: \$0.00

This Supplemental Agreement No. 4 entered into as of the day and year first written above.

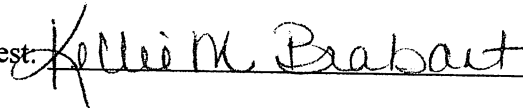
ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

By: 
Director of Procurement

ATKINS NORTH AMERICA, INC.

By: 

Title: NATIONAL TOLL TECHNOLOGY, General Director

Attest:  (Seal)



ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
SUPPLEMENTAL AGREEMENT NO. 5

Contract Name: Toll Collection System Replacement Consultant

Contract No: 000821

This Supplemental Agreement No. 5 entered into this 29th day of August, 2012, by and between the ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY (the "Authority"), and ATKINS NORTH AMERICA, INC., (the "Consultant"), the same being supplementary to the Contract between the aforesaid, dated August 25, 2010, for services pertaining to Toll Collection System Replacement Consultant services, (the Contract").

1. Due to changes in its approach to the replacement of the toll collection system, the Authority wishes to modify the Scope of Services with an increase in the Contract amount of \$262,000.00, and an extension of the term of the Contract to December 31, 2013.
2. The Consultant hereby agrees to the modifications to the Scope of Services and the increase in the Contract amount based on the modifications, both of which are detailed in the attached Interoffice Memo dated August 14, 2012, and identified as Exhibit A. The Consultant further agrees to the extension of the Contract term.
3. The Authority and Consultant agree that this Supplemental Agreement No. 5 shall not alter or change in any manner the force and effect of the Contract except insofar as the same is altered and amended by this Supplemental Agreement No. 5; that acceptance of this Supplemental Agreement No. 5 signifies the Consultant's waiver of all future rights for additional compensation which is not already defined herein.
4. This Supplemental Agreement No. 5 is necessary to modify the Scope of Services, increase the Contract amount based on the modifications and extend the term of the Contract.

SUPPLEMENTAL AGREEMENT NO. 5


Contract Name: Toll Collection System Replacement Consultant

Contract No.: 000821

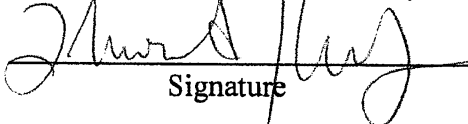
Amount of Changes to this document: \$262,000.00

This Supplemental Agreement No. 5 entered into as of the day and year first written above.

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

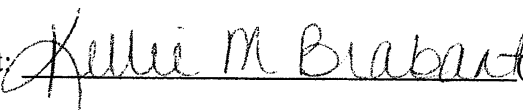
By: 
Director of Procurement

ATKINS NORTH AMERICA, INC.


Signature

Print Name: THOMAS S. KNUCKEY


Title: VICE PRESIDENT

Attest:  (Seal)



Approved as to form and execution, only.

General Counsel for the AUTHORITY





Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Interoffice Memo

FROM: Tom Knuckey, PE
TO: Joann Chizlett, Sherry Christianson
DATE: August 14, 2012
SUBJECT: Requested Permission for Changes to Staffing and Scope of Work on Project 000821 – Budget Request Summary
ATTACHMENTS: Interoffice Memorandum from Tom Knuckey to Joan Chizlett, dated 8/14/2012

In a follow up to several conversations we have had recently between the Expressway Authority and Atkins, we are requesting permission to make the changes to the project staffing and scope of work that are described in the attached Interoffice Memorandum from Tom Knuckey to Joann Chizlett, dated 8/14/2012. These changes are in response to the revisions to the project approach and resumption of project as requested by the Authority. A summary of the project budget status and requested changes are listed in the table below.

Summary of Project Budget Requested Changes and Status

Budget Cost Item	Current Contract Amount as of SA No. 4	Requested Budget for SA No. 5	Budget Delta SA 5 – SA 4	Budget Spent to Date (as of date project on "Hold")
Atkins Labor	\$542,424	\$781,376	\$238,952	\$336,618
Atkins Expenses	\$18,570	20,160	\$1,590	\$3,132
Subconsultant: Hofstetter Consulting Services, LLC	\$113,250	\$120,900	\$7,650	\$72,302
Steve Moon Associates	\$24,500	\$24,500	\$0	\$24,237
Project Reserve for Add'l Sub Support for Task 11	\$20,000	\$20,000	\$0	\$0
Subconsultant: Transportation Innovations, Inc.	\$0	\$9,100	\$9,100	\$0
TOTAL	\$718,744	\$976,036	\$257,292	\$436,289
TOTAL (Rounded)	\$718,700	\$976,000	\$257,300	\$436,300

ATKINS

INTEROFFICE MEMO

FROM: Tom Knuckey, PE
TO: Joann Chizlett, Sherry Christianson
DATE: August 14, 2012
SUBJECT: Requested Permission for Changes to Staffing and Scope of Work on Project 000821
ATTACHMENTS: None

In a follow up to several conversations we have had recently between the Expressway Authority and Atkins, we are requesting permission to make the following changes to the project staffing and scope of work in response to the revisions to the project approach and resumption of project as requested by the Authority.

Changes to Key Project Staff

- Add Tom Knuckey, PE as the Atkins Project Manager / Atkins Key Staff member.
- Add Donald Erwin as Deputy Project Manager / Atkins Key Staff member.
- Add Dean Kohr as an Atkins Key Staff member.
- Transition Walter Kristlibas from Project Manager / Atkins Key Staff member to Key Staff member.
- Add Cheri Bailey as an Atkins Staff member.
- Add Transportation Innovations, Inc. as a Subconsultant.

Changes to Project Scope of Work

Background

Atkins' work on this scope of services began on September 1, 2010, but work on the project was temporarily put on "hold" in mid-June 2011 at the request of the Authority. By that time several tasks in the Scope of Work had been completed; some were partially completed and one had not yet begun.

In addition, during the time that the project was put on "hold," several developments in Florida within the toll industry have caused the Authority to reconsider its original approach to the project. Some of the impacts to the project are described below.

Toll System Replacement Scope Adjustment & Accommodation of Consolidated Toll Back Office Customer Service Center/Video Processing Center (CSC/VPC) – In the Spring 2012 an initiative was announced by TEAMFL to establish a statewide consolidated Toll Back Office Customer Service Center/Video Processing Center (CSC/VPC) with which all interoperable toll systems in the state would interface and use to for ETC (transponder-enabled) payment processing and/or video processing services.

Under the Authority's original project approach for a full toll system replacement that included a new E-PASS CSC/VPC, depending on the timing of the implementation of a consolidated Toll Back Office, the Authority could be at risk of having to prematurely abandon a significant part of its new CSC/VPC before it reached the end of its useful life.

Therefore, instead of the total replacement of its Toll Collection System, the Authority intends to replace only the Roadside Toll Collection System (RTCS) elements from the lane up to the Transaction Host, and also the Video/Violation Processing Center (VPC) subsystem. The Authority would maintain the legacy CSC elements (including the TRIMS subsystem) until the new consolidated Toll Back Office is on-line. The new RTCS and new VPC must then be integrated with the legacy Host/CSC.

Project work completed to date under the original project approach of full replacement was conducted in the context of few internal or external legacy design constraints, and the ultimate toll system being fully Authority owned and operated. The new project approach of replacing only the RTCS and VPC presents a new set of legacy constraints on the design, particularly related to the configurations of internal elements and locations of subsystem interface points, such as those points of interface with the legacy host/CSC/VPC and the potential new statewide consolidated Toll Back Office.

As a result, it will be necessary to update the description of the Authority's legacy toll system processes and hardware/software (Task 3) to address new key points that are now relevant input for the updated design to address new legacy constraints. In addition, it will be necessary to update the System Update Plan/Concept of Operations (Task 4), Functional and Technical Requirements (Task 6) and Scope of Work (Contractor's) (Task 7) and Cost Estimate (Task 9) to reflect the new project approach and scope.

The Authority also requested that a new Task 13 - Consolidated Toll Back Office Concept and Options be added to provide support for the future implementation of the statewide consolidated Toll Back Office.

Universal Financial Message (UFM) data format - In order to more effectively support the integration of the Authority's new RCTS (lane/plaza/host elements) to a future Florida statewide consolidated back office, the Authority has confirmed its intent to use the Universal Financial Message (UFM) data format for toll transactions that will be similar to that used by Florida's Turnpike Enterprise (FTE).

Alternative Procurement Options - The Authority will continue to review new alternative options for procurement of the new toll collection system that were considered less viable with the original project approach.

Task 1 - Industry Overview

Status of Task at Time Project on "Hold"

Task 1 was 100% Complete when project went on "hold."

Status of Task at Time of Work Resumption

Since the work was put on "hold," there have been some developments in the industry that the Authority believes can be adequately addressed by a brief statement added to the deliverable.

Considering the additional work needed on this task to update the Deliverables, it is projected that Task 1 is now approximately 98% Complete.

Scope of Work to Complete Task

Atkins shall review the Task 1 deliverable as it currently exists to validate that assumption, and add a brief statement to the document describing such developments and highlighting their potential impacts to the Authority. Of particular interest will be the current changes that other Florida Agencies are considering making that were not defined in June of 2011. (It is envisioned that the additional work will not require extensive research or depth of study, or significant changes to the existing Deliverable document.)

Task 2 – Stakeholder Interviews***Status of Task at Time Project on "Hold"***

Task 2 was 100% Complete when project went on "hold."

Status of Task at Time of Work Resumption

Since the work was put on "hold," there have been some developments at the Authority and in the toll industry (in Florida and beyond) (e.g. new Authority Board members and staff; Statewide consolidated Toll Back Office / Customer Service Center initiative, etc.). However, the Authority believes these can be adequately addressed by a brief statement added to the deliverable without conducting additional stakeholder interviews.

Considering the additional work needed on this task to update the deliverables, it is projected that Task 2 is now approximately 97% Complete.

Scope of Work to Complete Task

Atkins will review the Task 2 deliverable as it currently exists to validate that assumption, and add a brief statement to the document briefly describing such developments. (It is envisioned that the additional work will not require additional rounds of stakeholder interviews, or extensive research or depth of study, or significant changes to the existing deliverable document.)

Task 3 – Evaluate Current System***Status of Task at Time Project on "Hold"***

Task 3 was 100% Complete when project went on "hold."

Status of Task at Time of Work Resumption

Since the work was put on "hold," the Authority has changed the scope and approach. These changes will require update modifications to the deliverable document to address with some additional detail, the system elements impacted by the changes in scope and approach.

Considering the additional work needed on this task to update the Deliverables, it is projected that Task 3 is now approximately 75% Complete.

Scope of Work to Complete Task

Atkins will review the Task 3 deliverable as it currently exists to validate that assumption, and add a brief and appropriate statement to update the document.

It will be necessary to update the description of the Authority's legacy toll system processes and hardware/software to address new key points that are now relevant input for the updated design to address new legacy constraints. The Gap Analysis will be updated to better align with the new project approach. In the updated description, functions will be organized to closely align with the expected functional organization of the updated ultimate system design (i.e. RTCS (Lane / Plaza / Host), Video Image Processing, and Payment Processing/CSC).

It will also be necessary to update the documentation of system reports, their sources and how they are currently used in order to provide the basis for assigning appropriate functionality between the Transaction Host and the CSC elements.

The Business Rules document will be augmented to include lane/plaza business rules currently under development by the Authority.

The Technical Summary will be updated to reflect the new project approach and scope.

Task 4 – System Upgrade Plan/Concept of Operations***Status of Task at Time Project on "Hold"***

Task 4 was approximately 90% Complete when project went on "hold."

Status of Task at Time of Work Resumption

Since the work was put on "hold," the Authority has changed the scope and approach. These changes will require update modifications to the deliverable document to address elements impacted by the changes.

