



Meeting of the Board of Directors

June 24, 2024 - 1:30 p.m.

THEA Headquarters
1104 E. Twiggs Street
First Floor Board Room
Tampa, FL 33602

For any person who wishes to address the Board, a sign-up sheet is provided at the Board Room entrance. Presentations are limited to three (3) minutes. When addressing the Board, please state your name and address and speak clearly into the microphone. If distributing backup materials, please furnish ten (10) copies for the Authority Board members and staff. Any person who decides to appeal any decisions of the Authority concerning any matter considered at its meeting or public hearing will need a record of the proceedings and, for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which an appeal is to be based.

I. Call to Order and Pledge of Allegiance

II. Public Input/Public Presentations

III. Discussion/Action Items

A. Budget and Finance, Commissioner Cepeda, Committee Chair – *Jeff Seward, Director*

1. Budget – Fiscal Year 2025

Pursuant to Section (3) of FS 189.016, Uniform Special District Accountability Act, THEA is obligated to adopt by Resolution its FY2025 budget.

Action: Request Board approval of Resolution No. 675 to adopt the FY2025 Annual Operating, Maintenance, and Administrative Budget.

2. Adoption of the THEA Work Program (FY2025)

Purpose: The Capital Work Program consists of preservation and enhancement projects that will increase the safety, operations, and reliability of the THEA facilities. The Work Program includes the existing fiscal year, budget year, and four planning years.

Action: Request the Board to approve the FY2025 Capital Work Program.

B. Operations and Engineering, Bennett Barrow, Committee Chair – Brian Pickard, P.E., Director

1. Fiber to DMS Communications Improvement/Wrong-Way-Driving Countermeasures – Contractor Selection

Purpose: To provide all the labor, materials, equipment, and incidentals necessary to upgrade communications to DMS signs along the REL and to construct Wrong-Way-Driving Countermeasures at all exits east of Kennedy Boulevard (10 locations). The Fiber to DMS project was originally advertised last year as a lump sum project. THEA received a single bid that was 70% higher than the Engineer's estimate. To encourage more competition and resolve industry concerns, the project was made into a pay-item project and combined with the Wrong-Way-Driving Countermeasures project.

Funding: Capital Budget - \$6,477,756

Action: Request the Board to:

- a. Approve the selection of Highway Safety Devices (HSD) to upgrade the communications to REL DMS signs and to construct Wrong-Way-Driving Countermeasures at all exits east of the Kennedy Boulevard off-ramp.
- b. Authorize and direct staff to negotiate a contract with Highway Safety Devices for \$6,477,756. The contract is subject to review and approval of THEA General Counsel.

2. Webber Infrastructure Management, Selmon Greenway Striping

Purpose: Approval of a task order for Webber Infrastructure Management, to install longitudinal striping, bollards, and ADA Ramp improvements on the Selmon Greenway from Riverwalk to 19th Street. THEA originally advertised this project to all Contractors and received zero bids. THEA then asked Webber to provide a quote for the same work with a minor change in paint type for the symbols.

Funding: Capital - \$146,718

Action: Request the Board to authorize the Executive Director to sign a task order with Webber Infrastructure Management, to install longitudinal striping, bollards, and ADA improvements from Riverwalk to 19th Street for \$146,718.

3. CEI Services for Selmon Greenway Striping from the Riverwalk to 19th Street – Consor

Purpose: To procure the services of a CEI consultant to perform field engineering and testing for the contract work called for in the Selmon Greenway Striping Project to be completed by Webber from the Riverwalk to 19th Street. Negotiations were conducted and finalized with Consor Engineering selected previously (August 26, 2019, Board meeting) for task-driven contracts for minor design and CEI projects.

Funding: Capital Budget - \$117,244

Action: Request the Board to authorize the Executive Director to execute a task order with Consor Engineering for \$117,244 to provide CEI services for the Selmon Greenway Striping Project from Riverwalk to 19th Street.

4. A-Stellar Property Maintenance & Landscaping, Inc. Six-month Contract Extension

Purpose: Approval to extend A-Stellar’s contract for six months, from July 1, 2024, through December 31, 2024, to continue the contract requirements for landscape, hardscape, and aesthetic lighting maintenance services at THEA Headquarters, Brandon Parkway Gateway, Meridian Avenue Gateway, and Selmon West Extension. The cost for this extension is \$281,511.

Funding: Operations and Maintenance Budget - \$281,511

Action: Request the Board to authorize the Executive Director to sign a task order with A-Stellar Property Maintenance & Landscaping, Inc., for \$281,511 to extend their contract to maintain THEA’s landscape and hardscape through December 31, 2024.

5. Drainage Upgrade Design Task Order – KCA

Purpose: To execute a task order with KCA Technologies, Inc. to develop a design and scope for an invitation to bid to procure a contractor to upgrade THEA’s open drainage system between 22nd Street and I-75. The current system is slow to drain with many areas of standing water and sediment berms preventing proper drainage. This project will restore the open drainage system to its original condition.

KCA Technologies, Inc. was previously selected (May 24, 2021, Board meeting) for task-driven contracts covering general consulting tasks.

Funding: Capital Budget \$195,210

Action: Request the Board to authorize the Executive Director to sign a task order with KCA Technologies, Inc. for \$195,210 to develop a design and scope for an Invitation to Bid to procure a contractor to upgrade THEA’s open drainage system from 22nd Street to I-75.

6. ITS Infrastructure Phased Design-Build Assistance – HNTB

Purpose: To utilize the GEC (HNTB) to assist staff with the procurement of the Phased Design-Build contractor and the CEI team, and to assist in overseeing their work during the design and construction of ITS infrastructure for Selmon West Extension, East Selmon, and REL grounding efforts.

Funding: Capital Budget - \$1,950,000

Action: Request the Board to authorize the Executive Director to execute a task order with HNTB for assistance in procuring a contractor and CEI, and to

assist in overseeing the design and construction of the ITS infrastructure to be installed on the Selmon West Extension, East Selmon, and grounding efforts on the REL.

7. Pedestrian Safety Upgrades – HNTB

Purpose: To utilize the GEC (HNTB) to assist staff with procuring the designer, contractor, and the CEI team, and assist in overseeing their work during the design and construction of the pedestrian safety upgrades on all THEA pedestrian crossings.

Funding: Capital Budget - \$105,600

Action: Request the Board to authorize the Executive Director to execute a task order with HNTB for \$105,600 to assist in procuring a designer, contractor, and CEI, and to assist in overseeing the design and construction of the pedestrian upgrades at all THEA pedestrian crossings.

8. THEA Headquarters Office Renovation – Contractor Selection

Purpose: To provide all the labor, materials, equipment, and incidentals necessary to reconstruct four office areas at the THEA headquarters building to provide office space for new staff in 2025.

Funding: Capital Budget – \$227,827

Action: Request the Board to:

- a. Approve the selection of the lowest bid from Qualis General Contractors, LLC for \$227,827 to renovate four office spaces at THEA Headquarters.

Firm	Amount
Qualis General Contractors, LLC	\$227,827.00
Rycon Construction, Inc.	\$259,497.42

- b. Authorize and direct staff to negotiate a contract with the lowest responsible bid firm. If negotiations are unsuccessful, staff will negotiate with the next lowest responsible bid firm. The contract is subject to review and approval of THEA General Counsel.

9. Headquarters Safety Upgrades and East Selmon Roof Replacement Support - HNTB

Purpose: To utilize the GEC (HNTB) to assist staff with overseeing the design effort, procuring a contractor, procuring the CEI Team, and overseeing their work during the design and construction of THEA Headquarters safety improvements and the East Toll Plaza roof construction efforts.

