



Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **EXECUTIVE COMMITTEE** will be meeting on:

DATE: Wednesday, February 7, 2018
TIME: 8:30 a.m.
PLACE: River to Sea TPO Executive Conference Room
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, Florida 32114

Volusia County Council Vice Chair Deb Denys, Chairperson Presiding

AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENT/PARTICIPATION

III. DISCUSSION ITEMS

A. Discussion of Roundtable of Volusia County Elected Officials

In January, the Roundtable received a presentation on the polling results of a sales tax survey conducted by Clearview Research. No action was taken by the group. The next meeting of the Roundtable is scheduled for February 12, 2018.

B. Review of Draft Lease Amendment (attachment)

The River to Sea TPO negotiated broad terms for renewing a lease agreement with the Root Riverfront Partners, LLC. ("Root"). Using these terms, Root drafted an amendment to the existing lease for consideration. A copy of the amendment is provided for review and discussion.

C. Discussion regarding R2CTPO's Annual Planning Retreat (March 23, 2018)

Planning is underway for the 8th annual planning retreat hosted by the River to Sea TPO. The planning retreat provides an opportunity to learn more about areas of focus in the upcoming year. Participants generally include a mix of elected officials, advisory committee members and business/consultants.

IV. BUSINESS

A. Review and Recommend Approval of Executive Director's Salary based upon Annual Performance Evaluation

B. Review and Approval of Expenditure of \$24,827 for the Ponce Inlet Mobility Bicycle/Pedestrian Feasibility Study (widening existing bicycle-pedestrian facility)

IV. BUSINESS *(continued)*

- C. **Review and Approval of Expenditure of \$19,065 for the SR 442 Sidewalk Feasibility Study**
- D. **Review and Recommend Approval of the Selection Committee's Recommendation of Consultants for Traffic Operations/ITS/Safety Feasibility Studies** (attachment)
- E. **Review and Approval of the Draft February 28, 2018 River to Sea TPO Board Agenda** (attachment)

V. STAFF COMMENTS

VI. EXECUTIVE COMMITTEE MEMBER COMMENTS

VII. ADJOURNMENT

Note: If any person decides to appeal a decision made by this board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.r2ctpo.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or pblankenship@r2ctpo.org. Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at PBlankenship@r2ctpo.org at least five (5) business days prior to the event

DRAFT FOR REVIEW PURPOSES ONLY
FIRST AMENDMENT TO LEASE AGREEMENT

~~This First Amendment to Lease Agreement~~ **THIS FIRST AMENDMENT TO LEASE AGREEMENT** (“First Amendment”) is made and entered into this ___ day of _____, 2018 (“Effective Date”), by and between Root Riverfront Partners, LLC, a Florida limited liability company, as landlord (“Landlord”) and River to Sea Transportation Planning Organization (name change per Resolution 2014-15 effective April 23, 2014) f/k/a Volusia Transportation Planning Organization, Inc., a Florida ~~corporation~~ **metropolitan planning organization, created under the authority of Section 339.175, Florida Statutes**, as tenant (“Tenant”).

RECITALS

WHEREAS, ~~the~~ Tenant entered into a Lease with Landlord dated April 5, 2010, which sets forth the terms of occupancy by Tenant for a portion of the Building containing approximately 6,214 square feet of Rentable Area; and

WHEREAS, the term of the Lease shall expire April 1, 2018 (“Lease Term”), and there are no remaining options to extend the term of the Lease; and

WHEREAS, the Landlord and ~~the~~ Tenant desire to modify and amend the Lease as set forth in this First Amendment;

NOW, THEREFORE, in consideration of the Premises and the mutual agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, as of the Effective Date of this First Amendment, ~~the~~ Landlord and ~~the~~ Tenant agree as follows:

I. **Recitals.** All of the above recitals are incorporated into this First Amendment and are made a part hereof by this reference, and unless specifically amended herein, all defined terms and conditions used herein shall have the same meaning as set forth in the Lease.

II. **Premises and Term.** Paragraph 1 shall be amended to provide the Lease Term shall be extended for ten (10) years and shall expire April 1, 2028.