Considering the additional work needed on this task to update the deliverables, it is projected that Task 4 is now approximately 65% Complete.

Scope of Work to Complete Task

Atkins will update and modify the Task 4 deliverable to define the new project approach strategy; and to address the changes to the toll system concept of operations, system architecture and system concept necessitated by the Authority's changes to the project scope

and design, including the retainage of the legacy Host/CSC and additional integration requirements for the RTCS and new VPC.

For example, since, under the new approach, the new Roadside Toll Collection System may someday function with a Toll Back Office System (BOS) operated by a third-party payment processing service provider, it will be necessary to update the Tolling System Concept such that the RTCS design more directly facilitates future migration to a consolidated statewide Toll BOS or other payment processing system of similar capability and function. This will impact the original delineation between the RTCS and the Back Office System, and location of functions between the subsystems.

The Concept will be updated to address the two primary scenarios:

- The concept for the new Roadside Toll Collection System (RTCS) and VPC integrated with the legacy Host/CSC subsystem
- The concept for the new RTCS and new VPC integrated with the future statewide consolidated Toll Back Office

Under the new project approach, the Universal Financial Message (UFM) toll transaction generated by the new RTCS (and compatible with the future Toll Back Office) must be converted back to the legacy toll transaction format in order to be processed by the legacy host/CSC subsystem. Since the Authority will retain responsibility for the legacy host/CSC (including the TRIMS CSC interface), it will be necessary address issues related to preserving the intent of the Universal Financial Message toll transaction after it goes from the RTCS through a new Transaction Converter to the legacy Host/CSC (TRIMS).

It will also be necessary to update the concept for transaction reconciliation; particularly reconciliation between the RTCS, VPC and the CSC subsystems, and provide for reconciliation between the RTCS and a future statewide Toll Back Office system.

It will also be necessary to determine where video images from the new VPC will be stored such that they will be accessible from both the RTCS and the VPC applications.

It will be necessary to establish the Eden accounting system interface down to the RTCS from the original design.

It will also be necessary to update the concept for system reporting, now that there will be legacy elements in the back office area that must be accommodated by the new system, and the data sources for the reports will be different from where they would have originated under the full replacement system. There may also be a need for new reports under the partial replacement system than were required for the full replacement.

Task 5 – Procurement Method Evaluation

Status of Task at Time Project on "Hold"

Task 5 was approximately 60% Complete when project went on "hold."

Status of Task at Time of Work Resumption

Since the work was put on "hold," the Authority has changed the scope and approach. As a result of these changes the Authority will continue to review options for procurement of the new toll collection system.

Additional work will be required to address the issues and questions that have come to light since the time that work was suspended, including reconsideration of opportunities to piggyback off of existing applicable state contracts.

The deliverable document must be updated in the areas that have been impacted by the project changes.

Considering the additional work needed on this task to update the deliverables, it is projected that Task 5 is now approximately 80% Complete.

Scope of Work to Complete Task

Atkins will update and modify the Task 5 deliverable to address the issues and new questions regarding procurement methods that have arisen as a result of the Authority's changes to the project scope and design.

Task 6 – Develop Requirements & Acceptance Criteria***Status of Task at Time Project on "Hold"***

Task 6 in aggregate was approximately 60% Complete when project went on "hold."

The Functional Requirements deliverables (6a, 6b, 6c, 6d, 6f and Communications and Interface Specification) were submitted in Draft form, reviewed and commented on by Authority staff and resubmitted as Final Draft.

The Technical Requirements deliverables (6aa, 6bb, and 6cc) were completed in Draft form.

The Technical Requirements deliverable (6dd) was completed in Draft form and submitted to the Authority for comment.

Status of Task at Time of Work Resumption

Since the work was put on "hold," the Authority has changed the scope and approach. These changes will require modifications to the deliverable documents to address elements impacted by the changes.

Considering the additional work needed on this task to update the deliverables, it is projected that Task 6 is now approximately 40% Complete.

Scope of Work to Complete Task

Atkins will update and modify the Functional and Technical Requirements as documented in the current Task 6 deliverables (including 6a, 6b, 6c, 6d, 6f, 6g, 6aa, 6bb, 6cc, and 6dd).

The changes to the Functional and Technical Requirements include, but are not limited to, the retainage and integration of the legacy Host/CSC with the new Host. The Authority has indicated that it will be responsible for the legacy CSC Back Office System and any toll transaction message converter component that may be necessary to convert Universal Financial Message (UFM) formatted toll transaction files to the legacy transaction file format for transmission to the legacy Host/CSC. The changes also include the development and integration of a new VPC subsystem with the new RTCS and legacy Host/CSC elements.

It will be necessary to revise and update the Test Program (6a) to reflect the new project approach and resulting system configuration which would involve new mix of new and legacy system elements.

It will be necessary to review the KPMG findings related to the system, to ensure that they are addressed in the updated in the RTCS requirements.

It will be necessary to provide additional reporting requirements to the Lane/Plaza Functional Requirements (6b).

It will be necessary to update the Host Functional Requirements (6c) to redefine the delineation interface requirements between the RTCS Host and the CSC/VPC subsystems. It will be necessary to relocate the Eden accounting system interface down to the RTCS from the original design, and an interface may also be required for the Eden to the legacy Host/CSC.

Host sizing/redundancy and database requirements for the RTCS Host will be updated, as well as data retention requirements.

Although is it is envisioned that the CSC/VPC Requirements (6d) could be scaled back somewhat from their current state, it will be necessary to update the CSC/VPC Functional Requirements (6d) to define the CSC/VPS requirements to reflect the new project approach. For example, the exchange of data between CSC/VPS and the RTCS, and the associated reconciliation to ensure that information is not lost in the process. The design would also support the assumption that the CSC/VPC subsystem could eventually be replaced by the consolidated statewide Toll Back Office or other new payment processing subsystem. It will also be necessary to update the functional requirements for the VPC Image Processing subsystem that will now be separated from the legacy Host/CSC.

Some of the functionality described in the CSC/VPS Functional Requirements is expected to be relocated to the RTCS Host. Examples include parts of Section 7 – Reporting Capabilities, Section 8 – Enterprise-Wide Reporting System and Section 9.2 – Interoperability, Reconciliation and Funds Deposits.

It will also be necessary to update the Technical Requirements deliverables for Lane/Plaza (6aa) Host System (6bb) to reflect the new project approach and system design implications. The Enterprise Integration and Reporting Technical Requirements (6dd) will be updated to clarify: 1.) which requirements must be addressed in the RTCS contract; and 2.) which in the legacy CSC Back Office system.

It is envisioned that the CSC Technical Requirements (6cc) will be significantly scaled back, if not deleted entirely. However, it will be necessary to indicate the requirements for how the

legacy host/CSC will fit into the new design, and the associated requirements for interface and integration.

Task 7 – Scope of Work *(for Contractor)****Status of Task at Time Project on “Hold”***

Task 7 in aggregate was approximately 85% Complete when project went on “hold.”

The Scope of Work Requirements deliverables (7a, 7b, 7c, 7d, and 7e) were submitted in Draft form, reviewed and commented on by Authority staff and resubmitted as Final Draft.

Status of Task at Time of Work Resumption

Since the work was put on “hold,” the Authority has changed the scope and approach. These changes will require modifications to the deliverable documents to address elements impacted by the changes.

Considering the additional work needed on this task to update the deliverables, it is projected that Task 7 is now approximately 40% Complete.

Scope of Work to Complete Task

Atkins will update and modify the Scope of Work Requirements as documented in the current Task 7 Deliverables (including 7a, 7b, 7c, and 7d).

The changes to the Scope of Work include, but are not limited to, new requirements to support the retainage and integration of the legacy Host/CSC with the new Toll System Host, the RTCS and new VPC.

Task 8 – Risk Analysis***Status of Task at Time Project on “Hold”***

Task 8 in aggregate was approximately 5% Complete when project went on “hold.”

The Risk Analysis deliverable initial Draft was under development and has not been submitted to the Authority for review and comment.

Status of Task at Time of Work Resumption

Since the work was put on “hold,” the Authority has changed the scope and approach. These changes will likely impact the results of this task, but it is not expected to significantly affect the volume of work required to complete the deliverable documents.

Considering the remaining work needed on this task to complete the deliverables, it is projected that Task 8 remains approximately 5% Complete.

Scope of Work to Complete Task

Atkins will complete the work with no change to the original Scope of Work or fee.

Task 9 – Cost Estimate***Status of Task at Time Project on "Hold"***

Task 9 was approximately 60% Complete when project went on "hold."

The Cost Estimate deliverable was submitted in Draft form, reviewed and commented on by Authority staff and resubmitted as Final Draft.

Status of Task at Time of Work Resumption

Since the work was put on "hold," the Authority has changed the scope and approach. These changes will require modifications to the deliverable documents to address elements impacted by the changes.

Considering the additional work needed on this task to update the deliverables, it is projected that Task 9 is still approximately 60% Complete.

Scope of Work to Complete Task

Atkins will update and modify the Cost Estimate as documented in the current Task 9 Deliverable.

The changes to the Cost Estimate will mainly be related to the new requirements to support the retainage and integration of the legacy CSC/VPC with the new Toll System Host.

Task 10 – Assist with Preparation of Formal Procurement Package***Status of Task at Time Project on "Hold"***

Task 10 was approximately 20% Complete when project went on "hold."

Status of Task at Time of Work Resumption

Since the work was put on "hold," the Authority has changed the scope and approach. As a result of these changes the Authority is reconsidering the original options for procurement of the new toll collection system.

Some additional work will be required to adapt current work products to support the Authority's preferred procurement approach, including the potential for piggybacking off of existing applicable state contracts.

Considering the additional work needed on this task to update the deliverables, it is projected that Task 10 is now approximately 15% Complete.

Scope of Work to Complete Task

Atkins will update and modify the Task 10 work products to support the Authority's chosen procurement approach.

Task 11 – Evaluation Process (of Vendor Proposals)***Status of Task at Time Project on "Hold"***

Task 11 had not begun and was 0% Complete when project went on "hold."

Status of Task at Time of Work Resumption

Since the work was put on "hold," the Authority has changed the scope and approach. These changes will likely impact the results of this task, but it is not expected to significantly affect the volume of work required to complete the work.

Considering the remaining work needed on this task to complete the Deliverables, it is projected that Task 11 remains approximately 0% Complete.

Scope of Work to Complete Task

Atkins shall complete the work with no change to the original Scope of Work or fee.

Task 12 – Deliverable QA/QC & Project Management***Status of Task at Time Project on "Hold"***

Task 12 was approximately 70% Complete when project went on "hold."

Status of Task at Time of Work Resumption

Since the work was put on "hold," the Authority has changed the scope and approach. These changes will likely impact the results of this task in the following ways.

- Project management and administrative work as originally scoped through project completion.
- Additional QA/QC for documents that will require update/modification.
- Additional project management and administrative work to remobilize the project after nearly 11 months dormancy, including assessment of the status of the project work and deliverables in light of subsequent requested changes to the project scope.

Considering the remaining work needed on this task to complete the deliverables, it is projected that Task 12 remains approximately 50% Complete.

Scope of Work to Complete Task

From the time of the "hold," the following work items will be required to complete the work.

Atkins will provide additional QA/QC for all updated deliverables.

Atkins will provide project management support including that required for the remobilization of the project, including assessment of the status of the project work and deliverables in light of subsequent requested changes to the project scope.

The changes to the Scope of Work include, but are not limited to, new requirements to support the retainage and integration of the legacy CSC/VPC with the new Toll System Host.