Funding: Capital Budget - \$236,800

Action: Request the Board authorize the Executive Director to execute a task order with HNTB to assist in procuring a contractor and CEI and to assist in overseeing the design and construction of THEA Headquarters safety improvements and the East Toll Plaza roof construction efforts.

10. Whiting Street Improvement Project Design Support – HNTB

Purpose: To utilize the GEC (HNTB) to assist staff with procuring the designer and overseeing the design of the Whiting Street Improvement Project.

Funding: Capital Budget - \$880,000

Action: Request the Board authorize the Executive Director to execute a task order with HNTB for \$880,000 to assist in procuring a designer and overseeing the design effort for the construction of the Whiting Street Improvement Project.

11. South Selmon Capacity Procurement, Risk Avoidance, and Scope Development Support – HNTB

Purpose: To utilize GEC (HNTB) to assist THEA staff in managing the South Selmon Capacity Project procurement and completion of Risk Avoidance. This task covers the anticipated costs for HNTB’s assistance to the Notice to Proceed date which will encompass all of FY25 and part of FY26. The Board previously authorized a task with the GEC for this effort through FY24.

Funding: Capital Budget - \$2,600,000

Action: Request the Board to authorize the Executive Director to sign a task order with HNTB to provide GEC support for procurement of the South Selmon Capacity Project for \$2,600,000 which encompasses all of FY25 and part of FY26.

12. Change Order to Contract No. 0-0523 with CW Roberts Contracting, Inc.

Purpose: To reimburse CW Roberts Contracting, Inc. for contract adjustments related to fuel and bituminous, spread rate, and material quality totaling \$776,180. This revises the contract value to \$8,879,180, which is 12.6% above the original contract amount.

Funding: Capital Budget - \$776,180

Action: Request the Board to authorize the Executive Director to authorize a purchase order with CW Roberts Contracting, Inc. for contract adjustments related to fuel and bituminous, spread rate, and material quality in the amount of \$776,180.

C. Toll Operations – *Tim Garrett, Interim Director*

1. Approval of a \$212,332 task order for TransCore to develop a staging database to support the migration of the legacy THEA Tolls Data to the new Operational Back Office

Purpose: To establish a staging database for THEA’s toll transaction data in preparation for the migration of this data to the new Operational Back Office System (OBOS) that is being procured by THEA. The establishment of the staging database will provide a more seamless, verifiable, and operationally efficient migration of THEA’s data to the new operational back office.

Funding: Capital Budget - \$212,332

Action: Request the Board to authorize the Executive Director to execute a task order with TransCore for \$212,332 to develop the staging database of THEA toll data in support of the migration to the new operational back office.

D. General Counsel – *Amy Lettelleir, Esquire*

1. Approval of Tampa-Hillsborough County Expressway Authority Interlocal Agreements with Florida Tax Collector Offices

Purpose: To allow customers to pay THEA tolls to the Tax Collector offices listed below for the release of registration holds and to provide the procedures for remittance and reporting between the parties.

- | | |
|-----------------|--------------|
| 1. Brevard | 6. Pasco |
| 2. Charlotte | 7. Pinellas |
| 3. Citrus | 8. Sumter |
| 4. Hernando | 9. St. Lucie |
| 5. Indian River | 10. Walton |

Action: Authorize THEA’s Chairman to execute Interlocal Agreements with the stated Florida Tax Collector Offices.

2. Fiscal Year 2025 Commercial Property Insurance, and Crime Insurance

Purpose: To obtain Commercial Property, and Crime Insurance Coverage for FY2025.

Funding: Operating Budget - \$1,004,907

Action: Authorization to bind Commercial Property and Crime Insurance Coverage for FY2025.

IV. Consent Agenda

A. Approval of the Minutes from the April 22, 2024, Board Meeting and the May 6, 2024, Workshop

B. Approval of Ongoing Capital Project Task Work Orders – FY25

1. LIDAR and ArcGIS Updates, HNTB, \$200,000
2. SWE Inspection Support, HNTB, \$150,000
3. Incident Management Implementation, HNTB, \$90,000
4. East Selmon Paving Support, HNTB, \$225,000
5. ACCS Implementation Support, HNTB \$100,000
6. Asset Management Inventory and Development Support, HNTB, \$860,000
7. South Selmon Capacity Geotechnical Support, HNTB, \$200,000
8. South Selmon Capacity Tolls Support, HNTB, \$100,000
9. South Selmon Capacity Drainage, Permits, and Cross Slope Support, Consor, \$195,938
10. South Selmon Capacity Survey and Utility Support, HNTB, \$530,000
11. US 301 Preliminary PD&E Services - Stakeholder & Community Engagement & Speakers Bureau Program, WSP, \$279,000
12. KPI Tool Development & Tracking, WSP, \$110,000
13. US 301 Economic Study & Analysis, CUTR, \$175,000
14. Emerging Technology & Commsignia RSU Integration, HNTB, \$150,000
15. Road User Safety Technology, HNTB, \$200,000
16. Intelligent Decision Support System & Data Management, HNTB, \$250,000
17. MultiModal ITS (MMITSS) Project Support Services, HNTB, \$76,000
18. Implementable Data-Driven Pedestrian Safety, HNTB, \$75,000
19. Resiliency & Sustainability, HNTB, \$100,000
20. Vulnerable Road User (VRU) Project Support Services, HNTB, \$125,000
21. Emerging Technology THEA System Evaluation & Solution Concepts, MITRE, \$150,000
22. Roadside Toll Collection System Support, HNTB, 195,000
23. Operational Back Office System Support, HNTB, \$320,000
24. US 301 Preliminary PD&E Services - Stakeholder Listening and Data Collection - Vistra Communications, \$115,350

V. Executive Reports

A. Executive Director – *Greg Slater, Executive Director*

- 1. Contract Renewals and Expirations**
2. Director’s Report

B. General Counsel – *Amy Lettelleir*

C. Chairman – *Vincent Cassidy*

1. Upcoming Meetings

- Board Workshop – July 8, 2024
- Board Meeting – July 22, 2024

VII. Old Business

VIII. New Business

IX. Adjournment

III. A. 1. FY2025 Budget Approval

RESOLUTION NO. 675

A RESOLUTION OF THE TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY (THE “AUTHORITY”) APPROVING A BUDGET; MAKING APPROPRIATIONS FOR ALL OPERATING, MAINTENANCE AND ADMINISTRATION EXPENSES; MAKING APPROPRIATIONS FOR REPLACEMENT/RENEWAL AND ENHANCEMENT/CAPACITY CAPITAL IMPROVEMENT PROJECT EXPENSES FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2024 AND ENDING ON JUNE 30, 2025 PRESCRIBING THE TERMS, CONDITIONS AND PROVISIONS WITH RESPECT TO THE ITEMS OF APPROPRIATION AND THEIR PAYMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Tampa-Hillsborough County Expressway Authority (the “Authority”) is an agency of the State of Florida, established in 1963 pursuant to Chapter 348, Part II, Florida Statutes (the “Act”); and

WHEREAS, the Authority has previously adopted its Amended and Restated Master Bond Resolution on November 19, 2012 as amended and supplemented from time to time (the "Master Bond Resolution")

WHEREAS, the Authority has received a Revenue Sufficiency Certificate prepared by its Traffic Engineer who has determined that Net System Revenues are sufficient to meet the coverage requirements set forth in Section 5.07(B) of the Master Bond Resolution;

WHEREAS, a line-item balanced budget has been developed pursuant to the requirements set-forth in FS 189.06(3), Uniform Special District Accountability Act;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY THAT:

SECTION 1. BUDGET ADOPTION. This Resolution shall be known as the Fiscal Year 2025 Budget Resolution of the Tampa-Hillsborough County Expressway Authority. Said Fiscal Year 2025 budget is summarized in the attachment hereto, labeled as “Exhibit A-1”. Said Fiscal Year 2025 budget is fully detailed in the Fiscal Year 2025 Adopted Budget and the line-item revenue and expenditure budgets, which collectively comprise the Adopted Budget of the Tampa-Hillsborough County Expressway Authority and all of which may be reviewed on the Authority’s website. The sums provided for in the Fiscal Year 2025 Adopted Budget for the Tampa-

Hillsborough County Expressway Authority are hereby appropriated upon the terms and conditions set forth hereafter.

