



**PORT TAMPA BAY  
MONTHLY BUSINESS MEETING  
JUNE 16, 2020 - 9:30 AM**

- A. THIS MEETING WILL BE HELD VIA TELECONFERENCE - FOR MORE INFORMATION VISIT [WWW.PORTTB.COM](http://WWW.PORTTB.COM)**

**Invocation - Pledge**

**Public Comment**

- B. Minutes and Financial Statement**

- 1. Approval of Minutes of May 31, 2020 Board Meeting**
- 2. Presentation and Approval of Financial Statement for Eight Months Ending May 31, 2020**

- C. Consent Agenda**

- 1. Approval of Lease Agreement with The Propeller Club of the United States Port of Tampa, Inc.**
- 2. Approval of Increase in Funding for Small Business Set-Aside for Uniformed Security Guard Services**

- D. Regular Agenda**

- 1. Approval of the Award of Contract for Big Bend Channel Aids to Navigation (ATON), Contract No. 20-01819, ITB-005-20**
- 2. Approval of the Award of Contract for Berth 302 Access Road, Contract No. 20-01220, ITB-006-20**
- 3. Approval of Real Estate Consulting Services Agreement with CBRE, Inc. and Colliers International**
- 4. Approval of Public Transportation Grant Agreement with the Florida Department of Transportation - FSTED Funds (PTGA 435130-19401)**
- 5. Approval of Tentative Millage Rate for Fiscal Year (FY) 2021**
- 6. Approval of Amendment to Lease Agreement with Port Logistics Refrigerated Services (PLRS)**

- E. Receipt of Reports**

- 1. Report of Legal Fees and Expense Report by Project**
- 2. Report of Monthly Aged Receivables**
- 3. Report of Contract Status**
- 4. Report of Work Permits**
- 5. Report of Expenditures Between \$50,000 and \$100,000**

- F. Executive Director Report**

**G. Presentations**

**Federal Legislative Update - Alcalde & Fay and Van Scoyoc Associates**

**H. New Business/Commissioners' Comments**

**Annual Election of Officers**

**I. Future Proposed Projects**

**J. Calendar of Events**

**July 31, 2020: Port Tampa Bay 6th Annual Golf Tournament Benefiting Tampa Port Ministries and Tampa Bay Maritime Scholarship Foundation at The Eagles Golf Club - Registration is now open: <https://app.eventcaddy.com/events/6th-port-tampa-bay-partners-golf-tournament>**

**August 20, 2020, 3:00 - 5:00 pm: Port Tampa Bay Fiscal Year (FY) 2021 Budget Workshop** *Format and location yet to be determined. Visit [www.porttb.com](http://www.porttb.com) for updates.*

**K. Date of Next Meeting**

**Tuesday, August 18, 2020, 9:30 am**

**THERE WILL BE NO JULY MEETING.**

**L. Adjournment**

**A. INVOCATION AND PLEDGE**

**PUBLIC COMMENT**

**B. APPROVAL OF MINUTES**

**PRESENTATION AND APPROVAL OF  
FINANCIAL STATEMENT**

**C. APPROVAL OF CONSENT AGENDA**

**SUBJECT: LEASE AGREEMENT WITH PROPELLER CLUB OF UNITED STATES PORT OF TAMPA, INC.**

**BACKGROUND:**

The Tampa Chapter of the International Propeller Club was chartered in 1929 and was one of the first Propeller Clubs and currently has over 450 active members. The Propeller Club supports the maritime industry, promotes maritime education, and provides opportunities to foster goodwill and cooperative relationships among the individuals, businesses and government agencies who make up Florida's largest seaport community. The Propeller Club has a lease of approximately 210 square feet of office space in the Joseph Garcia International Center and an 8' by 20' pad outside for storage of a 20' shipping container.

**FACTS/COMMENTS:**

The lease with the Propeller Club for office space and the storage pad expired on May 22, 2020. The parties desire to extend the terms of the existing agreement to December 31, 2020.

**PREMISES:** The Premises shall be Approximately 210 square feet of office space on the third floor of the Joseph Garcia International Center and an 8' by 20' pad outside for storage of a 20' shipping container which will be supplied by the Propeller Club.