Task 13 – Consolidated Toll Back Office Concept and Options (NEW TASK)***Status of Task at Time Project on “Hold”***

This is a new task that was not defined prior to the project being placed on hold. This task arose out of the effort of other Florida toll agencies to consider a new consolidated statewide toll back office.

Status of Task at Time of Work Resumption

This initiative did not exist prior to when the work was put on “hold.” Since that action the Authority has changed the scope and approach to include a review of options for a concept of a consolidated toll back office. The Authority wishes to leverage the design work completed to date for its own new Toll Back Office that was to have been part of the original Toll System Replacement scope by having the work products to date, including such materials as system requirements, serve as the basis for the Authority’s requirements for a new statewide consolidated Toll Back Office.

Scope of Work to Complete Task

Atkins will explore requirements, develop options and provide a concept for a consolidated toll back office. This task will explore various options which provide the Authority and other participating agencies flexibility in planning stages for a consolidated toll back office operations.

The task will include three (3) workshops to develop options for a toll back office services and concepts. These workshops are intended to involve Authority staff and required stakeholders that are familiar with the role and requirements of the toll back office function.

The task will consider options that include interoperability with other toll agencies, potential external interoperability with the Alliance for Toll Interoperability (ATI), and assessment of the Electronic Payment Industry National Interoperability Specification use for the Authority.

A deliverable of a concept and options will be provided in presentation format.

Once a concept option is selected by the Authority, Atkins will conduct a gap analysis to identify differences between the selected concept and the legacy Toll Back Office design as it currently stands when work was put on ‘Hold.’ Atkins will identify areas where the back office legacy design requirements require update or modification in order to be consistent with the selected concept. Atkins will also update the requirements as necessary for conformance with the selected consolidated back office concept. Atkins will not advance the design of the back office requirements beyond the general state of completion they were in when the project was put on “Hold.”

Changes to the Project Budget

- Due to the extended schedule for the project due to “hold” in activities, updated Labor Hourly Rates from 2010 to 2012 rates.

Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Interoffice Memo

ATKINS

Previous Labor Budget Estimate.

Orlando-Orange County Expressway Authority																	
SUMMARY FEE SHEET - As-Submitted Hours with actual salaries building category rates																	
Contract 000702 - Proposed Adjustments																	
18-Jan-11																	
PROJECT DESCRIPTION:		Tasks															
Proposed Staff	Rate	Task 1 - Industry Overview	Task 2 - Stakeholder Interviews	Task 3 - Evaluate Current System	Task 4 - System Upgrade Plan	Task 5 - Procurement Methods	Task 6 - Requirements & Acceptance Criteria	Task 7 - Scope of Work	Task 8 - Risk Analysis	Task 9 - Cost Estimate	Task 10 - Assist w/ Procurement Package	Task 11 - Evaluation Process	Task 12 - Major Deliverable QA/QC and Proj Mgmt	NOT USED	MH TOTALS	SALARY COST BY CLASSIFICATION	AVERAGE HOURLY RATE
(Tom Kruckley)																	
Walter Kristilbas	\$82.00	10	48		18		40	88	8	10	18	160	30		434	\$35,588.00	
Tom Delaney	\$80.53	64					8	10					24		106	\$8,536.18	
Brian Spence	\$74.82									18		58	18		88	\$8,557.76	
(Dean Kohr)																	
Phil Miller	\$75.24	2	25	28	20	12	72	48		40	4		114		363	\$27,312.12	
Chris Bausher	\$54.32				120		84	97	8	13	22	155	54		553	\$35,588.98	
(Don Erwin)																	
Erik Bang	\$60.58			173	40		124	80	16			80			513	\$31,077.54	
Mike Davis	\$58.51										40				40	\$2,740.40	
Bob Lagatta	\$55.26				24		38	31	18	20		55			182	\$10,082.78	
Michael Lubin	\$48.08							18							18	\$789.28	
Luis Hevia	\$44.13			10		40	120	40		8					218	\$9,620.34	
Kevin Yorke	\$33.65				8										8	\$269.20	
Hong-Ting Chen	\$26.86	54		2	40	40	40	40		100					278	\$7,413.36	
Chris Russo	\$26.92	6					17	40		20					83	\$2,234.38	
Kemba Hollingsworth	\$21.22		9												9	\$190.98	
(Cheri Bailey)																	
Evelyn Perez	\$21.22	15			16	8	20	16		16	20		24		135	\$2,864.70	
SUBTOTAL																	
TOTAL		160	82	213	243	100	561	504	48	243	102	506	262		3,024	\$180,805.96	\$59.79
DISTRIBUTION OF COST ELEMENTS TO BASIC ACTIVITIES																	
		Hours	Labor	w/ Mult.													
Task 1 - Industry Overview		160	\$8,702.66	\$28,378.26													
Task 2 - Stakeholder Interviews		82	\$6,007.98	\$18,024.13													
Task 3 - Evaluate Current System		213	\$13,082.08	\$39,246.66													
Task 4 - System Upgrade Plan		243	\$14,812.08	\$44,436.71													
Task 5 - Procurement Methods		100	\$3,912.24	\$11,736.85													
Task 6 - Requirements & Acceptance Criteria		561	\$31,498.80	\$84,497.41													
Task 7 - Scope of Work		504	\$29,308.97	\$87,921.85													
Task 8 - Risk Analysis		48	\$3,024.48	\$9,073.54													
Task 9 - Cost Estimate		243	\$10,880.84	\$32,642.87													
Task 10 - Assist w/ Procurement Package		102	\$6,182.80	\$18,578.60													
Task 11 - Evaluation Process		506	\$35,150.07	\$105,451.33													
Task 12 - Major Deliverable QA/QC and Proj Mgmt		262	\$18,144.96	\$54,435.46													
NOT USED		0	\$0.00	\$0.00													
TOTAL		3,024	\$180,805.96	\$542,423.67													
					Labor \$180,805.96												
					Audited Overhead (OH) Rate 167.86%												
					Burdened Labor = Salary x (1 + OH Rate) \$484,306.84												
					Project Profit % 12.00%												
					Project Profit \$58,110.82												
					Loaded Labor = Burdened x (1 + Profit) \$542,423.67												
					(Eff. Mult. OH + Profit = 300.003%												
					DIRECT COSTS AND SUBCONSULTANTS												
					Direct Costs \$18,570.00												
					Hofstetter Consulting Services LLC \$113,250.00												
					Steve Moon Associates \$24,500.00												
					NOT USED												
					Add sub. support if Authority request- Task 11 \$20,000.00												
					DIRECT AND SUBCONSULTANT SUBTOTAL \$176,320.00												
					TOTAL LABOR PLUS DIRECTS AND SUBS \$718,743.67												
					ROUNDED \$718,760.00												

Proposed Revised Budget.

Orlando-Orange County Expressway Authority
SUMMARY FEE SHEET - As-Submitted Hours with actual salaries building category rates
 Contract 000821 - Proposed Adjustments
 14-Aug-12

PROJECT DESCRIPTION:

Tasks

Proposed Staff	Rate	Task 1 - Industry Overview	Task 2 - Stakeholder Interviews	Task 3 - Evaluate Current System	Task 4 - System Upgrade Plan	Task 5 - Procurement Methods	Task 6 - Requirements & Acceptance Criteria	Task 7 - Scope of Work	Task 8 - Risk Analysis	Task 9 - Cost Estimate	Task 10 - Assist w/ Procurement Package	Task 11 - Evaluation Process	Task 12 - Major Deliverable QA/QC and Proj Mgmt	Task 13 - Consolidated Toll Back Office Concept & Options	##H TOTALS	SALARY COST BY CLASSIFICATION	AVERAGE HOURLY RATE
Tom Knuckey	\$83.01	1	1	8	12	4	12	12	2	2	4	12	48	120	238	\$19,750.38	
Walter Kristibas	\$86.57	19	48				26	141					18		252	\$21,815.04	
Tom Delaney	\$68.52	68					10	12					20	8	118	\$11,389.36	
Brian Spence	\$70.44									13		56	21		90	\$7,146.60	
Dean Kahr	\$82.10	1	1		16		6		8	8	17	160	16	8	241	\$19,780.10	
Phil Miller	\$75.24	2	25	28	24	14	70	46		40	4		114		367	\$27,813.08	
Chris Bausher	\$70.23				191		134	115			16		53		509	\$35,747.07	
Don Erwin	\$71.07	4	4	8	24	12	12	19	8	10	24	155	160	16	458	\$32,407.92	
Erik Berg	\$60.66			218	49		149	114	18			80			622	\$37,730.52	
Mike Davis	\$72.98										42				42	\$3,065.16	
Bob Lagatta	\$69.36				30		43	44	15	16		55			203	\$14,080.08	
Michael Lubin	\$50.48				7			23							30	\$1,514.40	
Luis Havia	\$48.82			12		28	144	57		6				32	279	\$13,082.78	
Kevin Yorke	\$33.65																
Hong-Ting Chen	\$28.39	57		2		38	48	57		79			14		295	\$8,375.05	
Chris Russo	\$29.68	6					29	57		25					108	\$3,206.52	
Kemba Hollingsworth	\$31.69		9												9	\$285.21	
Cheri Bailey	\$22.52	1			20	7	24	23		13	21		31		140	\$3,152.80	
Evelyn Penz	\$21.22	15													15	\$318.30	
SUBTOTAL																	
TOTAL		174	88	273	373	103	698	720	48	212	128	518	495	184	4,014	\$260,455.97	\$64.89

DISTRIBUTION OF COST ELEMENTS TO BASIC ACTIVITIES

Hours	Labor	w/ Mult.	
Task 1 - Industry Overview	174	\$10,945.25	\$32,836.10
Task 2 - Stakeholder Interviews	88	\$6,770.98	\$20,313.10
Task 3 - Evaluate Current System	273	\$16,999.88	\$51,000.18
Task 4 - System Upgrade Plan	373	\$25,091.89	\$75,276.77
Task 5 - Procurement Methods	103	\$4,786.86	\$14,357.13
Task 6 - Requirements & Acceptance Criteria	698	\$41,465.10	\$124,486.83
Task 7 - Scope of Work	720	\$44,873.93	\$134,823.23
Task 8 - Risk Analysis	48	\$3,341.68	\$10,025.15
Task 9 - Cost Estimate	212	\$10,244.34	\$30,733.35
Task 10 - Assist w/ Procurement Package	128	\$8,366.14	\$25,188.89
Task 11 - Evaluation Process	518	\$38,264.21	\$114,783.85
Task 12 - Major Deliverable QA/QC and Proj Mgmt	495	\$35,221.31	\$105,865.08
Task 13 - Consolidated Toll Back Office Concept & Options	184	\$14,025.52	\$42,077.01
TOTAL	4,014	\$260,455.97	\$781,376.24

Labor	\$260,455.97
Audited Overhead (OH) Rate	167.88%
Burdened Labor = Salary x (1 + OH Rate)	\$697,057.38
Project Profit %	12.00%
Project Profit	\$83,716.88
Loaded Labor = Burdened x (1 + Profit)	\$781,376.24
(Eff. Mult. OH + Profit =	300.003%
DIRECT COSTS AND SUBCONSULTANTS	
Direct Costs	\$20,160.00
Hofstetter Consulting Services LLC	\$120,900.00
Slave Moon Associates	\$24,500.00
Transportation Innovations, Inc.	\$9,100.00
Add sub. support if Authority request- Task 11	\$20,000.00
DIRECT AND SUBCONSULTANT SUBTOTAL	\$194,660.00
TOTAL LABOR PLUS DIRECTS AND SUBS	\$976,036.24
ROUNDED	\$976,000.00

Changes from the Prior Budgeted Hours to the Proposed Hours

Orlando-Orange County Expressway Authority
SUMMARY FEE SHEET - As-Submitted Hours with actual salaries building category rates
 Contract 000821 - Proposed Adjustments
 14-Aug-12