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

This Resolution was approved and adopted by the Tampa-Hillsborough County Expressway Authority on June 24, 2024.

TAMPA-HILLSBOROUGH COUNTY
EXPRESSWAY AUTHORITY

By: _____
Vincent J. Cassidy
Chairman

ATTEST:

By: _____
John Weatherford
Secretary

Approved as to form and legal sufficiency for the
Sole use and reliance of the Authority and its Board:

Amy E. Lettelleir, Esquire
General Counsel

Tampa-Hillsborough County Expressway Authority (THEA)
Adopted Operating and Capital Budget
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)

	FY2025 Adopted Budget	FY2024 Adopted Budget
Fiscal Year Revenue and Operating Expenditure Summary		
Revenue		
Toll Revenues	\$130,800,000	\$126,826,000
Other Revenues	845,914	847,492
Investment/Interest Income	12,000,000	3,000,000
Total Fiscal Year Revenues	\$143,645,914	\$130,673,492
Expenditure		
Toll Operations	\$11,816,158	\$11,086,372
Maintenance	8,002,800	6,376,250
Communications	640,950	620,000
General Counsel/HR/Procurement*	220,000	0
Planning and Innovation*	855,000	0
Administration – Personnel	6,296,414	5,432,824
Administration – Professional Services	1,884,940	1,861,500
Administration – General	529,400	1,307,094
Information Technology	1,139,955	889,812
Total Fiscal Year Expenditures	\$31,385,617	\$27,573,852
Total Debt Service – Principal and Interest	\$37,764,504	\$37,926,357
<i>Debt Service Ratio =>1.30 (1.50) (estimated; determined at YE)</i>	2.97	2.72
Net Available for Future System Projects/Work Program (Rev-Exp & DS)	\$74,495,793	\$65,173,283

	FY2025 Adopted Budget	FY2024 Adopted Budget
Fiscal Year Capital Expenditure Summary		
Expenditure		
Preservation (Replacement & Renewal) (expensed; not capitalized)	\$17,040,000	\$33,423,004
Enhancement/Capacity	85,544,000	103,330,952
Total Fiscal Year Capital Expenditures	\$102,584,000	\$136,753,956

* Note: the expenditures associated with General Counsel/HR/Procurement and Planning and Innovation, in FY2024, were budgeted in Professional Services. For FY2025, both functions became new budgeted business units.

Tampa-Hillsborough County Expressway Authority (THEA)
Adopted Operating and Capital Budget
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)

	FY2025 Adopted Budget	FY2024 Amended Budget
Toll Operations		
Toll Collections		
FTE SunPass Transaction Process Fees (Prepaid Accounts)	\$1,139,544	\$1,079,568
FTE SunPass Transaction Process Fees (Postpaid Accounts)	2,795,826	2,543,663
FTE Transponder Costs	2,590,160	2,587,181
FTE Sunpass Credit Card Fees	349,829	119,400
FTE Back-Office System Costs	679,354	870,264
Managed Services for Image Review (TBP)	1,900,000	1,900,000
Toll Delinquency Services	3,000	3,000
Other Professional Services – Toll Collections (GTC)	930,000	600,000
Operational Support of Selmon Discount Program	65,000	85,000
Total Toll Collections Expenditures	\$10,452,713	\$9,788,076
Toll System Maintenance and Support		
Manual Image Review Application	\$50,000	\$50,000
Solar Panels	500	1,000
Solar Panel System Maintenance	5,000	10,000
Total Toll System Maintenance and Support Expenditures	\$55,500	\$61,000
Other Toll Operations Expenses		
Open Road Tolling (ORT) In-Lane IT Maintenance & Support	\$1,203,345	\$1,168,296
Open Road Tolling (ORT) In-Lane IT Spare Parts	20,000	45,000
Tolling Cabinet A/C Maintenance	12,000	12,000
Generator	2,500	12,000
Interoperability and Tax Collector Project Support*	70,100	0
Total Other Toll Operations Expenditures	\$1,307,945	\$1,237,296
Total Toll Operations Expenditures	\$11,816,158	\$11,086,372

*The expenditures associated with Interoperability and Tax Collector Project Support, in FY2025, are new activities.

Tampa-Hillsborough County Expressway Authority (THEA)
Adopted Operating and Capital Budget
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)

	FY2025 Adopted Budget	FY2024 Amended Budget
Maintenance		
Roadway, Facilities, Maintenance Support Services		
Roadway Maintenance	\$3220,000	\$2,250,000
Consultant – Roadway Maintenance	190,000	189,000
East & West Building Maintenance	30,000	30,000
Utilities Operations and Maintenance	510,000	440,000
Generator Fuel	5,000	5,000
Road Ranger	235,000	214,000
Roadway/Facility Maintenance Miscellaneous	320,000	270,750
Consultant – Environmental Monitoring and Maintenance	43,000	41,000
Consultant – Permitting	103,000	93,000
GEC Operations Programmatic Support and Development	79,300	897,000
Total Roadway, Facilities, Maintenance Support Services Expenditures	\$4,735,300	\$4,429,750
Landscape/Hardscape Brandon Parkway & Meridian		
Landscape Maintenance Provider	\$730,000	\$620,000
Consultant – GIS*	0	100,000
Miscellaneous Landscape/Hardscape	120,000	77,000
Total Landscape/Hardscape Brandon Parkway & Meridian Expenditures	\$850,000	\$797,000
Intelligent Transportation System (ITS) & Other Expenditures		
ITS Maintenance and Service Provider (Internal Facility) **	\$0	\$92,500
ITS Network Consulting Support (External Facility)	500,000	105,000
Spare Parts/Tools/ITS Equipment	70,000	70,000
Consultant – ITS Maintenance Support	80,000	77,000
Fleet Operation Costs – Fuel, Maintenance	15,000	15,000
Uniforms, safety vests, etc.	0	1,000
Miscellaneous ITS Maintenance	13,000	13,000
AVI Video Wall – Service and Parts	5,000	20,000
ITS - Disaster Recovery	13,000	13,000
Total Intelligent Transportation System (ITS) & Other Expenditures	\$696,000	\$406,500
Bridge Inspection	\$920,000	\$743,000
GEC Work Program Support***	\$701,500	0
GEC Support – Toll Operations***	\$100,000	0
Total Maintenance Expenditures	\$8,002,800	\$6,376,250

*The expenditures associated with Consultant - GIS, in FY2025, were moved to the Capital budget.

** The expenditures associated with ITS Maintenance and Service Provider (Internal Facility), in FY2025, were moved to the Information Technology budget.

*** The expenditures associated with GEC Work Program Support and GEC Support – Toll Operations, in FY2024, were in the Professional Services budget.