**RENT:** Rent shall be \$200 per month, plus applicable sales tax.

**TERM:** The agreement shall extend the lease term from May 23, 2020 through December 31, 2020.

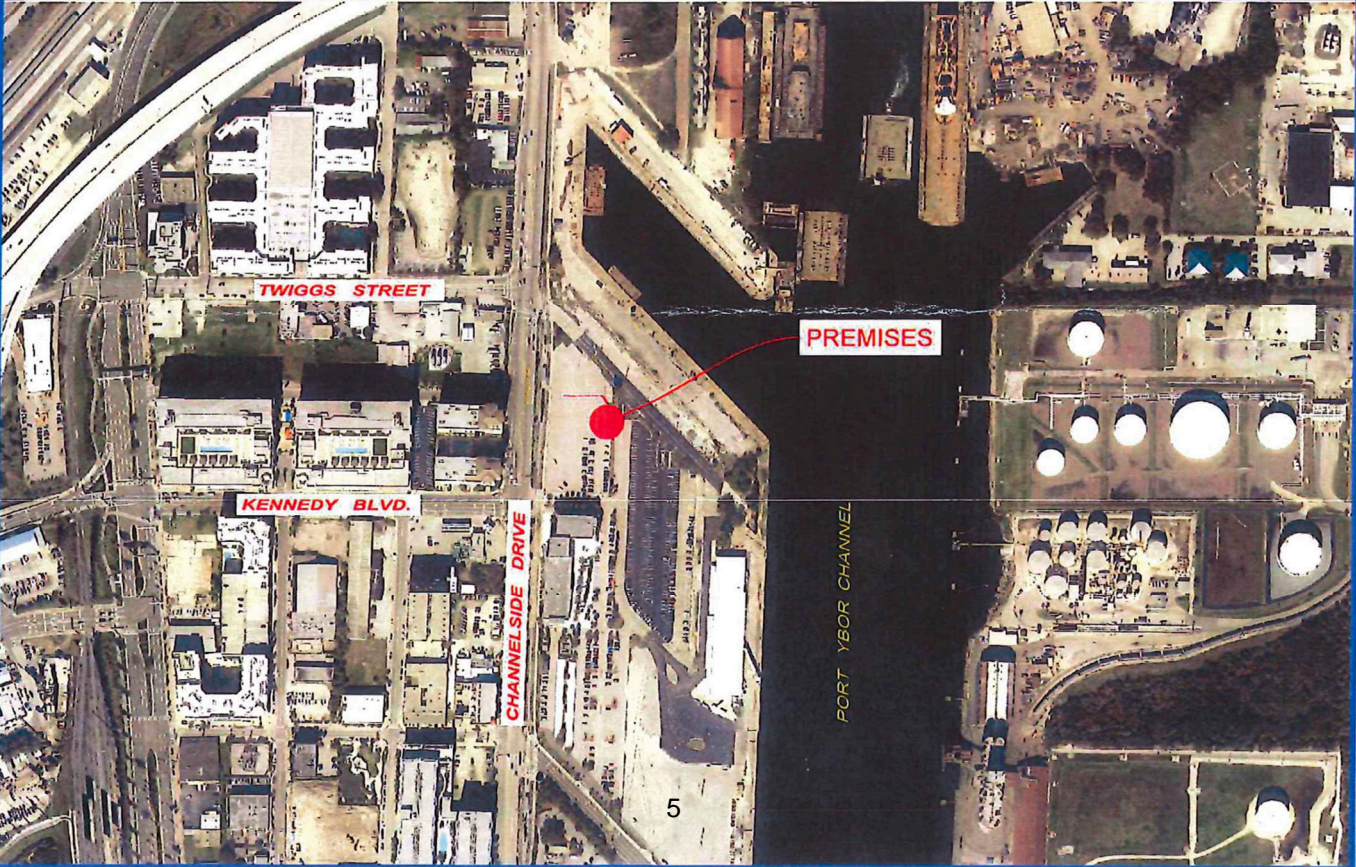
A public hearing is not required.