PROJECT DESCRIPTION:

Tasks

Proposed Staff	Rate Note: Rates Updated to 2012	Task 1 - Industry Overview	Task 2 - Stakeholder Interviews	Task 3 - Evaluate Current System	Task 4 - System Upgrade Plan	Task 5 - Procurement Methods	Task 6 - Requirements & Acceptance Criteria	Task 7 - Scope of Work	Task 8 - Risk Analysis	Task 9 - Cost Estimate	Task 10 - Assist w/ Procurement Package	Task 11 - Evaluation Process	Task 12 - Major Deliverable QA/QC and Proj Mgmt	Task 13 - Consolidated Toll Back Office Concept & Options	MM TOTALS	SALARY COST BY CLASSIFICATION	AVERAGE HOURLY RATE
(Tom Knuckey)	\$83.01																
Walter Kristibas	\$88.67																
Tom Delaney	\$86.52																
Brian Spence	\$79.44																
(Dean Kohr)	\$82.10																
Phil Miller	\$75.24																
Chris Bausher	\$70.23																
(Don Erwin)	\$71.07																
Erik Berg	\$60.66																
Mike Davis	\$72.68																
Bob Lagatta	\$69.36																
Michael Lubin	\$60.48																
Luis Hevia	\$46.82																
Kevin Yorke	\$33.65																
Hong-Ting Chen	\$28.39																
Chris Russo	\$29.69																
Kemba Hollingsworth	\$31.69																
(Cheri Bailey)	\$22.52																
Evelyn Perez	\$21.22																
SUBTOTAL																	
TOTAL																	

DISTRIBUTION OF COST ELEMENTS TO BASIC ACTIVITIES

	Hours	Labor	w/ Mult.	
Task 1 - Industry Overview				Labor <input type="text"/> increase
Task 2 - Stakeholder Interviews				Audited Overhead (OH) Rate —NO CHANGE—
Task 3 - Evaluate Current System				Burdened Labor = Salary x (1 + OH Rate) <input type="text"/> increase
Task 4 - System Upgrade Plan				Project Profit % —NO CHANGE—
Task 5 - Procurement Methods				Project Profit <input type="text"/> increase
Task 6 - Requirements & Acceptance Criteria				Loaded Labor = Burdened x (1 + Profit) <input type="text"/> increase
Task 7 - Scope of Work				(Eff. Mu 1.00 1.00)
Task 8 - Risk Analysis				DIRECT COSTS AND SUBCONSULTANTS
Task 9 - Cost Estimate				Direct Costs <input type="text"/> increase
Task 10 - Assist w/ Procurement Package				Hofstetter Consulting Services LLC <input type="text"/> increase
Task 11 - Evaluation Process				Steve Moon Associates —NO CHANGE—
Task 12 - Major Deliverable QA/QC and Proj Mgmt				Transportation Innovations, Inc. <input type="text"/> increase
Task 13 - Consolidated Toll Back Office Concept & Options				Add sub. support if Authority request- Task 11 —NO CHANGE—
TOTAL				DIRECT AND SUBCONSULTANT SUBTOTAL <input type="text"/> increase
				TOTAL LABOR PLUS DIRECTS AND SUBS <input type="text"/> increase
				ROUNDED <input type="text"/> increase



INTEROFFICE MEMO

Proposed Revised Budget – Direct Expenses

Orlando-Orange County Expressway Authority DIRECT COSTS ROLLUP Contract 000702 7-Aug-12							
Expense Categories							
Proposed Staff		Air Travel	Lodging Nights	Rental Car Days	Per Diem Meals		
Chris Bausher							
Erik Berg		5	18	18	18		
Hong-Ting Chen							
Mike Davis							
Tom Delaney							
Luis Hevia							
Walter Kristlibas		0	26	26	26		
Bob Lagatta							
Phil Miller							
Evelyn Perez							
Chris Russo							
Brian Spence							
Kevin Yorke							
TOTAL		5	44	44	44		
DISTRIBUTION OF COST ELEMENTS TO BASIC ACTIVITIES							
	Quantities	Estimated Unit Cost	Extended Costs	Note, Consultant will only bill actual travel expenses incurred and per-diem for meals during travel.			
Air Travel	5	\$800.00	\$4,000.00				
Lodging Nights	44	\$150.00	\$6,600.00				
Rental Car Days	44	\$70.00	\$3,080.00				
Per Diem Meals	44	\$45.00	\$1,980.00				
Lump Sum - Miles, Tolls, Repro., Tele., Sharepoint	1	\$4,500.00	\$4,500.00				
TOTAL			\$20,160.00				

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
SUPPLEMENTAL AGREEMENT NO. 6

Contract Name: Toll Collection System Replacement Consultant

Contract No: 000821

This Supplemental Agreement No. 6 entered into this 28th day of March, 2013, by and between the ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY (the "Authority"), and ATKINS NORTH AMERICA, INC., (the "Consultant"), the same being supplementary to the Contract between the aforesaid, dated August 25, 2010, for services pertaining to Toll Collection System Replacement Consultant services, (the Contract").

1. The Authority desires the Consultant to provide additional services identified as Task 14, Interim Toll Services Agreement, with an increase in the Contract amount of \$165,600.00 and no increase in the term of the Contract.
2. The Consultant hereby agrees to provide the additional services and the increase in the Contract amount, both of which are detailed in the attached memorandum dated March 8, 2013, and identified as Exhibit A.
3. The Authority and Consultant agree that this Supplemental Agreement No. 6 shall not alter or change in any manner the force and effect of the Contract except insofar as the same is altered and amended by this Supplemental Agreement No. 6; that acceptance of this Supplemental Agreement No. 6 signifies the Consultant's waiver of all future rights for additional compensation which is not already defined herein.
4. This Supplemental Agreement No. 6 is necessary to provide the additional services required to complete Task 14 and to increase the Contract amount based on the additional services.

SUPPLEMENTAL AGREEMENT NO. 6

Contract Name: Toll Collection System Replacement Consultant

Contract No.: 000821

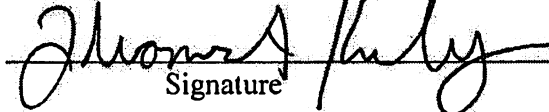
Amount of Changes to this document: \$165,600.00

This Supplemental Agreement No. 6 entered into as of the day and year first written above.

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

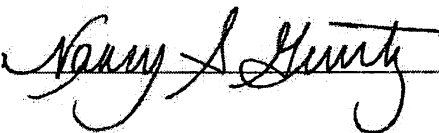
By: 
Director of Procurement

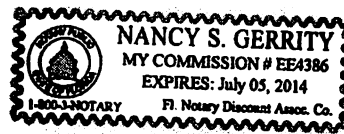
ATKINS NORTH AMERICA, INC.


Signature

Print Name: THOMAS S. KNUCKEY

Title: VICE PRESIDENT

Attest:  (Seal)



Approved as to form and execution, only.

General Counsel for the AUTHORITY



RECEIVED
CONTRACTS DEPT
CS 7/4/13
SIGNATURE / DATE

FROM: Tom Knuckey, PE
TO: Joann Chizlett, David Wynne
DATE: March 12, 2013
SUBJECT: Requested Permission for Changes to Staffing, Scope of Work, and Budget for Project 000821 Supplemental Agreement No. 6 Task 14 – Interim Tolls Services Agreement
ATTACHMENTS: None

As a follow-up to recent conversations between the Expressway Authority and Atkins, we are requesting permission to make the following changes to the project staffing and scope of work in response to the revisions to the project approach and resumption of project as requested by the Authority.

Changes to Key Project Staff

- Add Jorge Figueredo as an Atkins Key Staff member.

Changes to Project Scope

New Task 14 – Interim Toll Services Agreement

Introduction

Task 14 is a new task related to the continued development of the Consolidated Back Office Planning efforts that were begun in Task 13. The expected outcome of this task is to provide the Authority with documents (A.) an Interim Toll Services Agreement which will include B.) a Performance Metrics attachment, and C.) a Draft Inter-Local Agreement) that can be used for migration and transfer of certain toll operations functions to a back office provider for the consolidation of E-PASS and SunPass accounts.

Atkins' approach to the task development will involve a kick-off meeting and brief initial data collection step, followed by three (3) subtasks to develop each of the documents mentioned above. These documents will be developed concurrently to the extent possible. Written preliminary documents will be provided to the Authority for review in advance of workshops where collaborative discussions will be used to refine the documents. We anticipate the workshops to be iterative tool to develop the content for the written document. Atkins envisions a workshop session for each document to occur 1.) after the outline stage and 2.) just after the midway point of document development. Each document has a distinct nature but all must be developed in a coordinated consistent manner. Therefore each workshop session is generally envisioned to be a stand-alone activity, but several workshop sessions could be conducted in conjunction with each other as part of a daylong workshop event. To be flexible to the Authority's schedule, the workshop sessions can be



Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

separated to consume less time during any one day. Atkins anticipates the following topics to be covered during the series of workshops:

	A. Interim Toll Services Agreement (ITSA)	B. Performance Metrics for ITSA	C. DRAFT Inter-local Agreement (ILA)
Workshop 1 at OOCEA	Session 1A. Outline and structure of document	Session 1B. Outline, categories and structure of performance metrics	Session 1C. Outline, structure and key issues to be addressed in the document
Workshop 2 at OOCEA	Session 2A. Preliminary ITSA document	Session 2B. Preliminary performance metrics	Session 2C. Preliminary Draft ILA document

Following the last workshop, Atkins will submit completed Draft documents for the Authority's ongoing use. Atkins has also included, as *Optional Services*, a limited number of hours to support addressing any comments or edits the Authority might request be made to the documents.

Project Management

Atkins will provide project management, coordination with Authority staff, development of meetings, agendas, meeting notes and quality control of all deliverables.

Kick-off Meeting & Data Collection

Atkins will conduct a task kick-off meeting with the Authority to formally begin work; review the scope of work, and task timeline; and address other administrative and general items. Atkins will review existing information, notes and related materials providing background for the task.

A. Development of Interim Toll Services Agreement (ITSA)

Atkins will develop documentation and provide supporting services to create an Interim Toll Services Agreement (ISTA), intended to define the Authority's toll services business relationship regarding the transfer of E-PASS toll services to another back office provider such as Florida's Turnpike Enterprise (FTE) SunPass program.

Atkins' approach will include the following activities:

Preliminary Outline of Interim Toll Services Agreement

Atkins will develop a Preliminary Outline of the Interim Toll Services Agreement for review by Authority staff. The outline will serve as a beginning for discussions at an initial workshop.



Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

Workshop Session 1A

Atkins will facilitate a Workshop Session (1A) at the Authority HQ offices. The objective of the workshop will be to establish the basic structure for the document; identify key categories and issues that will be developed as part of the document. Other workshop sessions (1B and 1C), described below, may be conducted in conjunction with this workshop session.

Preliminary Interim Toll Services Agreement

Based on the results of Workshop Session 1A, Atkins will prepare and submit a Preliminary Interim Toll Services Agreement document for review by Authority staff.

Workshop Session 2A

Atkins will facilitate a second Workshop Session (2A) at the Authority HQ offices. The objective of the workshop session will be to review the Preliminary document; discuss any issues that resulted from the review or other factors; and provide any guidance for the completion of the Preliminary Interim Toll Services Agreement. Other workshop sessions (2B and 2C), described below, may be conducted in conjunction with this workshop session.

DRAFT Final Interim Toll Services Agreement

Based on the results of Workshop Session 2A, Atkins will prepare and submit a DRAFT FINAL Interim Toll Services Agreement for review by Authority staff.