Tampa-Hillsborough County Expressway Authority (THEA)
Adopted Operating and Capital Budget
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)

	FY2025 Adopted Budget	FY2024 Amended Budget
Information Technology		
Enterprise-Wide Software Licensing	\$285,775	\$165,000
ITS Equipment Monitoring/Maintenance	60,000	60,000
Operations Network – ITS Support	35,612	22,464
Enterprise-Wide Telephone/Communications	85,000	63,000
IT Equipment and Expenses	95,000	70,200
Cybersecurity Management	125,000	77,500
Toll Operations IT Support*	0	7,000
IT Equipment Maintenance	3,300	\$3,000
IT Disaster Recovery Management	55,000	\$35,000
Finance IT Support Services	10,000	\$16,380
IT Support Services – Monitoring	23,587	23,587
IT Support Services – IT Help Desk	184,000	184,000
IT Support Services – Network Engineer	42,681	42,681
IT Temporary Staffing Support	135,000	120,000
Total Information Technology - Expenditures	\$1,139,955	\$889,812

*The expenditures associated with Toll Operations IT Support, in FY2025, were eliminated from the OM&A budget.

Tampa-Hillsborough County Expressway Authority (THEA)
Adopted Operating and Capital Budget
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)

	FY2025 Adopted Budget	FY2024 Amended Budget
Communications		
Communication Services	\$275,000	\$375,000
Print/Video/Digital	120,000	50,000
Website Services*	0	15,000
Memberships	125,950	100,000
Special Events/Sponsorships	80,000	80,000
Miscellaneous	40,000	0
Total Communications Expenditures	\$640,950	\$620,000

*The expenditures associated with Website Services, in FY2025, were combined into the Print/Video/Digital line item.

Tampa-Hillsborough County Expressway Authority (THEA)
Adopted Operating and Capital Budget
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)

	FY2025 Adopted Budget	FY2024 Amended Budget
General Counsel/HR/Procurement*		
General Legal Support Services	\$60,000	\$60,000
Cyber-security and Litigation Legal Support Services**	35,000	0
HR Support and Consulting Services**	125,000	0
Total General Counsel/HR/Procurement Expenditures	\$220,000	\$60,000

*General Counsel/HR/Procurement, for FY2025, is a new budgeted business unit. Prior year expenses were budgeted in Professional Services.

**The expenditures associated with Cyber-security and Litigation Legal Support Services, and HR Support and Consulting Services, in FY2025, are new activities.

Tampa-Hillsborough County Expressway Authority (THEA)
Adopted Operating and Capital Budget
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)

	FY2025 Adopted Budget	FY2024 Amended Budget
Planning and Innovation*		
Transportation Planning -Agency Collaboration	\$50,000	\$0
Transportation Planning – Modeling	50,000	0
Transportation Planning – Tolling Support	50,000	0
Transportation Planning – Data Collection	150,000	0
GIS Program Support	100,000	0
Data Analytics – Program Support	100,000	0
Grant Pursuits	130,000	0
Resiliency and Sustainability Studies and Support	75,000	0
Strategic Planning/Key Performance Indicator Support	150,000	0
Total Planning and Innovation Expenditures	\$855,000	\$0

*The expenditures associated with Planning and Innovation, in FY2024, were embedded in other administrative and professional service line items. Due to the broad scope of planning functions, all expenditures were centralized under a new Planning and Innovation business unit.

Tampa-Hillsborough County Expressway Authority (THEA)
Adopted Operating and Capital Budget
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)

	FY2025 Adopted Budget	FY2024 Amended Budget
Administration – Personnel		
Salaries and Taxes		
Salaries	\$4,244,727	\$3,773,187
Social Security	245,548	216,859
Medicare	63,577	56,512
Total Salaries and Taxes Expenditures	\$4,553,852	\$4,046,558
Benefits		
Auto Allowance	\$6,000	\$6,000
FRS Retirement	906,530	855,199
Health Insurance	852,124	673,097
Life & AFLAC Insurance	28,442	28,265
Dental Insurance	32,558	26,230
Long-Term Disability Insurance	28,889	19,575
Accrued Leave Expense	200,000	125,000
Deferred Compensation	133,906	118,250
Flexible Spending Accounts – Medical	88,875	85,350
Vision Care	5,638	5,050
Other Post-Employment Benefit (OPEB)	9,600	9,250
Pension Expense*	500,000	0
Total Benefits Expenditures	\$2,792,562	\$1,951,266
Transfers to CIP/Work Program - Salaries	(1,100,000)	(615,000)
Payroll Contingency	\$50,000	\$50,000
Total Administration - Personnel Expenditures	\$6,296,414	\$5,432,824

*The expenditures associated with Pension Expense, in FY2024, were not budgeted.

Tampa-Hillsborough County Expressway Authority (THEA)
Adopted Operating and Capital Budget
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)

	FY2025 Adopted Budget	FY2024 Amended Budget
Administration – Professional Services		
Legislative Liaison	\$307,440	\$369,280
Fiscal Year Financial Audit and Ad Hoc Audits	75,000	60,000
Financial Advisory Services	90,000	90,000
Investment Advisory Services	135,000	132,720
Annual SEC Disclosure Services	2,500	2,500
Annual Traffic and Revenue (T&R)/Revenue Sufficiency Support*	50,000	0
Professional Services/Organizational Contingency	150,000	135,000
General liability, auto, property, worker’s comp insurance	55,000	50,000
Rating agency annual fees	20,000	20,000
Property insurance – Flood**	0	15,750
Bridge, property, and anti-fraud insurance	1,000,000	703,390
GEC Support Task #1***	0	282,860
Total Administration – Professional Services Expenditures	\$1,884,940	\$1,861,500

*The expenditures associated with Annual Traffic and Revenue (T&R/Revenue Sufficiency Support), in FY2024, were budgeted as Capital and moved to Operating for FY2025.

**The expenditures associated with Property insurance – Flood, in FY2025, are now budgeted in Bridge, property and anti-fraud insurance.

***The expenditures associated with GEC Support Task #1, in FY2025, are now budgeted in Maintenance.

Tampa-Hillsborough County Expressway Authority (THEA)
Adopted Operating and Capital Budget
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)

	FY2025 Adopted Budget	FY2024 Amended Budget
Administration – General		
Travel/Conferences – Enterprise-wide	\$100,000	\$100,000
Advertising/Legal Notices	1,500	5,000
TMC Building Expenses	50,000	45,000
TMC Utilities	115,000	90,000
Janitorial Services	40,000	34,000
TMC Inspection and Monitoring - TMC	14,000	12,000
Furniture and Equipment (under \$5,000)	1,000	550
Office Supplies	8,000	10,000
Postage/Delivery Charges	1,500	2,000
Printing/Publications	400	100
Equipment leasing	6,000	5,100
Dues, Fees and Subscriptions	100,000	121,906
Special Events/Miscellaneous	42,000	42,000
Professional Development	50,000	50,000
Misc. Expenses reprogrammed (property insurance, auto, GL)*	0	789,438
Total Administration – General Expenditures	\$529,400	\$1,307,094

*The expenditures associated with Misc. Expenses reprogrammed, in FY2025, are budgeted in Administration-Professional Services.

III. B. 2. Selmon Greenway Striping - Webber Infrastructure Management



May 06, 2024

Tampa-Hillsborough Expressway Authority
ATTN: Brian W. Pickard, Director of Expressway Operations
1104 East Twiggs Street, Suite 300
Tampa, Florida 33602

RE: C/O Proposal – Greenway Longitudinal Striping and Signage

Brian:

Please accept this proposal for Greenway Longitudinal Striping and Signage.

Work will consist of additional pavement marking and signage along the Selmon Greenway Trail (19th St to Ashley Dr). Also includes the installation of bollards and ada ramp construction. Furnish and install preform thermo Selmon logo markings, edge line striping and additional Selmon logo signage and bollards. Plans and Locations are pre-determined by the Expressway Authority. Work will be done by sub-contractor. Does not include getting any permits if required to perform the work.