III. **Base Rent, and Adjustment Thereof and Security Deposit.** Subparagraph 4 A. shall be amended to provide that effective April 1, 2018, Tenant shall pay Base Rent only on 5,214 square feet, while Tenant shall continue to occupy 6,214 square feet in the Building. Tenant’s Base Rent shall be reduced to \$13.75 per square foot effective April 1, 2018 until **the effective date of the Tenant’s Base Rent Adjustment as provided hereunder.**

IV. **Base Rent Adjustment.** Subparagraph 7 A. shall be amended to provide that Base Rent payable shall be adjusted every two (2) years commencing April 1, 2020 as follows:

<u>Lease Term</u>	<u>Per Sq. Ft.</u>
4/1/20 – 3/31/22	\$14.25
4/1/22 – 3/31/24	\$14.75
4/1/24 – 3/31/26	\$15.25
4/1/26 – 3/31/28	\$15.75

~~V.~~ **V. Operating Costs.** Subparagraph 7 B. shall be amended to provide that effective April 1, 2018 the numerator of ~~the~~ Tenant’s calculation of Operating Costs shall be reduced to 5,214 square feet with the denominator remaining unchanged at 20,187 square feet, thereby reducing Tenant’s Prorata Share Percentage to 25.8285%.

~~VI.~~ **VI. Assignment and Subletting.** Paragraph 15 shall be amended to provide Tenant may sublease up to approximately 1,000 square feet ~~with~~ **of the 6,214 square feet area with the Landlord’s consent which shall not be unreasonably withheld or delayed.**

~~VII.~~ **VII. Landlord Contribution for Improvements.** The Landlord covenants and agrees that it will **timely** make a contribution toward the cost of the Tenant's improvements to the

Premises in an amount ~~only up to~~ of Five Thousand and No/100 (\$5,000.00) (“Landlord's Contribution”) for improvements made to the Premises. The Landlord's Contribution shall be available upon execution of this First Amendment and shall be disbursed in a single disbursement within fifteen (15) business days of Tenant's delivery of final lien waiver and payment affidavit as reasonably required by the Landlord and provided that no liens shall have been filed against the Premises.

~~VIII.~~ VIII. **Conflict:** In the event of any conflict between the provisions of this First Amendment and the provisions of the Lease, the provisions of this First Amendment shall prevail.

~~IX.~~ IX. **Authority:** The individuals signing this First Amendment represent that they have the full right, power and authority to execute this First Amendment.

~~X.~~ X. **Acknowledgement:** The Landlord and the Tenant hereby acknowledge that the Lease and this First Amendment represent the entire agreement, that no other written or oral agreements exist and that all other provisions, terms, covenants and conditions of the Lease not modified herein shall remain in full force and effect.

~~XI.~~ XI. **Counterparts:** This First Amendment may be executed in two or more counterparts, each of which shall be deemed an original and which together shall constitute one and the same instrument.

WITNESSES:

Print Name _____

Print Name _____

LANDLORD:

Root Riverfront Partners, LLC, a Florida limited liability company

By: Root Real Estate Corp., its managing general partner

By: _____
Patrick M. Opalewski, Senior Vice President

~~WITNESSES:~~

~~Print Name~~ _____

~~Print Name~~ _____

~~TENANT:~~

~~River to Sea Transportation Planning Organization~~

~~By:~~ _____

~~Its:~~ _____

TENANT:
RIVER TO SEA TPO

By: Lois Bollenback
TPO Executive Director
Date: _____

ATTEST:

Herbert Seely
Chief Financial Officers

Approved as to Form and Legality:

Lonnie Groot, TPO Attorney

River to Sea TPO - Traffic Operations/ITS/Safety Feasibility Study Continuing Services - Selection Committee Rankings