Optional Services - Final Interim Toll Services Agreement

Atkins will receive Authority comments and based on Authority staff comments, prepare and submit to the Authority the FINAL Interim Toll Services Agreement.

B. Development of Performance Metrics for Interim Toll Services

Atkins will provide technical support for development of Performance Metrics which would be an attachment to the Interim Toll Services Agreement. Atkins' approach will include the following activities:

Preliminary Outline of Performance Metrics

Atkins will develop a Preliminary Outline of the Performance Metrics for review by Authority staff. The outline will serve as a beginning for discussions at an initial workshop. This outline will include a listing of the names of various Performance Attributes grouped by Functional Area with no specific metrics at this point.

Workshop Session 1B

Atkins will facilitate a Workshop Session (1B) at the Authority HQ offices. The objective of the workshop will be to establish the basic structure for the performance metrics; identify key issues that should be addressed by it; and identify necessary functional categories and process attributes that should be included in it. As indicated above, this workshop session may be conducted in conjunction with workshop sessions 1A and 1C.

Preliminary of Performance Metrics

Based on the results of Workshop Session 1B, Atkins will prepare and submit a Preliminary listing of the Performance Metrics for review by Authority staff. This document will include a listing of the various Performance Attributes grouped by Functional Area with draft descriptions and metrics.

Workshop Session 2B

Atkins will facilitate a second Workshop (2B) at the Authority HQ offices. The objective of the workshop will be to review the Preliminary document; discuss any issues that resulted from the review or other factors; and provide any guidance for the completion of the Schedule of the Performance Metrics. As indicated above, this workshop may be conducted in conjunction with workshop sessions 2A and 2C.

DRAFT Final Schedule of Performance Metrics

Based on the results of Workshop Session 2B, Atkins will prepare and submit a DRAFT FINAL listing of the Performance Metrics for review by Authority staff.

Optional Services - Final Performance Metrics

Atkins will receive Authority comments and based on Authority staff comments, prepare and submit to the Authority the FINAL listing of the Performance Metrics.

C. Development of Draft Inter-Local Agreement (ILA)

Atkins will provide technical support for development of a Draft Inter-Local Agreement. Atkins' approach will include the following activities:

Preliminary Outline of Draft Inter-Local Agreement

Atkins will develop a Preliminary Outline of the Draft Inter-Local Agreement for review by Authority staff. The outline will serve as a beginning for discussions at an initial workshop.

Workshop Session 1C

Atkins will facilitate a Workshop Session (1C) at the Authority HQ offices. The objective of the workshop session will be to establish the basic structure for the document; identify key issues that should be addressed by it; and identify necessary content that should be included in it. Other workshop sessions (1A and 1B), described above, may be conducted in conjunction with this workshop session.

Preliminary version of Draft Inter-Local Agreement

Based on the results of Workshop Session 1C, Atkins will prepare and submit a Preliminary version of Draft Inter-Local Agreement for review by Authority staff.

Workshop Session 2C

Atkins will facilitate a second Workshop Session (2C) at the Authority HQ offices. The objective of the workshop will be to review the preliminary document; discuss any issues that resulted from the review or other factors; and provide any guidance for the completion of the Draft Inter-Local



Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

Agreement. Other workshop sessions (2A and 2B), described above, may be conducted in conjunction with this workshop session.

Completed version of Draft Inter-Local Agreement

Based on the results of Workshop Session 2C, Atkins will prepare and submit a completed version of Draft Inter-Local Agreement for review and additions by Authority staff.

Optional Services - Final version of Draft Inter-Local Agreement

Atkins will receive Authority comments and based on Authority staff comments, prepare and submit to the Authority the FINAL version of Draft Inter-Local Agreement.

Changes to the Project Budget

The table below provides an updated summary of the requested additional fee amount to provide the services as indicated in this scope of work for SA No. 6 Task 14.

Estimated Fee Cost Item	SA No. 6 – Task 14 Total Requested Contract Fee Amount
Atkins Labor	\$150,155
Atkins Expenses	\$500
Subconsultant: Hofstetter Consulting Services, LLC	\$7,900
Subconsultant: Transportation Innovations, Inc.	\$7,000
TOTAL	\$165,555
TOTAL (Rounded)	\$165,600

Included in the fee of above table are the following optional services that are broken out below:

Optional Services - Atkins Support for Final Edits and Revisions <i>(after submittal of the completed documents)</i>	
A. Interim Toll Services Agreement (ITSA)	\$10,585
B. Performance Metrics for ITSA	\$4,596
C. DRAFT Inter-local Agreement (ILA)	\$7,258
Total	\$21,440



Orlando-Orange County Expressway Authority Toll System Upgrade Project Memorandum

Previous Labor Budget Estimate

Orlando-Orange County Expressway Authority
SUMMARY FEE SHEET - As-Submitted Hours with actual salaries building category rates
Contract 000821 - Proposed Adjustments
14-Aug-12

PROJECT DESCRIPTION:

Tasks

Proposed Staff	Rate	Task 1 - Industry Overview	Task 2 - Stakeholder Interviews	Task 3 - Evaluate Current System	Task 4 - System Upgrade Plan	Task 5 - Procurement Methods	Task 6 - Requirements & Acceptance Criteria	Task 7 - Scope of Work	Task 8 - Risk Analysis	Task 9 - Cost Estimate	Task 10 - Assist w/ Procurement Package	Task 11 - Evaluation Process	Task 12 - Major Deliverable QA/QC and Proj Mgmt	Task 13 - Consolidated Toll Back Office Concept & Options	NOT USED	MH TOTALS	SALARY COST BY CLASSIFICATION	AVERAGE HOURLY RATE
Tom Knuckey	\$83.01	1	1	8	12	4	12	12	2	2	4	12	48	120		238	\$19,756.38	
(Jorge Figueredo)	\$103.85																	
Walter Kristibos	\$86.57	19	46				26	141					18			252	\$21,815.64	
Tom Delaney	\$96.52	68					10	12					20	8		118	\$11,389.36	
Brian Spence	\$79.44									13		56	21			90	\$7,149.60	
Dean Kohr	\$82.10	1	1		16		6		8	8	17	160	16	8		241	\$19,786.10	
Phil Miller	\$75.24	2	25	28	24	14	70	46		40	4		114			367	\$27,513.08	
Chris Bausher	\$70.23				191		134	116			16		63			608	\$35,747.07	
Don Erwin	\$71.07	4	4	8	24	12	12	19	8	10	24	166	160	16		466	\$32,407.92	
Erik Berg	\$60.66			215	49		149	114	15			80				622	\$37,730.52	
Mike Davis	\$72.98										42					42	\$3,065.16	
Bob Lagatta	\$69.36				30		43	44	16	16		66				203	\$14,030.08	
Michael Lubin	\$50.48				7			23								30	\$1,514.40	
Luis Hevia	\$46.82			12		28	144	67		6				32		279	\$13,062.78	
Kevin Yorke	\$33.85																	
Hong-Ting Chen	\$28.39	57		2		38	48	57		79			14			295	\$3,375.05	
Chris Russo	\$29.89	6					20	67		26						108	\$3,206.52	
Kemba Hollingsworth	\$31.69		9													9	\$285.21	
Cheri Bailey	\$22.52	1			20	7	24	23		13	21		31			140	\$3,152.80	
Evelyn Perez	\$21.22	15														15	\$318.30	
(J B Park)	\$23.00																	
SUBTOTAL																		
TOTAL		174	88	273	373	103	698	720	48	212	129	518	495	184		4,014	\$260,455.97	\$64.89

DISTRIBUTION OF COST ELEMENTS TO BASIC ACTIVITIES

Hours	Labor	w/ Mult.		
Task 1 - Industry Overview	174	\$10,345.25	\$32,836.10	
Task 2 - Stakeholder Interviews	88	\$6,773.96	\$20,313.10	
Task 3 - Evaluate Current System	273	\$16,999.88	\$91,900.18	
Task 4 - System Upgrade Plan	373	\$25,091.89	\$75,276.77	
Task 5 - Procurement Methods	103	\$4,705.66	\$18,357.13	
Task 6 - Requirements & Acceptance Criteria	698	\$41,495.10	\$124,466.63	
Task 7 - Scope of Work	720	\$44,973.93	\$134,523.23	
Task 8 - Risk Analysis	48	\$3,341.63	\$11,025.16	
Task 9 - Cost Estimate	212	\$10,344.34	\$31,730.26	
Task 10 - Assist w/ Procurement Package	129	\$8,395.14	\$29,186.69	
Task 11 - Evaluation Process	518	\$38,264.21	\$114,795.60	
Task 12 - Major Deliverable QA/QC and Proj Mgmt	495	\$35,721.31	\$105,665.06	
Task 13 - Consolidated Toll Back Office Concept & Options	184	\$14,025.52	\$42,377.61	
NOT USED	0	\$0.00	\$0.00	
TOTAL	4,014	\$260,455.97	\$781,376.24	

Labor	\$260,456.97
Allocated Overhead (OH) Rate	167.96%
Burdened Labor = Salary x (1 + OH Rate)	\$697,657.36
Project Profit %	12.03%
Project Profit	\$83,718.88
Loaded Labor = Burdened x (1 + Profit)	\$781,376.24
(Eff. Mult. OH + Profit =	300.003%
DIRECT COSTS AND SUBCONSULTANTS	
Direct Costs	\$20,160.00
Hostletter Consulting Services LLC	\$120,900.00
Steve Moon Associates	\$24,500.00
Transportation Innovations, Inc	\$9,100.00
Ass sub. support if Authority request Task 11	\$20,000.00
DIRECT AND SUBCONSULTANT SUBTOTAL	\$194,660.00
TOTAL LABOR PLUS DIRECTS AND SUBS	\$976,036.24
ROUNDED	\$976,000.00



Orlando-Orange County Expressway Authority																			
SUMMARY FEE SHEET - As-Submitted Hours with actual salaries building category rates																			
Contract 000821 - Proposed Adjustments																			
8-Mar-13																			
PROJECT DESCRIPTION:		Tasks																	
Proposed Staff	Rate	Task 1 - Industry Overview	Task 2 - Stakeholder Interviews	Task 3 - Evaluate Current System	Task 4 - System Upgrade Plan	Task 5 - Procurement Methods	Task 6 - Requirements & Acceptance Criteria	Task 7 - Scope of Work	Task 8 - Risk Analysis	Task 9 - Cost Estimate	Task 10 - Assist w/ Procurement Package	Task 11 - Evaluation Process	Task 12 - Major Deliverable QA/QC and Proj Mgmt	Task 13 - Consolidated Toll Back Office Concept & Options	Task 14 - Interim Toll Services Agreement	MH TOTALS	SALARY COST BY CLASSIFICATION	AVERAGE HOURLY RATE	
Tom Knuckey	\$83.01	1	1	8	12	4	12	12	2	2	4	12	48	120	120	368	\$29,717.58		
Jorge Figueroa	\$103.85														40	40	\$4,154.00		
Walter Kristibas	\$86.57	19	48				25	141					18			252	\$21,815.64		
Tom Delaney	\$96.52	68					10	12					20	8	11	129	\$12,451.06		
Brian Spence	\$79.44									13			58	21		90	\$7,149.60		
Dean Kohr	\$82.18	1	1		16			6		8	8	17	160	16	8	241	\$19,766.10		
Phil Miller	\$75.24	2	25	28	24	14	78	46		40	4		114			367	\$27,613.08		
Chris Bausher	\$70.23				191		134	115			16		63			609	\$35,747.07		
Don Erwin	\$71.07	4	4	8	24	12	12	19	8	10	24	166	160	16	247	703	\$49,952.21		
Enk Berg	\$60.66			215	49		149	114	15			80				622	\$37,730.52		
Mike Davis	\$72.98										42					42	\$3,065.16		
Bob Lagatta	\$69.36				30		43	44	15	16		55				203	\$14,860.08		
Michael Lubin	\$50.48				7			23								30	\$1,514.43		
Luis Hevia	\$46.82			12		28	144	67		6				32	368	647	\$30,282.54		
Kevin Yorke	\$33.65																		
Hong-Ting Chen	\$28.39	57		2		38	48	67		79			14			295	\$8,375.06		
Chris Russo	\$29.69	6					20	67		26						108	\$3,206.52		
Kemba Hollingsworth	\$31.89		9													9	\$285.21		
Cheri Bailey	\$22.52	1			20	7	24	23		13	21		31		4	144	\$3,242.88		
Evelyn Perez	\$21.22	15														15	\$318.36		
J. B. Park	\$23.00																		
SUBTOTAL																			
TOTAL		174	88	273	373	103	698	720	48	212	128	618	495	184	790	4,014	\$310,507.02	\$77.36	