The work will be accomplished per THEA request at a F/I lump sum rate of \$ 146,718.00.

Please call me at 813-250-3616 with any questions or concerns.

Thanks,

A handwritten signature in blue ink, appearing to read "S. Chase", with a long, sweeping underline.

Scott Chase

Project Manager



Professional Highway Maintenance, Inc.

EC 0002063
ES 0000300



7250 - 61st Street North • Pinellas Park, Florida 33781-4119
Phone (727) 545-7978 • Fax (727) 545-4559
Licensed • Insured • Bonded

Estimate

Name / Address
Webber Infrastructure Management Inc 210 S Brevard Ave Tampa, FL 33606 Scott Chase

Date	Estimate #
5/3/2024	4502

Item	Description	Qty	U/M	Unit	Total
	Bollards Project # HI-0051-C-36 Selmon Greenway Trail				
0101 1	Mobilization	1	LS	1,800.00	1,800.00
0102 1	Maintenance of Traffic	1	day	8,400.00	8,400.00
0110 4 10	Removal of Existing concrete	24		55.10	1,322.40
0522 1	Sidewalk Conc (4" Thick)	24	SY	130.15	3,123.60
0519 78	Bollards	15	Each	1,485.20	22,278.00

Please sign, date and return if you wish to use PHM as your electrical contractor. _____	Total \$36,924.00
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Proposal For

Ferrovial Services
210 S. Brevard Ave.
TAMPA, FL 33606-

Attn: SCOTT CHASE
Phone: 813-980-0586 Fax: 813-987-2945

Date
Friday, 12 April, 2024

Proposal Number
THEAGREENWAY

Bid Location
TAMPA SELMON GREENWAY SIGNS & PAVEMENT MARKINGS

AKCA Authorized Signature

Code	Description	Quantity	U.M.	Unit Cost	Amount
0101- 1	MOBILIZATION	1.000	LS	\$5,000.00	\$5,000.00
0700- 1-11	SINGLE POST SIGN, F&I, UP TO 12 SF	62.000	AS	\$375.00	\$23,250.00
0700- 1-60	SINGLE POST SIGN (REMOVE)	28.000	AS	\$50.00	\$1,400.00
0710-11-121	PAINT SOLID 6" WHITE OR GREEN (TWO CO	16,816.000	LF	\$1.75	\$29,428.00
0711-14-660	PREFORMED THERMO (MULTI COLOR) MESSA	39.000	EA	\$900.00	\$35,100.00
0711-17	THERMO REMOVE	4,556.000	SF	\$0.50	\$2,278.00

We Propose: hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

\$96,456.00

Payment: All payment must be made as follows: **Net 30 Days Pending Credit Approval**

Code	Description	Quantity	U.M.	Unit Cost	Amount
Notes:	<ul style="list-style-type: none"> • All material is guaranteed to be as specified. • All work to be completed in a workmanlike manner according to standard practices. • Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. • All agreements contingent upon strikes, accidents or delays beyond our control. • Owner to carry fire, and other necessary insurance. • Our workers are fully covered by Workman's Compensation Insurance. 				
Contingencies:	<ol style="list-style-type: none"> 1. All MOT to be provided by the Prime Contractor for all striping, signage installation & testing. 2. MOT required to be provided by Striping Contractor will carry an additional charge to be determined by MOT devices and crew requirements. 3. Lump Sum MOT traffic shifting is based on ____ mobilization(s). Additional mobilizations will carry a charge of \$1,600.00 per crew, per shift. 4. NO Off Duty Officers are included in the quote. 5. Paint pricing is based on not more than __6__ daily mobilizations for a paint crew. Additional mobilizations are \$1,600.00 ea. day. 6. Painted Pavement Marking pricing is based on (1) paint crew per shift. Additional paint crews required will carry an additional charge of \$1,600.00 per shift, per additional crew. 7. Bond rate is __1__%. 8. There is a minimum additional charge of for working non-work regulated days, such as Friday evening, Saturday evening, Sunday or Holidays. 9. A minimum asphalt cure time of __14__ days is required prior to thermoplastic installation. Thermoplastic installation will not begin until all concrete and paving operations have been completed. Striping Contractor will require ____ normal work days for the thermoplastic installation. Striping Contractor will not be responsible for any charges or penalties resulting from insufficient contract days provided for this portion of the work. Thermoplastic will be considered the controlling item of work during its application and shall dictate allowable weather days. 10. Thermoplastic reflectivity readings will be taken 10-14 after the thermoplastic installation is completed. Allow __5__ contract days for reflectivity readings and reporting. Striping Contractor will not be responsible for any charges or penalties resulting from insufficient contract days provided for this portion of the work. 11. Any "Late Delivery" charges or penalties will be equally shared by all parties involved in the work since the beginning of the project as if the first day of the contract were just as important as the last day of the contract. Any "Early Completion" bonus will be shared on a pro rata share with subcontractor. 12. Thermoplastic installation pricing is based on (1) hand work crew and (1) longline crew. Additional crew requests to meet contract deadlines will be an additional charge. The additional charge will be determined based on number of additional crews requested and number of mobilizations. 13. Pavement marking removal by water blasting will be \$1.75 p.s.f. with a minimum charge of per shift per crew. Pavement marking removal by grinding will be \$1.75 p.s.f. with a minimum charge of per shift per crew. 14. All notes must be included in the contract upon execution and will nullify any contradicting terms and conditions within the Prime Contractors agreement. 15. Waterblasting or grinding is the method Akca inc will use to correct incorrect striping. Akca Inc. Is not responsible for any milling or resurfacing due to incorrect striping. <p>* Bid quantities are approximate and will be invoiced per actual quantities installed.</p>				
Acceptance:	<p>The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.</p>				
Signed Date: _____	Signature: _____				

III. B. 3. CEI Services for Selmon Greenway Striping - Consor

SCOPE OF SERVICES
CONSTRUCTION ENGINEERING AND INSPECTION

1.0 PURPOSE:

This scope of services describes and defines the Construction Engineering and Inspection (CEI) services which are required for contract administration, inspection, and materials sampling and testing for the construction project listed below.

2.0 SCOPE:

Provide services as defined in this Scope of Services, the referenced Tampa-Hillsborough County Expressway Authority (THEA) and Florida Department of Transportation (Department or FDOT) manuals, and procedures.

The project for which the services are required is:

Description:	CEI for Greenway Thermoplastic Striping Project
County:	Hillsborough County
THEA Project No.	O-0224

Exercise independent professional judgment in performing obligations and responsibilities under the contract. Pursuant to Section 4.1.4 of the Department's Construction Project Administration Manual (CPAM), the authority of the Consultant's lead person, such as the Senior Project Engineer, and the Consultant's Project Administrator shall be identical to the Department's Resident Engineer and Project Administrator respectively and shall be interpreted as such.

Services provided by the Consultant shall comply with Department manuals, procedures, and memorandums in effect as of the date of execution of a contract unless otherwise directed in writing by the Authority. Such Department manuals, procedures, and memorandums are found at the FDOT State Construction Office's website (<https://www.fdot.gov/construction>).

The general Scope of Work for the Construction project consists of, but is not limited to: providing all the labor, equipment, materials, tools, transportation, supplies, insurance, incidentals, mobilization, demobilization and maintenance of traffic necessary for applying green thermoplastic striping on each side of the Selmon Greenway Trail, addition of wayfinding signage, multi colored route shields with the Selmon Greenway logo, installation of bollards at select locations, and repair of a short concrete section of the Greenway Trail from the Tampa Riverwalk to N. 19th Street in downtown Tampa (a distance of approximately 1.664 miles). This shall be a Pay Item project.