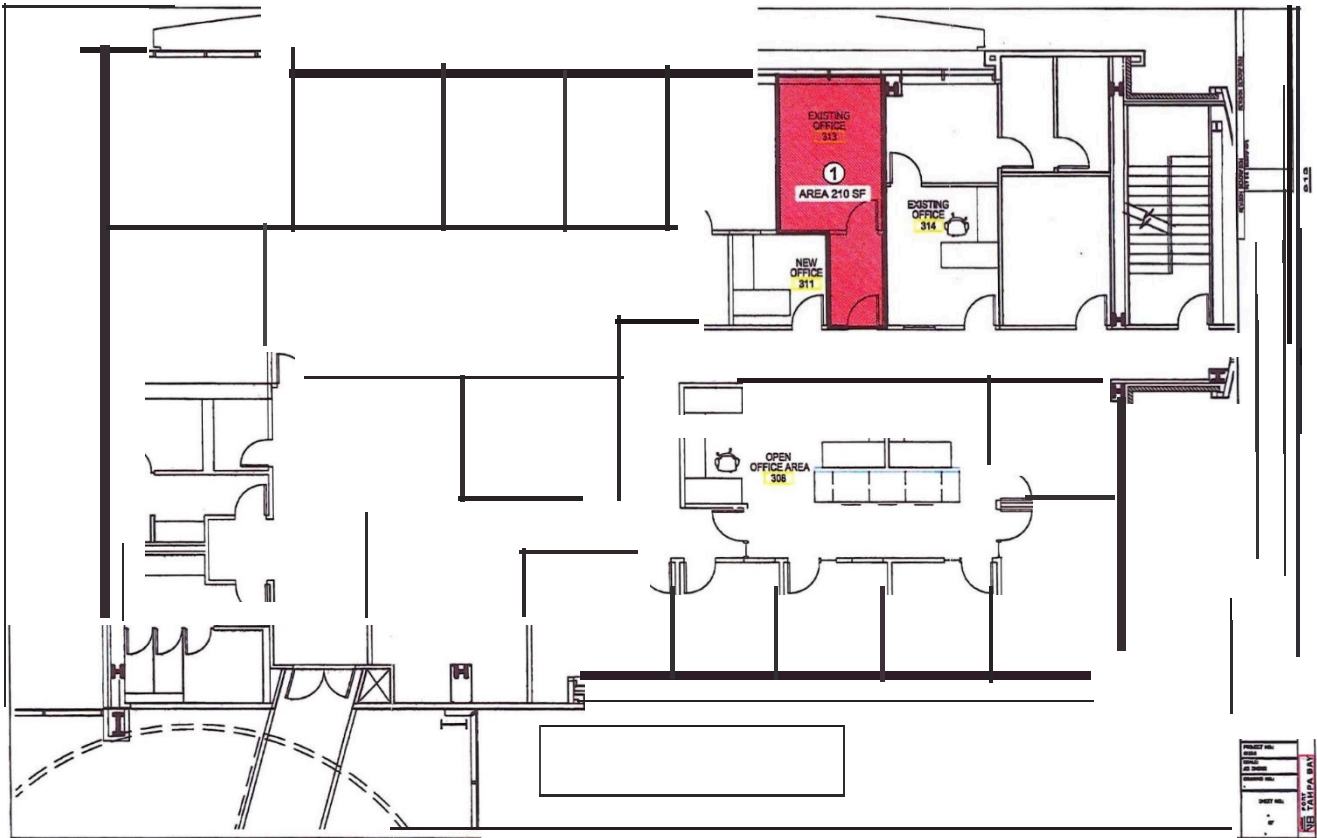
**RECOMMENDATION:**

Authorize the Port President/CEO, or his designee, to execute an Office Space Lease Agreement with Propeller Club of United States Port of Tampa, Inc. subject to the terms described in this agenda item and review by the Port counsel.

Board Meeting  
June 16, 2020  
Real Estate #162423

**PROPELLER CLUB**





## **D. REGULAR AGENDA**

**SUBJECT: AWARD OF CONTRACT FOR BIG BEND CHANNEL AIDS TO NAVIGATION (ATON), CONTRACT NO. 20-01819, ITB NO. B-005-20**

**BACKGROUND:**

The FY2019 Capital Program includes a project to build the upland range markers, which are Aids to Navigation (ATON's) for the Big Bend Channel.

This project was included in the FY 2020 Capital Program in the amount of \$1.7 million, Bay of funds remaining from TECO, Mosaic and Port Tampa Bay's (PTB) previous \$\_\_\_\_\_ contribution to the U.S. Army Corps of Engineers for the Federal Project to deepen and widen the Big Bend Channel.

**FACTS/COMMENTS:**

In accordance with PTB policy, staff advertised an invitation to bid on May 1, 2020 in the Tampa Bay Times, Florida Sentinel Bulletin, and LaGaceta as well as on Onvia-Demand Star (e-procurement database system). A Non-Mandatory Pre-bid Conference was held on Thursday, May 7, 2020. On June 1, 2020, PTB received four (4) bids as follows:

<u>Bidder (Office Location)</u>	<u>Bid Amount</u>	<u>SBE %</u>
1) Tampa Bay Marine, Inc. (Gibsonton)	\$1,239,274.00	0.6
2) Expert Construction Managers, Inc. (Brandon)	\$1,421,000.00	100
3) Orion Marine Construction, Inc. (Tampa)	\$1,499,167.00	1.45
4) Flores Construction Company (Tampa)	\$1,667,013.00	9.0

Tampa Bay Marine, Inc. (TBMI) is the apparent low responsive and responsible bidder for the project, and is a state licensed general contractor, which is experienced, licensed and qualified to perform marine and general construction work. TBMI has previously worked for PTB doing; 1) Longshore Bar Project (\$291,335), and 2) Cruise Terminal 6 Wharf Rehabilitation (\$787,000) and performed the work well. They also received good references from TECO on three (3) marine and building projects totaling over \$2-million. In addition, three other local businesses that staff contacted said they did good and timely work.

TBMI has committed to partner with one (1) Small Business Enterprise (SBE) firm to perform surveying to achieve 0.6% SBE participation on this project. TBMI contacted four other SBE firms but received no responses.