DISTRIBUTION OF COST ELEMENTS TO BASIC ACTIVITIES			
Hours	Labor	w/ Mult.	
Task 1 - Industry Overview	174	\$10,945.35	\$32,850.10
Task 2 - Stakeholder Interviews	88	\$6,770.95	\$13,313.10
Task 3 - Evaluate Current System	273	\$14,006.85	\$57,000.18
Task 4 - System Upgrade Plan	373	\$25,051.99	\$75,276.77
Task 5 - Procurement Methods	103	\$4,765.66	\$11,387.13
Task 6 - Requirements & Acceptance Criteria	698	\$41,495.18	\$124,466.63
Task 7 - Scope of Work	720	\$	



Orlando-Orange County Expressway Authority

Toll System Upgrade Project

Memorandum

Changes from the Prior Budgeted Hours to the Proposed Hours

Orlando-Orange County Expressway Authority SUMMARY FEE SHEET - As-Submitted Hours with actual salaries building category rates Contract 000821 - Proposed Adjustments 8-Mar-13																		
PROJECT DESCRIPTION:		Tasks																
Proposed Staff	Rate Note: Rates Updated to 2012	Task 1 - Industry Overview	Task 2 - Stakeholder Interviews	Task 3 - Evaluate Current System	Task 4 - System Upgrade Plan	Task 5 - Procurement Methods	Task 6 - Requirements & Acceptance Criteria	Task 7 - Scope of Work	Task 8 - Risk Analysis	Task 9 - Cost Estimate	Task 10 - Assist w/ Procurement Package	Task 11 - Evaluation Process	Task 12 - Major Deliverable QA/QC and Proj Mgmt	Task 13 - Consolidated Toll Back Office Concept & Options	Task 14 - Interim Toll Services Agreement	MH TOTALS	SALARY COST BY CLASSIFICATION	AVERAGE HOURLY RATE
Highlighted cells show requested increase (+) or decrease (-) from Chg2 proposed budget.																		
Tom Knuckey	\$83.01														120	120	9,961	
(Jorge Figueredo)	\$103.85														40	40	4,164	
Walter Kristlibas	\$86.57																	
Tom Delaney	\$66.52														11	11	1,062	
Brian Spence	\$78.44																	
Dean Kohr	\$82.10																	
Phil Miller	\$75.24																	
Chris Bausher	\$70.23																	
Don Erwin	\$71.07														247	247	17,554	
Erik Berg	\$60.66																	
Miko Davis	\$72.98																	
Bob Lagatta	\$69.36																	
Michael Lubin	\$50.48																	
Luis Hevia	\$46.82														368	368	17,230	
Kevin Yorke	\$33.65																	
Hong-Ting Chen	\$28.39																	
Chris Russo	\$29.69																	
Kemba Hollingsworth	\$31.69																	
Chori Bailey	\$22.52														4	4	90	
Evelyn Perez	\$21.22																	
(J. B. Park)	\$23.00																	
SUBTOTAL																		
TOTAL															790		50,051	12
DISTRIBUTION OF COST ELEMENTS TO BASIC ACTIVITIES																		
		Hours	Labor	w/ Mult.														
Task 1 - Industry Overview					Labor 50,051 increase													
Task 2 - Stakeholder Interviews					Aucted Overhead (CH) Rate —NO CHANGE—													
Task 3 - Evaluate Current System					Burdened Labor = Salary x (1 + CH Rate) 134,067 increase													
Task 4 - System Upgrade Plan					Project Profit % —NO CHANGE—													
Task 5 - Procurement Methods					Project Profit 16,088 increase													
Task 6 - Requirements & Acceptance Criteria					Burdened Labor = Burdened x (1 + Profit) 150,155 increase													
Task 7 - Scope of Work					(Eff. Mul. 1.00 1.00 1.00)													
Task 8 - Risk Analysis					DIRECT COSTS AND SUBCONSULTANTS													
Task 9 - Cost Estimate					Direct Costs 600 increase													
Task 10 - Assist w/ Procurement Package					Hofstetter Consulting Services LLC 7,900 increase													
Task 11 - Evaluation Process					Steve Moon Associates —NO CHANGE—													
Task 12 - Major Deliverable QA/QC and Proj Mgmt					Transportation Innovations, Inc. 7,000 increase													
Task 13 - Consolidated Toll Back Office Concept & Options					Add sub support if Authority request- Task 11 —NO CHANGE—													
Task 14 - Interim Toll Services Agreement					DIRECT AND SUBCONSULTANT SUBTOTAL 15,400 increase													
TOTAL		790.0	\$50,051.05	\$150,154.75	TOTAL LABOR PLUS DIRECTS AND SUBS 165,555 Increase													
					ROUNDED 165,600 Increase													



Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

Proposed Revised Budget – Subconsultant Expenses

Hofstetter Consulting Services LLC

Subcontract Estimate for Change 6

<u>Task</u>	<u>Consultant</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>	<u>Est. Cost</u>
Task 14 - Interim Toll Services Agreement	Sue Hofstetter	40	\$150	\$6,000
Subtotal Hours		40		\$6,000
<u>Travel</u>		<u>Est. Per Trip Cost</u>	<u># Trips</u>	<u>Est. Cost</u>
5 day Trip	Sue Hofstetter	1250	0	\$0
3 day Trip	Sue Hofstetter	950	2	\$1,900
Subtotal Travel				\$1,900
Subcontract Total Estimate - SA 5				\$120,900
SUBCONTRACT TOTAL Chg 6				\$128,800

Transportation Innovations, Inc.

Subcontract Estimate for Change 6

<u>Task</u>	<u>Consultant</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>	<u>Est. Cost</u>
Task 14 - Interim Toll Services Agreement	Harold Worrall, PhD	40	\$175	\$7,000
Subtotal Hours		40		\$7,000
<u>Travel</u>		<u>Est. Per Trip Cost</u>	<u># Trips</u>	<u>Est. Cost</u>
N/A		0	0	\$0
N/A		0	0	\$0
Subtotal Travel				\$0
Subcontract Total Estimate - SA 5				\$9,100
SUBCONTRACT TOTAL Chg 6				\$16,100



Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

Changes to the Project Schedule

The following Preliminary Milestone Schedule provides anticipated dates for the completion of Task 14 as described above.

Preliminary Milestone Schedule

Activity	Date		Deliverables
	Original	SA 6	
Task 14 - Workshop 1 - Sessions 1A, 1B, 1C	N/A	4/15/2013	Tentative
Task 14 - Workshop 2 - Sessions 2A, 2B, 2C	N/A	5/15/2013	Tentative
Task 14 - Final DRAFT Deliverables Interim Toll Services Agreement, Schedule of Performance Metrics, DRAFT Interlocal Agreement	N/A	6/15/2015	Tentative
Task 14 - Final Deliverables Interim Toll Services Agreement, Schedule of Performance Metrics, DRAFT Interlocal Agreement	N/A	6/30/2015	Tentative

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
SUPPLEMENTAL AGREEMENT NO. 7

Contract Name: Toll Collection System Replacement Consultant

~~Contract No: 000821~~

This Supplemental Agreement No. 7 entered into this 1st day of October, 2013, by and between the ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY (the "Authority"), and ATKINS NORTH AMERICA, INC., (the "Consultant"), the same being supplementary to the Contract between the aforesaid, dated August 25, 2010, for services pertaining to Toll Collection System Replacement Consultant services, (the Contract").

1. In accordance with Article 2, Term and Notice, of the Contract, the Authority wishes to extend the term of the Contract through December 31, 2014.
2. The Authority confirms its authorization for the creation of new Task No. 15 effective September 1, 2013, to complete the Consultant services related to the development of the Request for Proposals activities. Task No. 15 will be funded by the re-distribution of the current Contract budget as shown on the attached Exhibit A. There will be no increase in the current Contract amount.
3. The Consultant hereby agrees to the extension of the term of the Contract, the re-distribution of the current Contract budget, and accepts the authorization to proceed with Task No. 15.
4. The Authority and Consultant agree that this Supplemental Agreement No.7 shall not alter or change in any manner the force and effect of the Contract except insofar as the same is altered and amended by this Supplemental Agreement No. 7; that acceptance of this Supplemental Agreement No. 7 signifies the Consultant's waiver of all future rights for additional compensation which is not already defined herein.
5. This Supplemental Agreement No. 7 is necessary to extend the term of the Contract and to authorize the creation of Task No. 15.

SUPPLEMENTAL AGREEMENT NO. 7

Contract Name: Toll Collection System Replacement Consultant

Contract No.: 000821

Amount of Changes to this document: \$0.00

This Supplemental Agreement No. 7 entered into as of the day and year first written above.

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

By: *Andre Nub*
Director of Procurement

ATKINS NORTH AMERICA, INC.

By: *Thomas J. Delaney*

Print Name: *Thomas J. Delaney*

Title: *VP, Sector Manager*

Attest: *Kellie M Brabant* (Seal)
(Secretary or Notary)



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Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

FROM: Tom Knuckey, PE K
TO: Joann Chizlett
DATE: September 19, 2013
SUBJECT: Requested Permission for Task budget re-alignments on Project
 Contract 000821; Task 15 – RFP Completion Process
ATTACHMENT Request for Budget Re-alignment Summary

This is a follow up to the conversations during our meeting 9/16 regarding the budget status of the project. As we indicated during the meeting we are requesting a zero dollar task re-alignment for a time extension of the current contract and the realignment of budgets within certain already approved tasks. The purpose of the request is as follows:

- Extend completion time on contact #000821 approximately 1 year through December 2014
- Redistributed unused budgets in various tasks and create a new task (#15) for the completion of the RFP development

The RFP documents will be completed by Atkins with the Authority's input and collaboration on or before the expected date of December 2, 2013. Budgetary amounts will be redistributed as indicated in the attached excel spreadsheet to cover cost on existing tasks and allocate unspent amounts to a new Task 15 for the completion of the effort. The below spread sheets shows the current budget, requested re-alignment amounts, new total budget amounts, past invoice and current invoice amounts.

A summary of project authorized overall contracted amounts are indicated below:

Description of Agreement 000821	Contracted Amount
Original Contract Amount	\$725,000.00
Supplemental Agreement No. 1	\$0.00
Supplemental Agreement No. 2	\$9,362.49
Supplemental Agreement No. 3	\$0.00
Supplemental Agreement No. 4	\$0.00
Supplemental Agreement No. 5	\$262,000.00
Supplemental Agreement No 6	\$165,600.00
Amount requested for Budget re-alignment (Task 15)	\$0.00
Total Revised Contract Amount	\$1,161,962.49

Details of this budget re-alignment request by individual tasks are attached below. It includes \$6000 in subconsultant fees for Hofstetter Consulting and a realignment of \$141,720.64 for Atkins services. The amount for Atkins services will include all labor and expenses.