The Consultant shall provide support for THEA's Public Information Office for the duration of the project.

3.0 LENGTH OF SERVICE:

The CEI services for the Greenway Thermoplastic Striping Project shall begin upon written notification to proceed by THEA.

Track the execution of the contract such that the Consultant is given timely authorization to begin work. While no personnel shall be assigned until written notification by THEA has been issued, the Consultant shall be ready to assign personnel within two weeks of notification. For

the duration of the project, coordinate closely with THEA and the Contractor to minimize rescheduling of Consultant activities due to construction delays or changes in scheduling of Contractor activities.

For estimating purposes, the Consultant will be allowed an accumulation of fifteen (15) calendar days to perform preliminary administrative services prior to the issuance of the Contractor's notice to proceed, estimated fifteen (17) weather days and thirty (30) calendar days to demobilize and develop the final estimate after final acceptance, for a total of 180 days.

The anticipated letting schedule and construction time for the project is as shown below:

THEA Thermoplastic Project Contract	Greenway Striping Construction	Duration (Days)
THEA Contract #		
O- 0224		118

4.0 DEFINITIONS:

- A. Agreement: The Professional Services Agreement between the Authority and the Consultant setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of services, and the basis of payment.
- B. Authority: The Tampa-Hillsborough County Expressway Authority
- C. Authority Contracts and Procurement Manager: The administrative head of the Authority Procurement Office.
- E. Authority Director of Operations and Engineering: The Director of Construction, Maintenance, Traffic Operations, Materials, and Safety.
- F. Construction Project Manager: The Authority employee assigned to manage the Construction Engineering and Inspection Contract and represent the Authority during the performance of the services covered under this Agreement.
- G. Construction Training/Qualification Program (CTQP): The Department program for training and qualifying technicians in Aggregates, Asphalt, Concrete, Earthwork, and Final Estimates Administration. Program information is available at CTQP website.
- H. Consultant: The Consulting firm under contract to the Authority for administration of Construction Engineering and Inspection services.
- I. Consultant Project Administrator: The employee assigned by the Consultant to be in charge of providing Construction Contract administration services for one or more Construction Projects.

- J. Consultant Senior Project Engineer: The Engineer assigned by the Consultant to be in charge of providing Construction Contract administration for one or more Construction Projects. This person may supervise other Consultant employees and act as the lead Engineer for the Consultant.
- K. Department (FDOT): Florida Department of Transportation
- L. Construction Contract: The written agreement between the Authority and the Contractor setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of labor and materials, and the basis of payment.
- M. Contractor: The individual, firm, or company contracting with the Authority for design, furnishing of labor and materials, and performance of work for construction of the project.
- N. Executive Director: The Chief Executive Officer of the Tampa Hillsborough Expressway Authority.
- O. Engineer of Record: The Engineer noted on the Construction plans as the responsible person for the design and preparation of the plans.
- P. Operations Engineer: The Director of Expressway Operations, or it's designee, assigned to administer Maintenance Contracts for the Authority.
- Q. Public Information Office: The Authority's office assigned to manage the Public Information Program.
- R. Resident Compliance Specialist: The employee assigned by the Consultant to oversee project specific compliance functions.
- S. Resident Engineer: The Director of Expressway Operations, or it's designee, assigned to administer Construction Contracts for the Authority.

5.0 ITEMS TO BE FURNISHED BY THE AUTHORITY TO THE CONSULTANT

- A. The Authority on an as needed basis, will furnish the following Construction Contract documents for each project. These documents may be provided in either paper or electronic format.
 - 1. Construction Plans,
 - 2. Specification Package,
 - 3. Copy of the Executed Construction Contract
 - 4. Utility Agency's Approved Material List (if applicable).

6.0 ITEMS FURNISHED BY THE CONSULTANT

6.1 Department Documents:

All applicable Department documents referenced herein shall be a condition of this Agreement. All Department documents, directives, procedures, and standard forms are

available through the Department's Internet website. Most items can be purchased through the following address. All others can be acquired on-line at the Department's website.

Florida Department of Transportation
Maps and Publication Sales
605 Suwannee Street, MS 12
Tallahassee, Florida 32399-0450
Telephone No. (850) 414-4050

<http://www.dot.state.fl.us/construction/>

6.2 Office Automation:

Provide all software and hardware necessary to efficiently and effectively carry out the responsibilities under this Scope of Services.

Provide each inspection staff with a laptop computer running a Consultant furnished comprehensive construction management system supporting activities including construction administration, field record keeping, contract record maintenance, contractor payment processing, materials management, and civil rights monitoring application through use of a mobile broadband connection to the Consultant furnished server. All computer coding shall be input by Consultant personnel using equipment furnished by them. Ownership and possession of computer equipment and related software, which is provided by the Consultant, shall remain at all times with the Consultant. The Consultant shall retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment should be maintained and operational at all times.

Current technical specifications for office automation can be viewed at:

<http://www.dot.state.fl.us/Construction/DesignBuild/ConsultantCEI/OfficeAutomation.shtm>

6.3 Field Office: (NOT APPLICABLE)

The Authority will not be providing direct compensation for a Field Office.

6.4 Vehicles:

Vehicles will be equipped with appropriate safety equipment and must be able to effectively carry out requirements of this Agreement. Vehicles shall have the name and phone number of the consulting firm visibly displayed on both sides of the vehicle.

6.5 Field Equipment:

Supply survey, inspection, and testing equipment essential to perform services under this Scope of Services; such equipment includes non-consumable and non-expendable items.

Hard hats shall have the name of the consulting firm visibly displayed.

Equipment described herein and expendable materials under this Scope of Services will remain the property of the Consultant and shall be removed at completion of the work.

Handling of nuclear density gauges shall be in compliance with their license.

Retain responsibility for risk of loss or damage to said equipment during performance of this Scope of Services. Field office equipment shall be maintained and in operational condition at all times.

6.6 Licensing for Equipment Operations:

Obtain proper licenses for equipment and personnel operating equipment when licenses are required. The license and supporting documents shall be available for verification by THEA, upon request.

Radioactive Materials License for use of Surface Moisture Density Gauges shall be obtained through the State of Florida Department of Health.

7.0 LIAISON RESPONSIBILITY OF THE CONSULTANT:

For the duration of the contract, keep THEA's Construction Project Manager in Responsible Charge informed of all significant activities, decisions, correspondence, reports, and other communications related to its responsibilities under this Agreement.

Facilitate communications between all parties (i.e. architectural, mechanical, materials, landscaping, local agencies, etc.) ensuring responses and resolutions are provided in a timely manner. Maintain accurate records to document the communication process.

Submit all administrative items relating to Invoice Approval, Personnel Approval, Time Extensions, and Supplemental Amendments to the Construction Project Manager for review and approval.

8.0 PERFORMANCE OF THE CONSULTANT:

During the term of the contract and all Supplemental Amendments thereof, the Authority will review various phases of Consultant operations, such as construction inspection, materials sampling and testing, and administrative activities, to determine compliance with this Agreement. The Consultant shall cooperate and assist Authority representatives in conducting the reviews. If deficiencies are indicated, remedial action shall be implemented immediately. Authority recommendations and Consultant responses/actions are to be properly documented by the Consultant. No additional compensation shall be allowed for remedial action taken by the Consultant to correct deficiencies. Remedial actions and required response times may include but are not necessarily limited to the following:

- A. Further subdivide assigned inspection responsibilities, reassign inspection personnel, or assign additional inspection personnel, within one week of notification.
- B. Immediately replace personnel whose performance has been determined by the Consultant and/or the Authority to be inadequate.
- C. Immediately increase the frequency of monitoring and inspection activities in phases of work that are the Consultant's responsibility.
- D. Increase the scope and frequency of training of the Consultant personnel.