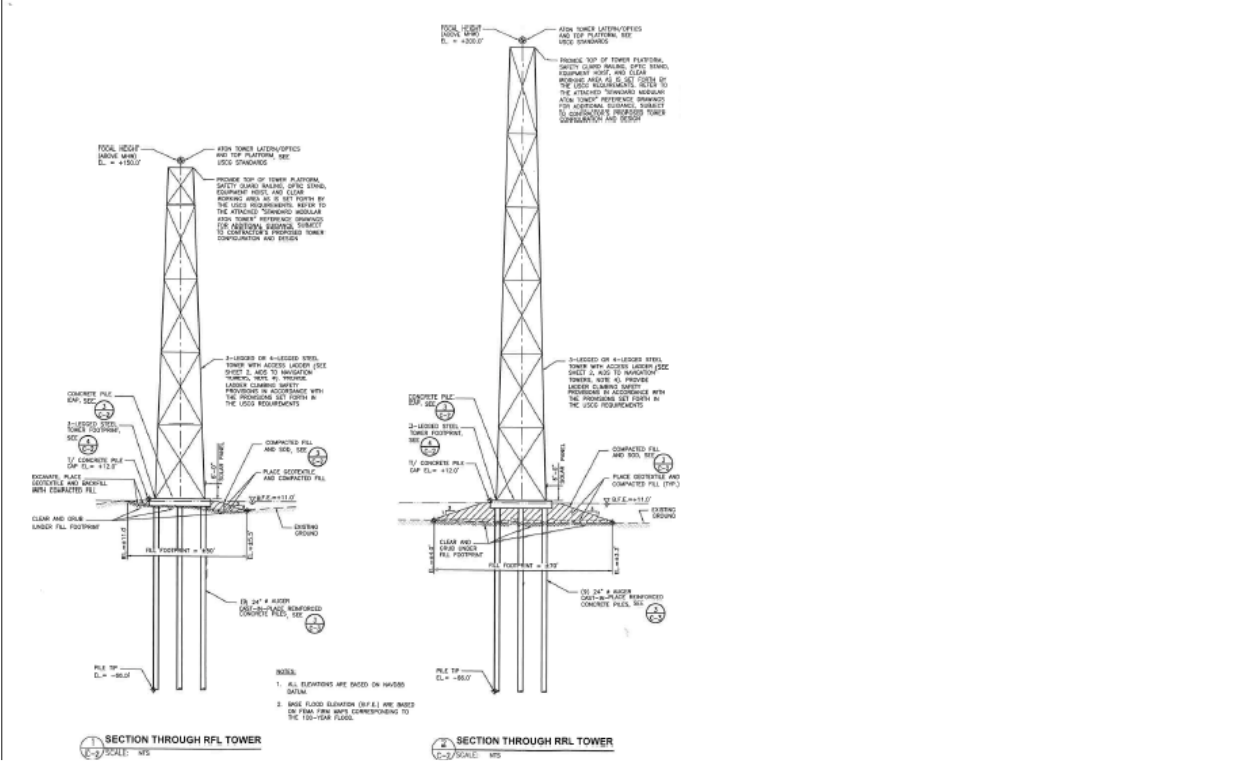
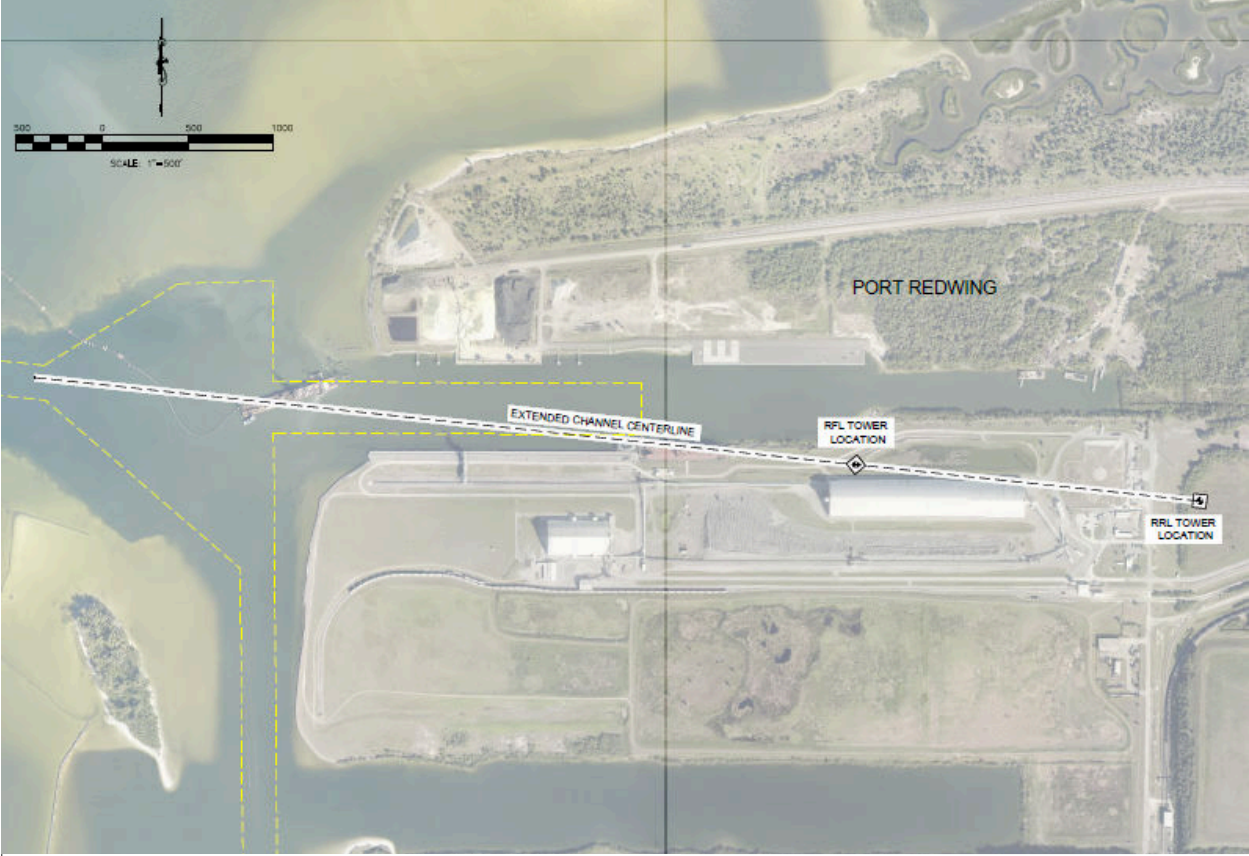
Staff recommends a contract award to the low bidder, in the amount not-to-exceed \$1,363,201, which includes a 10% contingency of \$123,927 for remedying any unforeseen conditions that may arise during construction.

Also, Mosaic will need to grant the Federal government easements for the two (2) ATON locations that will be on their property, and PTB will need provide a letter to the US Coast Guard (USCG) that will formally give the ATON's to the USCG.