Thank you for your consideration of this request and feel free to let me know if you have any questions.



Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

Budget Redistribution Summary

TASK NO.	TASK DESCRIPTION	TASK Budget	Requested Budget Re-Alignment	New Proposed Budget
1 - Closed	INDUSTRY OVERVIEW	\$ 27,244.89	\$ -	\$ 27,244.89
2 - Closed	STAKEHOLDER INTERVIEWS	\$ 17,985.39	\$ -	\$ 17,985.39
3 - Closed	EVALUATE CURRENT SYSTEM	\$ 55,231.95	\$ -	\$ 55,231.95
4 - Closed	SYSTEM UPGRADE PLAN	\$ 77,927.39	\$ -	\$ 77,927.39
5	PROCUREMENT METHODS	\$ 15,396.66	\$ (3.00)	\$ 15,393.66
6	REQUIREMENTS & ACCEPTANCE	\$ 124,486.63	\$ 73,742.00	\$ 198,228.63
7	SCOPE OF WORK	\$ 134,623.23	\$ 39,029.04	\$ 173,652.27
8	RISK ANALYSIS	\$ 10,025.15	\$ (764.63)	\$ 9,260.52
9	COST ESTIMATE	\$ 30,733.35	\$ (2,000.22)	\$ 28,733.13
10	ASSIST WITH PROCUREMENT PACKAGE	\$ 25,188.69	\$ (10,952.97)	\$ 14,235.72
11	EVALUATION PROCESS	\$ 114,793.85	\$ (114,793.85)	\$ -
12	MAJOR DELIVERABLE QA/QC AND PROJECT MANAGEMENT	\$ 105,665.06	\$ 20,562.19	\$ 126,227.25
13	CONSOLIDATED TOLL BACK OFFICE	\$ 42,077.21	\$ 1,165.54	\$ 43,242.75
14	INTERIM TOLLS SERVICES AGREEMENT	\$ 150,155.00	\$ (72,865.52)	\$ 77,289.48
15	RFP CLOSE OUTS		\$ 141,720.64	\$ 141,720.64
LABOR	Atkins LABOR TOTALS	\$ 931,534.45	\$ 74,839.22	\$ 1,006,373.67
EXPENSES	LUMP SUM & DIRECTS	\$ 20,660.00	\$ (14,691.12)	\$ 5,968.88
SUBS	SUBCONSULTANTS (remains for S Hofstetter)	\$ 189,400.00	\$ (39,780.06)	\$ 149,619.94
UNASSIGNED	UNASSIGNED FUNDS	\$ 20,368.04	\$ (20,368.04)	\$ -
		\$ 1,161,962.49	\$ -	\$ 1,161,962.49



Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

Request for Budget Re-alignment Summary

Summary Invoice for services through August 31, 2013

TASK NO.	TASK DESCRIPTION	TASK BUDGET	REQUESTED BUDGET RE-ALIGNMENT	NEW PROPOSED BUDGET	PREVIOUSLY INVOICED	CURRENT INVOICE	TOTAL INVOICED TO DATE	BALANCE REMAINING
1 - Closed	INDUSTRY OVERVIEW	\$ 27,244.89	\$ -	\$ 27,244.89	\$ 27,244.89	\$ -	\$ 27,244.89	\$ -
2 - Closed	STAKEHOLDER INTERVIEWS	\$ 17,985.39	\$ -	\$ 17,985.39	\$ 17,985.39	\$ -	\$ 17,985.39	\$ -
3 - Closed	EVALUATE CURRENT SYSTEM	\$ 55,231.95	\$ -	\$ 55,231.95	\$ 55,231.95	\$ -	\$ 55,231.95	\$ -
4 - Closed	SYSTEM UPGRADE PLAN	\$ 77,927.39	\$ -	\$ 77,927.39	\$ 77,927.39	\$ -	\$ 77,927.39	\$ -
5	PROCUREMENT METHODS	\$ 15,396.66	\$ (3.00)	\$ 15,393.66	\$ 15,287.04	\$ 106.62	\$ 15,393.66	\$ -
6	REQUIREMENTS & ACCEPTANCE	\$ 124,486.63	\$ 73,742.00	\$ 198,228.63	\$ 124,413.78	\$ 73,814.85	\$ 198,228.63	\$ -
7	SCOPE OF WORK	\$ 134,623.23	\$ 39,029.04	\$ 173,652.27	\$ 106,002.57	\$ 67,649.70	\$ 173,652.27	\$ -
8	RISK ANALYSIS	\$ 10,025.15	\$ (764.63)	\$ 9,260.52	\$ 4,615.35	\$ 4,645.17	\$ 9,260.52	\$ -
9	COST ESTIMATE	\$ 30,733.35	\$ (2,000.22)	\$ 28,733.13	\$ 19,139.40	\$ 9,593.73	\$ 28,733.13	\$ -
10	ASSIST WITH PROCUREMENT PACKAGE	\$ 25,188.69	\$ (10,952.97)	\$ 14,235.72	\$ 6,819.87	\$ 7,415.85	\$ 14,235.72	\$ -
11	EVALUATION PROCESS	\$ 114,793.85	\$ (114,793.85)	\$ -	\$ -	\$ -	\$ -	\$ -
12	MAJOR DELIVERABLE QA/QC & PROJECT MGT	\$ 105,665.06	\$ 20,562.19	\$ 126,227.25	\$ 105,608.04	\$ 20,619.21	\$ 126,227.25	\$ -
13	CONSOLIDATED TOLL BACK OFFICE	\$ 42,077.21	\$ 1,165.54	\$ 43,242.75	\$ 42,070.08	\$ 1,172.67	\$ 43,242.75	\$ -
14	INTERIM TOLLS SERVICES AGREEMENT	\$ 150,155.00	\$ (72,865.52)	\$ 77,289.48	\$ -	\$ 77,289.48	\$ 77,289.48	\$ -
15	RFP CLOSE OUTS		\$ 141,720.65	\$ 141,720.64	\$ -	\$ -	\$ -	\$ 141,720.65
LABOR	Atkins LABOR TOTALS	\$ 931,534.45	\$ 74,839.23	\$ 1,006,373.68	\$ 602,345.75	\$ 262,307.28	\$ 864,653.03	\$ 141,720.65
EXPENSES	LUMP SUM & DIRECTS	\$ 20,660.00	\$ (14,691.12)	\$ 5,968.88	\$ 5,968.88	\$ -	\$ 5,968.88	\$ -
SUBS	SUBCONSULTANTS (remains for S Hofstetter)	\$ 189,400.00	\$ (39,780.06)	\$ 149,619.94	\$ 121,249.69	\$ 22,370.25	\$ 143,619.94	\$ 6,000.00
UNASSIGN ED	UNASSIGNED FUNDS	\$ 20,368.04	\$ (20,368.04)	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 1,161,962.49	\$ -	\$ 1,161,962.49	\$ 729,564.32	\$ 284,677.53	\$ 1,014,241.85	\$ 147,720.65

Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

FROM: Tom Knuckey, PE
TO: Joann Chizlett
DATE: September 26, 2013
SUBJECT: Requested Permission for Task budget re-alignments on Project
Contract 000821; Task 15 – RFP Completion Process
ATTACHMENT Attachment "A" Explanation of Task #15 Scope

This memorandum provides further documentation requested by the Authority as a follow up to the Memorandum dated 9/19/2013 from Tom Knuckey to Joann Chizlett re: Requested Permission for Task budget re-alignments on Project Contract 000821; Task 15 – RFP Completion Process.

The new Task #15 RFP Completion would result in a single new task for the completion the RFP development work begun under several of the original project tasks, and limited support for the procurement process as the budget permits after the RFP is completed. The Task #15 budget would include the net unused funds from the other project tasks after redistribution. There would be no increase in the overall project scope.

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
SUPPLEMENTAL AGREEMENT NO. 8

Contract Name: Toll Collection System Replacement Consultant

Contract No: 000821

This Supplemental Agreement No. 8 entered into this 27th day of February, 2014, by and between the ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY (the "Authority"), and ATKINS NORTH AMERICA, INC., (the "Consultant"), the same being supplementary to the Contract between the aforesaid, dated August 25, 2010, for services pertaining to Toll Collection System Replacement Consultant services, (the "Contract").

1. The Authority desires the Consultant to provide additional services for Task 15 with an increase in the Contract for the not-to-exceed amount of \$32,492.15 and no increase in the term of the Contract. Services to be provided are retroactive to February 15, 2014.
2. The Consultant hereby agrees to provide the additional services and accepts the increase in the Contract amount, both of which are detailed in the attached Exhibit A.
3. The Authority and Consultant agree that this Supplemental Agreement No. 8 shall not alter or change in any manner the force and effect of the Contract except insofar as the same is altered and amended by this Supplemental Agreement No. 8; that acceptance of this Supplemental Agreement No. 8 signifies the Consultant's waiver of all future rights for additional compensation which is not already defined herein.
4. This Supplemental Agreement No. 8 is necessary to provide the additional services required for existing Task 15 and to increase the Contract amount based on the additional services.

SUPPLEMENTAL AGREEMENT NO. 8

Contract Name: Toll Collection System Replacement Consultant

Contract No.: 000821

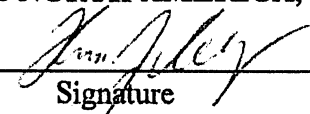
Amount of Changes to this document: \$32,492.15

This Supplemental Agreement No. 8 entered into as of the day and year first written above.

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

By: 
Director of Procurement

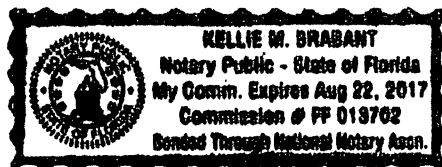
ATKINS NORTH AMERICA, INC.



Signature

Print Name: Thomas J. Delaney

Title: Vice President, Sector Manager

Attest:  (Seal)



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Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

FROM: Tom Knuckey, PE
TO: Joann Chizlett
DATE: February 27, 2014
SUBJECT: **Project Contract 000821 Requested Permission for Task Budget Increase for Task 15 – RFP Completion & Support for Toll Industry RFI Process***
ATTACHMENT **Summary of Requested Budget Increase (Excel file)**

This is a follow up to the conversations during our meeting February 4th and subsequent discussions regarding the budget status of the project. As we indicated during the meeting we are requesting an increase of \$ 32,492.15 in the project budget to cover the work element described below and the associated schedule adjustments.

- Task 15 - RFP Completion & Support for Toll Industry Request for Information [RFI] Process* will provide for additional services in this existing task to support the Authority's process to solicit vendor feedback from the toll industry about the draft Toll System RFP documents. The additional services will also include the follow-on modification and edits necessary to the Scope of Work and Requirements documents as a result of Authority requests after receiving and reviewing comments from the vendor RFI process. The estimated additional amount requested to support the RFI effort is \$32,492.

The process began on January 20, 2014 and is scheduled to be complete by March 31, 2014 for a total of 70 days. The scope of this additional work will include the following:

- Support for preparation of the notice and Instructions for Responding to the RFI
- Receiving and addressing any RFI technical inquiries from respondents
- Reviewing written RFI responses and participating in up to six (6) feedback meeting(s) with respondents
- Assessing RFI responses with Authority staff to determine if/what action is necessary to update the RFP documents
- Modifying the RFP documents to incorporate changes requested by OOCEA as a result of the RFI responses.

The RFP documents are now scheduled for completion by Atkins with the Authority's input and collaboration on or before the expected date of March 31, 2014. The spreadsheets below show the current budget, requested additional amounts, new total budget amounts, past invoice and current invoice amounts.