9.0 REQUIREMENTS OF THE CONSULTANT:

9.1 General:

It shall be the responsibility of the Consultant to administer, monitor, and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.

Observe the Contractor's work to determine the progress and quality of work. Identify discrepancies, report significant discrepancies to the Authority, and direct the Contractor to correct such observed discrepancies.

Inform the Construction Project Manager of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Contractor and the corrective action that has been directed to be performed by the Contractor.

9.2 Survey Control: : (NOT APPLICABLE)

9.3 On-site Inspection:

Monitor the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to determine that the projects are constructed in reasonable conformity with such documents. Maintain detailed accurate records of the Contractor's daily operations and of significant events that affect the work.

Monitor and inspect Contractor's Work Zone Traffic Control Plan and review modifications to the Work Zone Traffic Control Plan, including Alternate Work Zone Traffic Control Plan, in accordance with the Department's procedures. Consultant employees performing such services shall be qualified in accordance with the Department's procedures.

9.4 Sampling and Testing:

Perform sampling and testing of component materials and completed work in accordance with the Construction Contract documents. The minimum sampling frequencies set out in the Department's Materials Sampling, Testing and Reporting Guide shall be met. In complying with the aforementioned guide, provide daily surveillance of the Contractor's Quality Control activities and perform the sampling and testing of materials and completed work items for verification and acceptance.

The Consultant will perform inspection and sampling of materials and components at locations remote from the project site. In addition, the Consultant will perform testing of materials normally done in a laboratory remote from the project site.

Determine the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.

The Authority will monitor the effectiveness of the Consultant's testing procedures through observation and independent assurance testing.

Sampling, testing and laboratory methods shall be as required by the Department's Standard Specifications, Supplemental Specifications.

Documentation reports on sampling and testing performed by the Consultant shall be submitted during the same week that the construction work is done.

Transport samples to be tested in a Consultant laboratory to the appropriate laboratory.

Input verification testing information and data into the Consultant furnished comprehensive construction management system supporting construction administration, field record keeping, and materials management.

9.5 Engineering Services:

Coordinate the Construction Contract administration activities and with the Contractor as necessary to complete the construction of the project. Notwithstanding the above, the Consultant is not liable to the Authority for failure of such parties to follow written direction issued by the Consultant.

Services shall include maintaining the required level of surveillance of Contractor activities, interpreting plans, specifications, and special provisions for the Construction Contract. Maintain complete, accurate records of all activities and events relating to the project and properly document all project changes. Consultant shall create and maintain an electronic document management system. The following services shall be performed:

1. Schedule and conduct a meeting with the Authority prior to the Pre-construction conference and another meeting prior to project final acceptance. The purpose of these meetings is to discuss the required documentation, including as-builts, necessary for permit(s) compliance.
2. Review all Contractor-Initiated submittals subject to a 10-business day review time by the Authority.
 - i. Review times will commence after the Authority performs a completeness review, and in its sole and absolute direction, determines the submittal is sufficiently complete to be reviewed.
3. Submit an Engineer's Certification of Compliance at the end of the project.
4. Verify that the Contractor is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the project. For each project that requires the use of the NPDES General Permit, provide at least one inspector who has successfully completed the "Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors". The Consultant's inspector will be familiar with the requirements set forth in the FEDERAL REGISTER, Vol. 57, No. 187, Friday, September 5, 1992, pages 4412 to 4435 "Final NPDES General Permits for Storm Water Discharges from Construction Sites" and the Department's guidelines.
5. Analyze the Contractor's schedule(s) (i.e. baseline(s), revised baseline(s), updates, as-built, etc.) for compliance with the contract documents. Elements including, but not limited to, completeness, logic, durations, activity, flow, milestone dates,

concurrency, resource allotment, and delays will be reviewed. Verify the schedule conforms with the construction phasing and MOT sequences, including all contract modifications. Provide a written review of the schedule identifying significant omissions, improbable or unreasonable activity durations, errors in logic, and any other concerns.

6. Analyze problems that arise on a project and proposals submitted by the Contractor; work to resolve such issues and process the necessary paperwork.
7. When applicable, monitor, inspect and document Contractor's utility coordination efforts for compliance with Construction contract. Facilitate coordination and communication between Utility Agency's representatives, Authority's staff and Contractors executing the work. Identify potential utility conflicts and assist in the resolution of utility issues including Authority and Local Government owned facilities. Identify, review, and track progress of Joint Project Agreements, and/or other Authority and utility agreements. Address work progress, track reimbursement activities, and address betterment and salvage determination. Prepare all necessary documentation to support reimbursement activities and betterment and salvage determination.
8. Produce reports, verify quantity calculations and field measure for payment purposes as needed to prevent delays in Contractor operations and to facilitate prompt processing of such information in order for the Authority to make timely payment to the Contractor.
9. When applicable, prepare and make presentations for meetings and hearings before the Dispute Review Boards in connection with the project covered by this Agreement.
10. Monitor each Contractor and Subcontractor's compliance with specifications and special provisions of the Construction Contract in regard to payment of predetermined wage rates in accordance with Authority procedures.
11. The Authority will provide Public Information Services.
12. Video record the pre-construction conditions throughout the project limits. Provide a digital photo log or video of project activities, with heavy emphasis on potential claim items/issues and on areas of real/potential public controversy.
13. Provide a digital camera for photographic documentation of pre-construction state and of noteworthy incidents or events during construction. Photographs and other media will be filed and maintained on the Consultant's computer using a Digital Media Management system. Photographs shall be taken the day prior to the start of construction and continue as needed throughout the project. Photographs shall be taken the days of Conditional, Partial and Final Acceptance.

10.0 PERSONNEL:

10.1 General Requirements:

Provide qualified personnel necessary to efficiently and effectively carry out its responsibilities under the contract.

Unless otherwise agreed to by THEA, THEA will not compensate straight overtime or premium overtime for the positions of Senior Project Engineer, Project

Administrator/Project Engineer, Contract Support Specialist and Assistant or Associate to any of these positions.

10.2 Personnel Qualifications:

Provide competent personnel qualified by experience and education. Submit in writing to the Construction Project Manager the names of personnel proposed for assignment to the project, including a detailed resume for each containing at a minimum: salary, education, and experience. The Consultant Action Request form for personnel approval shall be submitted to the Construction Project Manager at least two weeks prior to the date an individual is to report to work.

Personnel identified in the Consultant technical proposal are to be assigned as proposed and are committed to performing services under this Agreement. Personnel changes will require written approval from the Authority. Staff that has been removed shall be replaced by the Consultant within one week of Authority notification.

Before the project begins, all project staff shall have a working knowledge of the current Florida Department of Transportation Construction Project Administration Manual (CPAM) and must possess all the necessary qualifications/certifications for fulfilling the duties of the position they hold. Cross training of the Consultant's project staff is highly recommended to achieve a knowledgeable and versatile project inspection team but shall not be at any additional cost to the Authority and should occur as workload permits. Visit the training page on the State Construction Office website for training dates.

Minimum qualifications for the Consultant personnel are set forth as follows. Exceptions to these minimum qualifications will be considered on an individual basis. However, a Project Administrator working under the supervision and direction of a Senior Project Engineer or an Inspector working under the supervision and direction of a Senior Inspector shall have six months from the date of hire to obtain the necessary qualifications/certifications provided all other requirements for such positions are met and the Consultant submits a training plan detailing when such qualifications/certifications and other training relative to the Department's procedures, Specifications and Design Standards will be obtained. The Authority Director of Operations and Engineering or designee will have the final approval authority on such exceptions.