**RECOMMENDATION:**

Authorize the Port President/CEO, or his designee, to execute Contract No.20-01819 with Tampa Bay Marine, Inc. for the Big Bend Channel ATON's, at a contract amount not to exceed \$1,363,201.00, which includes a ten (10) percent contingency for any unforeseen conditions, and authorize staff to issue a letter to formally gift the ATON's to the USCG, all subject to final review by Port counsel.

Board Meeting  
June 16, 2020  
Engineering 162598



**SUBJECT: AWARD OF CONTRACT FOR PORT REDWING BERTH 302 ACCESS ROAD, CONTRACT NO. 20-01220, ITB NO. B-006-20**

**BACKGROUND:**

The FY2019 Capital Program includes a project to build an access roadway to Port Redwing's Berth 302. The project has a three (3) month completion schedule because the roadway is needed soon to temporarily divert traffic around the Ardent Mills construction site when installing their conveyor system under Diana Toledo Almeida Road from their rail dump to their leasehold.

**FACTS/COMMENTS:**

In accordance with Port Tampa Bay (PTB) policy, staff advertised an invitation to bid on May 8, 2020 in the Tampa Bay Times, Florida Sentinel Bulletin, and LaGaceta as well as on Onvia-Demand Star (e-procurement database system). A Non-Mandatory Pre-bid Conference was held on Thursday, May 14, 2020. On June 4, 2020, PTB received ten (10) bids as follows:

<b><u>Bidder (Office Location)</u></b>	<b><u>Bid Amount</u></b>	<b><u>SBE %</u></b>
1) QGS Development, Inc. (Plant City)	\$619,870.21	9.72
2) Flores Construction Company (Tampa)	\$855,601.00	43.0
3) Keystone Excavators, Inc. (Oldsmar)	\$894,346.00	9.0
4) Crisdel Group, Inc. (Tampa)	\$953,000.00	9.96
5) Ajax Paving Industries of Fla. LLC (North Venice)	\$959,150.24	33.0
6) Alto Construction Co., Inc. (Tampa)	\$994,755.00	9.0
7) Pepper Contracting Services, Inc. (Tampa)	\$1,115,235.00	7.8
8) Phillips and Jordan, Inc. (Zephyrhills)	\$1,020,471.32	2.44
9) Cobb Site Development, Inc. (Wauchula)	\$1,024,200.53	9.0
10) Gator Grading & Paving LLC (Palmetto)	\$1,040,789.00	9.3

QGS Development, Inc. (QGS) is the apparent low responsive and responsible bidder for the project. They are a state licensed general contractor, which are experienced, licensed and qualified to perform road construction work. QGS has previously worked for PTB building Diana Toledo Almeida Road, Berth 300 Access Road and the Port Redwing Security Gate Complex, which together totaled over \$5.5 million, and they performed good work on those three projects.

QGS has committed to partner with three (3) Small Business Enterprise (SBE) firms to perform hauling, testing, and signage/stripping to achieve a 9.72% SBE participation on this project.

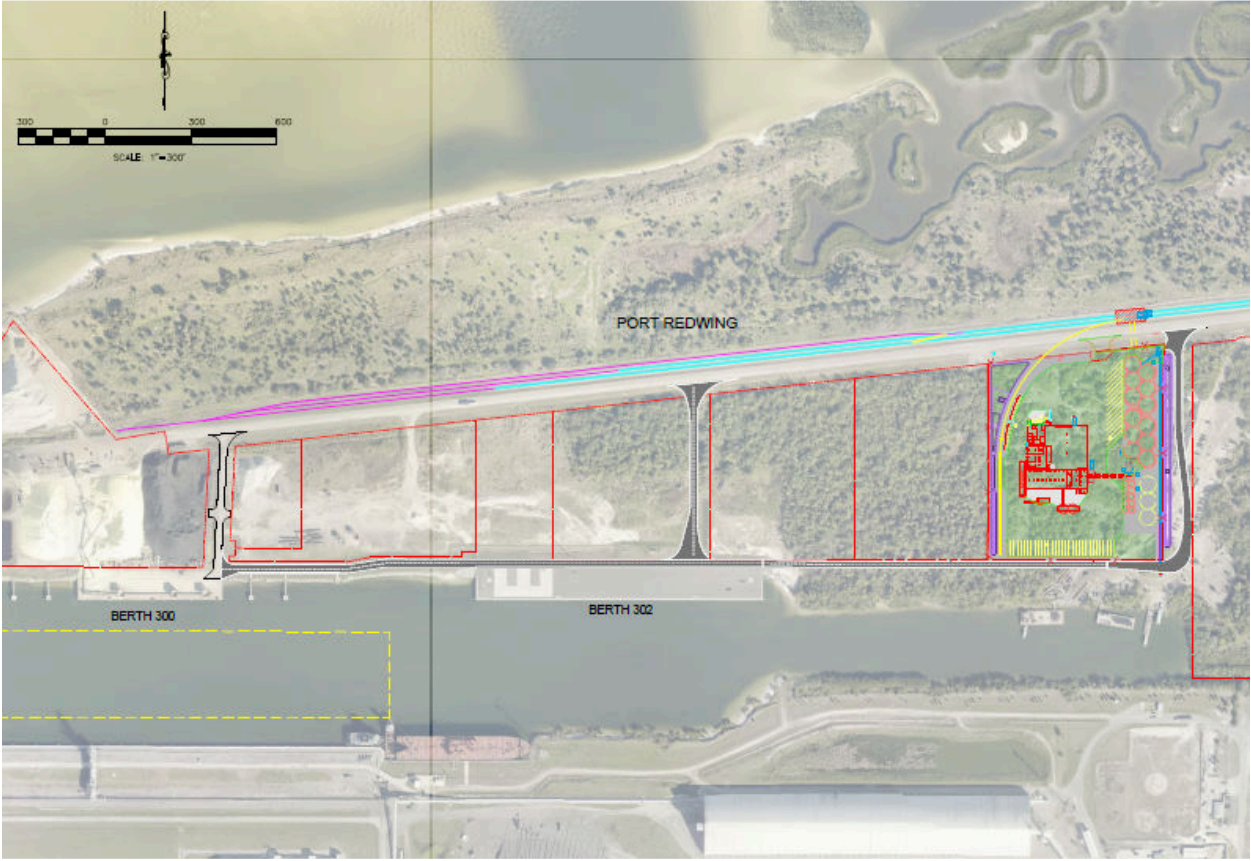
This project was included in the FY 2020 Capital Program in the amount of \$1,330,986. The Capital project was planned to include paving of the entire roadway. However, permits are still in process and haven't yet been received for the impervious asphalt paving of approximately 6,700 SY, which is 70-percent of the roadway. Therefore, the Berth 302 access road will temporarily be a gravel roadway and the remaining road work will be bid separately after Ardent Mills complete their underground conveyor crossing Diana Toledo Almeida Road.