A summary of project authorized overall contracted amounts are indicated below:

(task name changed to include additional scope)*



Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

Description of Agreement 000821	Contracted Amount
Original Contract Amount	\$725,000.00
Supplemental Agreement No. 1	\$0.00
Supplemental Agreement No. 2	\$9,362.49
Supplemental Agreement No. 3	\$0.00
Supplemental Agreement No. 4	\$0.00
Supplemental Agreement No. 5	\$262,000.00
Supplemental Agreement No 6	\$165,600.00
Supplemental Agreement No 7	\$0.00
Supplemental Agreement No 8	\$ 32,492.15
Total Revised Contract Amount	\$ 1,194,454.64

Details of this budget request by individual tasks are shown below.

This SA includes \$32,292.15 for Atkins labor and \$200 for expenses for a total of \$32,492.15



Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

Budget Summary

TASK NO.	TASK DESCRIPTION	TASK Budget	Requested Budget Change	New Proposed Budget
1 - Closed	INDUSTRY OVERVIEW	\$ 27,244.89	\$ -	\$ 27,244.89
2 - Closed	STAKEHOLDER INTERVIEWS	\$ 17,985.39	\$ -	\$ 17,985.39
3 - Closed	EVALUATE CURRENT SYSTEM	\$ 55,231.95	\$ -	\$ 55,231.95
4 - Closed	SYSTEM UPGRADE PLAN	\$ 77,927.39	\$ -	\$ 77,927.39
5 - Closed	PROCUREMENT METHODS	\$ 15,393.66	\$ -	\$ 15,393.66
6 - Closed	REQUIREMENTS & ACCEPTANCE	\$ * 197,220.63	\$ -	\$ * 197,220.63
7 - Closed	SCOPE OF WORK	\$ * 172,070.61	\$ -	\$ * 172,070.61
8 - Closed	RISK ANALYSIS	\$ * 9,164.40	\$ -	\$ * 9,164.40
9 - Closed	COST ESTIMATE	\$ * 28,586.22	\$ -	\$ * 28,586.22
10 - Closed	ASSIST WITH PROCUREMENT PACKAGE	\$ * 14,084.85	\$ -	\$ * 14,084.85
11 - Closed	EVALUATION PROCESS	\$ -	\$ -	\$ -
12 - Closed	MAJOR DELIVERABLE QA/QC AND PROJECT MANAGEMENT	\$ * 125,898.84	\$ -	\$ * 125,898.84
13 - Closed	CONSOLIDATED TOLL BACK OFFICE	\$ 43,242.75	\$ -	\$ 43,242.75
14 - Closed	INTERIM TOLLS SERVICES AGREEMENT	\$ * 75,601.80	\$ -	\$ * 75,601.80
15	RFP COMPLETION & SUPPORT FOR TOLL INDUSTRY RFI PROCESS	\$ * 137,220.64	\$ 32,292.15	\$ 169,512.79
LABOR	Atkins LABOR TOTALS	\$ * 996,874.02	\$ 32,292.15	\$ 1,029,166.17
EXPENSES	LUMP SUM & DIRECTS	\$ 5,968.88	\$ 200.00	\$ 6,168.88
SUBS	SUBCONSULTANTS (remains for S Hofstetter)	\$ * 159,119.59	\$ -	\$ 159,119.59
UNASSIGNED	UNASSIGNED FUNDS	\$ -	\$ -	\$ -
		\$ 1,161,962.49	\$ 32,492.15	\$ 1,194,454.64

*Note: Reflects update from SA 7 w/\$0 change to Total Amount, due to internal reassignment to of \$4,500 from Atkins Labor Budget to Subconsultant S. Hofstetter Budget approved via e-mail 11/25/2013 J. Chizlett to D. Erwin/T. Knuckey

**ATKINS**

4/2 - 8/77

Copy of OCEA TSR SA 8 Fee Estimate 20140205 v00 09bFINALtoOCEAUPDATE 20140227toOCEA.xlsx
Sheet1

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
SUPPLEMENTAL AGREEMENT NO. 9

Contract Name: Toll Collection System Replacement Consultant

Contract No: 000821

This Supplemental Agreement No. 9 entered into this 26th day of March, 2014, by and between the ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY (the "Authority"), and ATKINS NORTH AMERICA, INC., (the "Consultant"), the same being supplementary to the Contract between the aforesaid, dated August 25, 2010, for services pertaining to Toll Collection System Replacement Consultant services, (the "Contract").

1. The Authority desires the Consultant to provide additional services for Task 16 with an increase in the Contract for the not-to-exceed amount of \$156,084.16 and no increase in the term of the Contract.
2. The Consultant hereby agrees to provide the additional services and accepts the increase in the Contract amount, both of which are detailed in the attached Exhibit A.
3. The Authority and Consultant agree that this Supplemental Agreement No. 9 shall not alter or change in any manner the force and effect of the Contract except insofar as the same is altered and amended by this Supplemental Agreement No. 9; that acceptance of this Supplemental Agreement No. 9 signifies the Consultant's waiver of all future rights for additional compensation which is not already defined herein.
4. This Supplemental Agreement No. 9 is necessary to provide the additional services required for existing Task 16 and to increase the Contract amount based on the additional services.

SUPPLEMENTAL AGREEMENT NO. 9

Contract Name: Toll Collection System Replacement Consultant

Contract No.: 000821

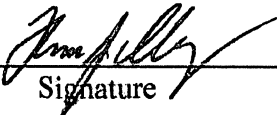
Amount of Changes to this document: \$156,084.16

This Supplemental Agreement No. 9 entered into as of the day and year first written above.

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

By: 
Director of Procurement

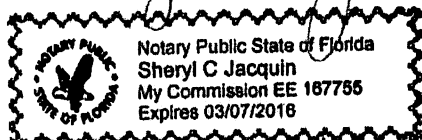
ATKINS NORTH AMERICA, INC.


Signature

Print Name: Thomas J. Delaney

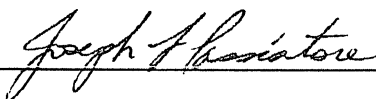
Title: Vice President Sr. Practice Manager

Attest:  (Seal)




Approved as to form and execution, only.

General Counsel for the AUTHORITY



RECEIVED
CONTRACTS DEPT

 4/30/14
SIGNATURE / DATE

FROM: Tom Knuckey, PE
TO: Joann Chizlett
DATE: March 4, 2014
SUBJECT: Project Contract 000821 Requested Permission for Task Budget Increase for New Task 16 – Support for Procurement Process
ATTACHMENT Summary of Requested Budget Increase (Excel file)

This is a follow up to the conversations during our meeting February 4th and subsequent discussions regarding the budget status of the project. As we indicated during the meeting we are requesting an increase of \$156,084.16 in the project budget to cover the work element described below and the associated schedule adjustments.

- New Task 16 (Support for the Procurement Process) will provide support for the Authority's procurement process to select a Toll System Contractor.

The process is set to begin on March 31, 2014 and is scheduled to be complete by August 31, 2014 for a total of 153 days. The scope of this work to support the Request for Proposals (RFP) procurement process will include the following:

- Develop Proposal Evaluation Criteria & Forms and documents
- Support preparation of RFP Notice advertisement
- Support and participate in Pre-Proposal Conference at the Authority and Toll Facility Site Visits
- Support the process for addressing and preparing responses to questions / inquiries from proposers
- Support for preparation of up to three (3) Addenda to the RFP
- Support for the Authority's Evaluation Committee Process
- Support for initial Cursory Review of up to five (5) Proposals for Compliance
- Support for review and evaluation of qualifications of up to five (5) Proposers
- Support for review and evaluation of up to five (5) Technical Proposals
- Support for tabulation, review and evaluation of up to five (5) Price Proposals
- Support for Evaluation Committee Recommendation to the Authority Board

The RFP documents are now scheduled for completion by Atkins with the Authority's input and collaboration on or before the expected date of March 31, 2014. The spread sheets below show the current budget, requested re-alignment amounts, new total budget amounts, past invoice and current invoice amounts.

A summary of project authorized overall contracted amounts are indicated below:



Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

Description of Agreement 000821	Contracted Amount
Original Contract Amount	\$725,000.00
Supplemental Agreement No. 1	\$0.00
Supplemental Agreement No. 2	\$9,362.49
Supplemental Agreement No. 3	\$0.00
Supplemental Agreement No. 4	\$0.00
Supplemental Agreement No. 5	\$262,000.00
Supplemental Agreement No 6	\$165,600.00
Supplemental Agreement No 7	\$0.00
Supplemental Agreement No 8	\$ 32,492.15
Supplemental Agreement No 9	\$ 156,084.16
Total Revised Contract Amount	\$ 1,350,538.80

Details of this budget request by individual tasks are shown below.

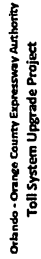
It includes \$4,200 in subconsultant fees for Hofstetter Consulting and \$151,884.16 for Atkins services.



Orlando-Orange County Expressway Authority
Toll System Upgrade Project
Memorandum

Budget Summary

TASK NO.	TASK DESCRIPTION	TASK Budget	Requested Budget Change	New Proposed Budget
1 - Closed	INDUSTRY OVERVIEW	\$ 27,244.89	\$ -	\$ 27,244.89
2 - Closed	STAKEHOLDER INTERVIEWS	\$ 17,985.39	\$ -	\$ 17,985.39
3 - Closed	EVALUATE CURRENT SYSTEM	\$ 55,231.95	\$ -	\$ 55,231.95
4 - Closed	SYSTEM UPGRADE PLAN	\$ 77,927.39	\$ -	\$ 77,927.39
5 - Closed	PROCUREMENT METHODS	\$ 15,393.66	\$ -	\$ 15,393.66
6 - Closed	REQUIREMENTS & ACCEPTANCE	\$ 197,220.63	\$ -	\$ 197,220.63
7 - Closed	SCOPE OF WORK	\$ 172,070.61	\$ -	\$ 172,070.61
8 - Closed	RISK ANALYSIS	\$ 9,164.40	\$ -	\$ 9,164.40
9 - Closed	COST ESTIMATE	\$ 28,586.22	\$ -	\$ 28,586.22
10 - Closed	ASSIST WITH PROCUREMENT PACKAGE	\$ 14,084.85	\$ -	\$ 14,084.85
11 - Closed	EVALUATION PROCESS	\$ -	\$ -	\$ -
12 - Closed	MAJOR DELIVERABLE QA/QC AND PROJECT MANAGEMENT	\$ 125,898.84	\$ -	\$ 125,898.84
13 - Closed	CONSOLIDATED TOLL BACK OFFICE	\$ 43,242.75	\$ -	\$ 43,242.75
14 - Closed	INTERIM TOLLS SERVICES AGREEMENT	\$ 75,601.80	\$ -	\$ 75,601.80
15	RFP COMPLETION	\$ 137,220.64	\$ -	\$ 137,220.64
15.RFI	SUPPORT FOR TOLL INDUSTRY RFI PROCESS	\$ 32,292.15	\$ -	\$ 32,292.15
16	SUPPORT FOR PROCUREMENT PROCESS	\$ -	\$ 151,584.06	\$ 151,584.06
LABOR	Atkins LABOR TOTALS	\$ 1,029,166.17	\$ 151,584.06	\$ 1,180,750.23
EXPENSES	LUMP SUM & DIRECTS	\$ 6,168.88	\$ 300.10	\$ 6,468.98
SUBS	SUBCONSULTANTS (remains for S Hofstetter)	\$ 159,119.59	\$ 4,200.00	\$ 163,319.59
UNASSIGNED	UNASSIGNED FUNDS	\$ -	\$ -	\$ -
		\$ 1,194,454.64	\$ 156,084.16	\$ 1,350,538.80



Test 16 • Support for Procurement Process

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4/22/2014
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