<u>Chris Nabicht</u>		Benesch		ETM		TEDS		VHB	
CRITERIA	<i>points</i>	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation
QUALIFICATIONS OF KEY PERSONNEL	0 – 25	20	20	15	15	20	15	22	24
UNDERSTANDING OF THE REQUESTED SERVICES AND APPROACH	0 – 25	20	25	10	10	15	15	20	20
RELATED PROJECT EXPERIENCE	0 – 25	25	22	10	15	15	10	25	25
TECHNICAL CAPABILITIES OF THE PROJECT TEAM	0 – 25	20	18	15	10	10	12	20	20
Score		85	85	50	50	60	52	87	89
Average Score		85.000		50.000		56.000		88.000	
<u>Jose Papa</u>		Benesch		ETM		TEDS		VHB	
CRITERIA	<i>points</i>	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation
QUALIFICATIONS OF KEY PERSONNEL	0 – 25	25	23	25	23	25	23	25	23
UNDERSTANDING OF THE REQUESTED SERVICES AND APPROACH	0 – 25	20	23	24	20	23	25	23	25
RELATED PROJECT EXPERIENCE	0 – 25	20	22	22	20	24	21	23	22
TECHNICAL CAPABILITIES OF THE PROJECT TEAM	0 – 25	20	23	23	23	24	23	23	23
Score		85	91	94	86	96	92	94	93
Average Score		88.000		90.000		94.000		93.500	
<u>Vince Wang</u>		Benesch		ETM		TEDS		VHB	
CRITERIA	<i>points</i>	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation
QUALIFICATIONS OF KEY PERSONNEL	0 – 25	23	24	22	20	25	15	25	24
UNDERSTANDING OF THE REQUESTED SERVICES AND APPROACH	0 – 25	16	24	24	20	22	19	24	23
RELATED PROJECT EXPERIENCE	0 – 25	18	22	20	20	25	17	25	23
TECHNICAL CAPABILITIES OF THE PROJECT TEAM	0 – 25	24	22	20	18	25	17	25	23
Score		81	92	86	78	97	68	99	93
Average Score		86.500		82.000		82.500		96.000	
<u>Colleen Nicoulin</u>		Benesch		ETM		TEDS		VHB	
CRITERIA	<i>points</i>	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation
QUALIFICATIONS OF KEY PERSONNEL	0 – 25	20	22	20	15	22	22	22	20
UNDERSTANDING OF THE REQUESTED SERVICES AND APPROACH	0 – 25	15	20	25	15	25	20	25	22
RELATED PROJECT EXPERIENCE	0 – 25	15	20	20	15	25	20	25	18
TECHNICAL CAPABILITIES OF THE PROJECT TEAM	0 – 25	20	22	20	20	22	22	20	18
Score		70	84	85	65	94	84	92	78
Average Score		77.000		75.000		89.000		85.000	
COMMITTEE AVERAGE SCORE		84.125		74.250		80.375		90.625	
COMMITTEE AVERAGE SCORE RANK		2		4		3		1	

Final Ranking	Score
1. VHB	90.625
2. Alfred Benesh and Company (Benesch)	84.125
3. Traffic Engineering Data Solutions, Inc. (TEDS)	80.375
4. England-Thims & Miller, Inc. (ETM)	74.250



MEETING AGENDA

Please be advised that the RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD will be meeting on:

DATE: WEDNESDAY, FEBRUARY 28, 2018
TIME: 9:00 A.M.
PLACE: RIVER TO SEA TPO CONFERENCE ROOM
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, FL 32114

Volusia County Council Vice Chair Deb Denys, Chairperson Presiding

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT/PARTICIPATION *(Public comments may be limited to three (3) minutes at the discretion of the Chairman)*
- IV. CONSENT AGENDA
 - A. JANUARY 24, 2018 RIVER TO SEA TPO BOARD MEETING MINUTES *(Contact: Debbie Stewart) (Enclosure, pages)*
 - B. TREASURER’S REPORT *(Contact: Herbert M. Seely) (Enclosure, pages)*
 - C. EXECUTIVE COMMITTEE REPORT -- *Report by Volusia County Council Vice Chair Deb Denys, Executive Committee Chair (Enclosure, pages)*
 - D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT -- *Report by Mr. Bob Storke, BPAC Chair (Enclosure, pages)*
 - E. CITIZENS ADVISORY COMMITTEE REPORT -- *Report by Ms. Janet Deyette, CAC Chair (Enclosure, pages)*
 - F. TECHNICAL COORDINATING COMMITTEE REPORT -- *Report by Mr. Jose Papa, TCC Chair (Enclosure, pages)*
 - G. RIVER TO SEA TPO BOARD SUMMARY REPORT -- *Report by Volusia County Council Vice Chair Deb Denys, TPO Board Chairperson (Enclosure, pages)*
 - H. MPO ADVISORY COUNCIL (MPOAC) REPORT *(Contact: Lois Bollenback) (Enclosure, pages)*
 - I. APPROVAL OF THE SELECTION COMMITTEE’S RECOMMENDATION OF CONSULTANTS FOR TRAFFIC OPERATIONS/ITS/SAFETY FEASIBILITY STUDIES *(Contact: Colleen Nicoulin) (Enclosure, pages)*
 - J. REVIEW AND APPROVAL OF EXECUTIVE DIRECTOR’S SALARY BASED UPON ANNUAL PERFORMANCE EVALUATION *(Contact: Pamela Blankenship) (Enclosure, page)*