Staff recommends the contract award to QGS in an amount not-to-exceed \$681,857.23, which includes a 10% contingency of \$61,987.02 for remedying any unforeseen conditions that may arise during construction.

**RECOMMENDATION:**

Authorize the Port President/CEO, or his designee, to execute Contract No.20-01220 with QGS Development, Inc. for the Port Redwing Berth 302 Access Roadway, at a contract amount not to exceed \$681,857.23, which includes contingency funds as referenced in the Agenda Item, all subject to final review by Port counsel.

Board Meeting  
June 16, 2020  
Engineering 162597



**SUBJECT:** REAL ESTATE CONSULTING SERVICES AGREEMENTS WITH  
CBRE, INC. AND COLLIERS INTERNATIONAL

**BACKGROUND:**

On February 4, 2020, Port Tampa Bay (PTB) published a Request for Qualifications (RFQ) for Real Estate Consulting Services Agreement (Agreement). The Real Estate Consulting Services include: marketing, marketing and consulting services, market research, brokerage, valuation, and transaction management related to land and port properties under RFQ No. Q-009-20.

The Agreement will involve an initial term of one (1) year, with two (2), one (1) year renewal options. The total amount of compensation for assignments under this agreement, including any agreed upon services and expenses, shall not exceed \$75,000 for the Initial Term.

**FACTS/COMMENTS:**

On March 12, 2020 (the Submittal Deadline) both CBRE and Colliers International presented their experience and qualifications, respectively. Upon PTB's review, both firms are considered to satisfactorily possess the necessary qualifications to perform the services required by PTB.

**RECOMMENDATION:**

Authorize the Port President/CEO, or his designee, to authorize agreement of the first one (1) year term of the Real Estate Consulting Services with both CBRE and Colliers International, with identical terms and conditions, subject to the final review by Port counsel.

Board Meeting  
June 16, 2020  
Real Estate #162610

**Percentage Fee Scale**

Lease Calculation

Gross lease value initial term	Percentage of Gross Lease Payments
≥ \$1.00 up to \$1,000,000.00	3.50%
> \$1,000,000.00 up to \$2,000,000.00	3.25%
> \$2,000,000.00 up to \$4,000,000.00	3.00%
> \$4,000,000.00 up to \$6,000,000.00	2.75%
> \$6,000,000.00 up to \$8,000,000.00	2.25%
> \$8,000,000.00	1.95%

- Not to exceed 6 months of the initial stabilized rental/lease term.
- Gross lease revenue will be calculated from the actual rents and the stabilized initial annual rent/lease rate.

**Percentage Fee Scale**

Co-Broker Lease Calculation

Gross lease value initial term	Percentage of Gross Lease Payments
≥ \$1.00 up to \$1,000,000.00	5.25%
> \$1,000,000.00 up to \$2,000,000.00	4.875%
> \$2,000,000.00 up to \$4,000,000.00	4.50%
> \$4,000,000.00 up to \$6,000,000.00	4.125%
> \$6,000,000.00 up to \$8,000,000.00	3.375%
> \$8,000,000.00	2.925%

- Not to exceed 8 months of the initial stabilized rental/lease term.
- Gross lease revenue will be calculated from the actual rents and the stabilized initial annual rent/lease rate.

**Percentage Fee Scale**

Disposition

Gross transaction value initial term	Percentage of Gross Lease Payments
≥ \$1.00 up to \$1,000,000.00	3.50%
> \$1,000,000.00 up to \$2,000,000.00	3.25%
> \$2,000,000.00 up to \$4,000,000.00	3.00%
> \$4,000,000.00 up to \$6,000,000.00	2.75%
> \$6,000,000.00 up to \$8,000,000.00	2.25%
> \$8,000,000.00 up to \$10,000,000.00	1.95%

- For transactions over \$10,000,000.00, rates are negotiable but Not To Exceed a total rate of 1.5%.
- Payment of brokerage commission will be as negotiated and outlined within the contract between the Buyer and Seller.

**Percentage Fee Scale**

Acquisition

Gross transaction value initial term	Percentage of Gross Lease Payments
≥ \$1.00 up to \$1,000,000.00	3.50%
> \$1,000,000.00 up to \$2,000,000.00	3.25%
> \$2,000,000.00 up to \$4,000,000.00	3.00%
> \$4,000,000.00 up to \$6,000,000.00	2.75%
> \$6,000,000.00 up to \$8,000,000.00	2.25%
> \$8,000,000.00 up to \$10,000,000.00	1.95%

- For transactions over \$10,000,000.00, rates are negotiable but Not To Exceed a total rate of 1.5%.
- Payment of brokerage commission will be as negotiated and outlined within the contract between the Buyer and Seller.

\*\*\*NOTE: The markup to Authority for any work performed by subcontractors shall be capped at five percent (5%). Fees under this Agreement to be paid by the Authority if properly submitted by Consultant and approved by the Authority.

**SUBJECT: PUBLIC TRANSPORTATION GRANT AGREEMENT WITH THE  
FLORIDA DEPARTMENT OF TRANSPORTATION – FSTED FUNDS  
(PTGA 435130-19401)**

**BACKGROUND:**

The State of Florida budgeted \$25 million to the Florida Seaports Transportation and Economic Development (FSTED) Council in Fiscal Year 2020-21 for the state's deep-water ports. Port Tampa Bay (PTB) secured \$3,587,612 in FSTED funds for Fiscal Year 2020-21. The Florida Department of Transportation (FDOT), District Seven, is authorized to administer the disbursement of the FSTED funds, and requires PTB to enter into a Public Transportation Grant Agreement (PTGA), with FDOT concerning the disbursement of the funds.

**FACTS/COMMENTS:**

PTB's allotment of \$3,587,612 FSTED funds can be utilized for various approved FSTED projects. PTB staff has identified the primary usage of these funds for Hooker's Point Improvements.

Hooker's Point Development project scope consists of construction of a new Berth 214 and additional container yard and upland improvements. This project includes surcharging the upland area of Berth 214 for heavy loading cargo yard, gate complex, installing a new underground storm water vault and new drains, approximately 20 acres of heavy pavement, and the construction of an up to 1,100-foot linear sheet pile wharf, crane rail, and electrical upgrades to support a post-Panamax crane. Berth 214 is contiguous with the existing Container Terminal at Hookers Point. The project also includes utilities, lighting, and security systems to enhance the port's container capacity.

This funding is a 50:50 matching grant. PTB would pay the required \$3,587,612 matching funds from its revenue sources.

The Florida Ports Council (FPC), a non-profit Florida corporation, provides administrative services to ports to ensure compliance with the rules and procedures in order for ports to receive monies from the FSTED funds. In addition, FPC hires consultants and pays legal services to support FSTED. All ports receiving such funding have agreed to pay the FPC a fee of 1.75% of the amount received. Thus, PTB is required to pay FPC a fee of \$62,783.21 in return for the funding it receives from FSTED. These costs are considered fair and reasonable for the performance of the defined work.

**RECOMMENDATION:**

Authorize the Port President/CEO, or his designee, to enter into a Public Transportation Grant Agreement with FDOT, District Seven, for \$3,587,612 (PTGA 435130-19401) for Hooker's Point Improvements, which requires a 50:50 match from Port Tampa Bay revenues. Also, authorize the payment of \$62,783.21 to the Florida Ports Council, subject to review by Port counsel.

Board Meeting  
June 16, 2020  
Planning and Development 162606

**SUBJECT: TENTATIVE MILLAGE RATE FOR FISCAL YEAR (FY) 2021****BACKGROUND:**

Each year the Hillsborough County Property Appraiser provides to Port Tampa Bay (PTB) and all other taxing authorities an estimated taxable value of non-exempt properties in Hillsborough County not later than July 1. The purpose of this estimate is to allow the taxing authorities to begin deliberations on the level of millage rate that they plan to assess in the upcoming fiscal year, in this case Fiscal Year 2021.

The proposed millage rate that a Hillsborough County taxing authority expects to levy must be submitted to the Hillsborough County Property Appraiser no later than August 4, 2020 or the 35<sup>th</sup> day following receipt of certification of property valuations from the Property Appraiser, whichever is later. This allows the Property Appraiser time to prepare consolidated millage information from all taxing authorities and to provide required Truth-in-Millage (TRIM) notices to Hillsborough County property owners.

PTB has traditionally used ad valorem tax receipts solely to construct, maintain, or repair port infrastructure. Examples of PTB projects which have been or will be funded entirely or partially through tax receipts include dredging of PTB berths, improvements to cargo and container facilities and berths, numerous drainage, road and rail projects, the acquisition of property for the construction of PTB's cruise terminals, the reconstruction of the Petroleum Terminal Facility, construction of the Gateway Rail Facility, and continued development at Port Redwing.

In each fiscal year since 1994, PTB has either decreased or held its millage rate constant. The current millage rate established by PTB for FY2020 is \$0.1050 per \$1,000 valuation.