V. ACTION ITEMS

- A. REVIEW AND APPROVAL OF RESOLUTION 2018-## AMENDING THE FY 2017/18 TO 2021/22 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) *(Contact: Lois Bollenback) (Enclosure, pages)*
- B. REVIEW AND APPROVAL OF DRAFT FY 2018/19 TO 2019/20 UNIFIED PLANNING WORK PROGRAM (UPWP) FOR SUBMISSION TO FDOT/FHWA *(Contact: Lois Bollenback) (Enclosure, pages)*
- C. REVIEW AND APPROVAL OF RESOLUTION 2018-## AUTHORIZING THE EXECUTION OF A SUPPLEMENTAL AGREEMENT TO THE METROPOLITAN PLANNING ORGANIZATION (MPO) AGREEMENT FOR THE USE OF PLANNING (PL) AND URBAN ATTRIBUTABLE (SU) FUNDS AND AMENDING THE FY 2016/17 TO 2017/18 UNIFIED PLANNING WORK PROGRAM (UPWP) *(Contact: Lois Bollenback) (Enclosure, pages)*
- D. REVIEW AND APPROVAL OF RESOLUTION 2018-## AUTHORIZING THE DE-OBLIGATION OF PLANNING (PL) AND URBAN ATTRIBUTABLE (SU) FUNDS FOR THE CURRENT FEDERAL FISCAL YEAR *(Contact: Lois Bollenback) (Enclosure, pages)*

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF THE DRAFT AMENDMENT OF THE LEASE WITH ROOT RIVERFRONT PROPERTIES, LLC. FOR OFFICE SPACE *(Contact: Lois Bollenback) (Enclosure, pages)*
- B. STATUS REPORT ON THE DRAFT BICYCLE AND PEDESTRIAN MASTER PLAN REPORT *(Contact: Stephan Harris) (Enclosure, pages)*
- C. STATUS REPORT ON THE DRAFT VOLUSIA COUNTY BUS STOP IMPROVEMENT PLAN REPORT *(Contact: Vince Wang) (Enclosure, pages)*
- D. FDOT REPORT *(Contact: Vickie Wyche, FDOT District 5) (Enclosure, pages)*

VII. EXECUTIVE DIRECTOR'S REPORT *(Enclosure, page)*

- ® Update on FY 2017/18 SU Funding
- ® Update on the Flagler County Fixed Route Transit Operation Plan
- ® Update on Roundtable of Volusia County Elected Officials
- ® Legislative Update
- ® Save the Date for the 2018 R2CTPO Annual Planning Retreat – March 23, 2018

VIII. RIVER TO SEA BOARD MEMBER COMMENTS *(Enclosure, pages)*

- ® TPO Board Information Sheet

IX. INFORMATION ITEMS *(Enclosure, pages)*

- ® Citizens Advisory Committee Attendance Record – 2018
- ® Technical Coordinating Committee Attendance Record– 2018
- ® Bicycle/Pedestrian Advisory Committee Attendance Record – 2018
- ® January 2018 TPO Outreach and Activities
- ® "Not So Noisy" Bike Week Flyer

X. ADJOURNMENT *(Enclosure, page)*

The next River to Sea TPO Board meeting will be March 28, 2018

March Meeting Dates

- Executive Committee, March 7, 2018 @ 8:30 a.m.
- Transportation Disadvantaged Local Coordinating Board, March 14, 2018 @ 11:00 a.m. @ Votran
- Bicycle/Pedestrian Advisory Committee, March 14, 2018 @ 3:00 p.m.
- Citizens Advisory Committee, March 20, 2018 @ 1:15 p.m.
- Technical Coordinating Committee, March 20, 2018 @ 3:00 p.m.
- River to Sea TPO Annual Planning Retreat, March 23, 2018
- River to Sea TPO Board, March 28, 2018@ 9:00 a.m.

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