**FACTS/COMMENTS:**

Per Section 200.065(2) (d), *Florida Statutes*, the proposed millage rate that a taxing authority submits to the Property Appraiser is the maximum rate that the taxing authority can assess for the upcoming fiscal year. Once the proposed millage rate is submitted, PTB may choose to lower the millage rate prior to the start of the fiscal year but cannot increase the rate. The millage rate is not finalized until mid-September when PTB's Tentative and Final Millage and Fiscal Year Budget Public Hearings are held.

Taking into consideration the expected rise in Hillsborough County property values and the anticipated level of funding from other sources for PTB's Capital Budget such as surplus revenues and grant funds, PTB staff recommends submitting a proposed millage rate not to exceed \$0.0990 per \$1,000 valuation. Based on preliminary information, staff believes this will be slightly less than the legislatively defined "rolled back" rate. Establishing the proposed millage at a level lower than the rolled-back rate results in a true ad valorem tax reduction. Staff estimates the proposed rate would result in ad valorem tax receipts of approximately \$10.66 million in FY2021.

**RECOMMENDATION:**

Authorize the Port President/CEO, or his designee, to submit the tentative millage rate not to exceed \$0.0990 per \$1,000 property valuation or the legislatively-defined rolled-back rate, whichever is less, to the Hillsborough County Property Appraiser. Final approval of the FY2021 millage rate will be subject to Board approval subsequent to the public hearings to be held in September of 2020.

Board Meeting  
June 16, 2020  
Finance 162408

**SUBJECT: SMALL BUSINESS ENTERPRISE (SBE) SET-ASIDE FOR UNIFORMED SECURITY GUARD SERVICES**

**BACKGROUND:**

On June 18, 2019 the Port Tampa Bay (PTB) Board of Commissioners approved the award of the PTB's Small Business Enterprise (SBE) Set-Aside Uniform Security Guard Contract to Martinez and Company (Martinez) for an initial period of three (3) years, followed by two (2) one-year consecutive renewal options. The rates for the Martinez contract are based on the rates for the prime security services contract previously awarded to G4S Security Solutions USA, Inc. PTB staff has determined that it would continue to utilize a SBE set-aside to contract for security services for an area of PTB property not covered by the G4S contract.

**FACTS/COMMENTS:**

PTB is responsible for securing PTB owned properties from Channelside to Port Redwing. PTB utilizes contracts with the Hillsborough County Sheriff's Office (HCSO) and private security contractors, along with PTB Security Officers, to accomplish this mission. Specialized or remote areas requiring additional security allow PTB to increase SBE participation, while providing needed services.

Martinez and Company Security has performed well during the first year. Martinez & Company has agreed to continue to perform these services under the existing terms and conditions, including the current applicable bill rates in the master contract.

**RECOMMENDATION:**

Authorize the President/CEO, or his designee, to continue the utilization of Martinez & Company to provide uniformed guard services for the second year of the initial three (3) year PTB Board approved agreement of at a cost not to exceed \$270,000, which includes a 5% contingency, beginning in September 2020. Funds for this agreement were included in the approved PTB FY 2020 Operating Budget. The initial three (3) year contract period will be followed by two (2) one-year consecutive renewal options at the sole discretion of PTB, subject to review by Port counsel.

Board Meeting  
June 16, 2020  
Security #162612

## **E. RECEIPT OF REPORTS**

- 1. REPORT OF LEGAL FEES BY PROJECT**
- 2. REPORT OF AGED ACCOUNTS RECEIVABLES**
- 3. REPORT OF CONTRACT STATUS**
- 4. REPORT OF PERMITS**
- 5. REPORT OF EXPENDITURES BETWEEN  
\$50,000 - \$100,000**

**F. EXECUTIVE DIRECTOR REPORT**

**G. PRESENTATIONS**

**FEDERAL LEGISLATIVE UPDATE – ALCALDE &  
FAY AND VANSCOYOC ASSOCIATES**

**H. NEW BUSINESS/COMMISSIONERS'  
COMMENTS**

**ANNUAL ELECTION OF OFFICERS**

**I. FUTURE PROPOSED PROJECTS**

**J. CALENDAR OF EVENTS**

**JULY 31, 2020: PORT TAMPA BAY 6<sup>TH</sup> ANNUAL GOLF TOURNAMENT** *BENEFITING TAMPA PORT MINISTRIES AND TAMPA BAY MARITIME SCHOLARSHIP FOUNDATION AT THE EAGLES GOLF CLUB – REGISTRATION IS NOW OPEN:*  
[HTTPS://APP.EVENTCADDY.COM/EVENTS/6TH-PORT-TAMPA-BAY-PARTNERS-GOLF-TOURNAMENT](https://app.eventcaddy.com/events/6th-port-tampa-bay-partners-golf-tournament)

**AUGUST 20, 2020, 3:00 – 5:00 PM: PORT TAMPA BAY FISCAL YEAR (FY) 2021 BUDGET WORKSHOP** *FORMAT AND LOCATION YET TO BE DETERMINED. VISIT*  
[WWW.PORTTB.COM](http://WWW.PORTTB.COM) *FOR UPDATES.*

**K. DATE OF NEXT MEETING**

**TUESDAY, AUGUST 18, 2020, 9:30 AM**  
***NO JULY BOARD MEETING***

**L. ADJOURNMENT**