CEI SENIOR PROJECT ENGINEER - A Civil Engineering degree and registered in the State of Florida as a Professional Engineer (or if registered in another state, the ability to obtain registration in the State of Florida within six months) and six (6) years of engineering experience [(two (2) years of which are in major road or bridge construction)] or [(five (5) of which are in major bridge construction) - for Complex Bridge Projects with the exception of PTS projects which require two (2) years of major bridge construction], or for non-degreed personnel the aforementioned registration and ten (10) years of engineering experience (two (2) years of which are in major road or bridge construction). Qualifications include the ability to communicate effectively in English (verbally and in writing); direct highly complex and specialized construction engineering administration and inspection program; plans and organizes the work of subordinate and staff members; develops and/or reviews policies, methods, practices, and procedures; and reviews programs for conformance with Department standards. Also must have the following:

QUALIFICATIONS:

Attend the CTQP Quality Control Manager course and pass the examination.

CERTIFICATIONS: FDOT Advanced MOT

OTHER:

Complete the Florida Department of Transportation Critical Structures Construction Issues, Self-Study Course, and submit the mandatory Certification of Course Completion form (for structures projects).

CEI PROJECT ADMINISTRATOR/PROJECT ENGINEER - A Civil Engineering degree plus two (2) years of engineering experience in construction of major road or bridge structures, or for non-degreed personnel eight (8) years of responsible and related engineering experience, two (2) years of which involved construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures.

Receives general instructions regarding assignments and is expected to exercise initiative and independent judgment in the solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. Will be responsible for the progress and final estimates throughout the construction project duration. Must have the following:

QUALIFICATIONS:

CTQP Final Estimates Level II

CERTIFICATIONS: FDOT Advanced MOT

OTHER:

Attend CTQP Quality Control Manager Course and pass the examination.

Attend a FDOT accredited post-tensioning training course and pass the examination (for post-tensioned CC2 projects)

Attend a FDOT accredited grouting training course and pass the examination (for post-tensioned CC2 projects)

A Master's Degree in Engineering may be substituted for one (1) year of engineering experience.

CEI ASSISTANT PROJECT ADMINISTRATOR/PROJECT ENGINEER –

A Civil Engineering degree plus one (1) year of engineering experience in construction of major road or bridge structures, or for non-degreed personnel six (6) years of responsible and related engineering experience, two (2) years of which involved construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures.

QUALIFICATIONS:

CTQP Final Estimates Level II

CERTIFICATIONS: FDOT Intermediate MOT

CEI CONTRACT SUPPORT SPECIALIST - A High School diploma or equivalent and four (4) years of road & bridge construction engineering inspection (CEI) experience having performed/assisted in project related duties (i.e., LIMS, progress and final estimates, EEO compliance, processing Construction Contract changes, etc.) or a Civil Engineering Degree. Should exercise independent judgment in planning work details and making technical decisions related to the office aspects of the project. Should be familiar with the Department's Procedures covering the project related duties as stated above and be proficient in the computer programs necessary to perform these duties. Shall become proficient in Multi-Line and Engineering Menu.

QUALIFICATIONS:

CTQP Final Estimates Level II

CEI ASSOCIATE CONTRACT SUPPORT SPECIALIST - High school graduate or equivalent plus three (3) years of secretarial and/or clerical experience including two (2) years experience in construction office management having performed project related duties (i.e., LIMS, progress and final estimates, EEO compliance, processing Construction Contract changes, etc.). Experienced in the use of standard word processing software. Should exercise independent initiative to help relieve the supervisor of clerical detail. Assists the Project Administrator in office related duties (i.e., CQR, progress, and final estimates, EEO compliance, Processing Construction Contract changes, etc.) Project specific. Work under the general supervision of the Senior Project Engineer and staff.

CEI UTILITY COORDINATOR - High School Graduate or equivalent and be knowledgeable of Department's Standards, policies, procedures, and agreements and shall have a minimum of four (4) years of experience performing utility coordination in accordance with Department's Standards, policies, procedures and agreements.

CEI SENIOR INSPECTOR/SENIOR ENGINEER INTERN – High school graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in bridge and/or roadway construction inspection with the exception of Complex Category 2 (CC2) bridge structures or a Civil Engineering degree and one (1) year of road & bridge CEI experience with the ability to earn additional required qualifications within one year. (Note: Senior Engineer Intern classification requires one (1) year experience as an Engineer Intern.)

Must have the following as required by the scope of work for the project:

QUALIFICATIONS:

CTQP Concrete Field Technician Level I

CTQP Concrete Field Inspector Level II (Bridges) CTQP Asphalt Roadway Level I

CTQP Asphalt Roadway Level II

CTQP Earthwork Construction Inspection Level I

CTQP Earthwork Construction Inspection Level II

CTQP Pile Driving Inspection

CTQP Drilled Shaft Inspection (required for inspection of all drilled shafts including miscellaneous structures such as sign structures, lighting structures, and traffic signal structures)

CTQP Grouting Technician Level I

CTQP Post-Tensioning Technician Level I CTQP Final Estimates Level I

CERTIFICATIONS: FDOT Intermediate MOT Nuclear Radiation Safety
IMSA Traffic Signal Inspector Level I

Responsible for performing highly complex technical assignments in field surveying and construction layout, making, and checking engineering computations, inspecting construction work, and conducting field tests and is responsible for coordinating and managing the lower level inspectors. Work is performed under the general supervision of the Project Administrator.

CEI SENIOR ITS INSPECTOR - High School graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in ITS construction inspection, or a Civil Engineering Degree and one (1) year of ITS CEI experience, plus demonstrated knowledge in the following:

QUALIFICATIONS:

Fiber Installation Inspection and OTDR Fiber Testing
DMS Operation and Testing
Controller Operation and Testing
CCTV Installation, Operation and Testing
MVDS Operations and Testing
FDOT SEMP Training
Familiarity with Existing Communication Equipment and Switches

CERTIFICATIONS:

IMSA Fiber Optics for ITS Level II Field (or equivalent)

Responsible for inspecting construction work; monitoring ITS and electrical installation techniques to ensure conformance with the plans, specifications, National Electrical code and other applicable manuals and is responsible for coordinating and managing the lower level inspectors. Responsible for escalating any deficiencies to the Project Administrator.

CEI INSPECTOR/ENGINEER INTERN - High school graduate or equivalent plus two (2) years experience in construction inspection, one (1) year of which shall have been in bridge and/or roadway construction inspection, or an Engineer Intern with a Civil Engineering degree (requires certificate) having the ability to earn the required qualifications and certifications within one year, plus demonstrated knowledge in the following:

Must have the following as required by the scope of work of the project:

QUALIFICATIONS:

CTQP Concrete Field Inspector Level I CTQP Asphalt Roadway Level I
CTQP Earthwork Construction Inspection Level I
CTQP Pile Driving Inspection
CTQP Drilled Shaft Inspection (required for inspection of all drilled shafts including miscellaneous structures such as sign structures, lighting structures, and traffic signal structures)
CTQP Final Estimates Level I

CERTIFICATIONS: FDOT Intermediate MOT Nuclear Radiation Safety
IMSA Traffic Signal Inspector Level I
Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors

OTHER:

Complete the Critical Structures Construction Issues, Self-Study Course, and submit the mandatory Certification of Course Completion form (for structures projects).

Responsible for performing assignments in assisting Senior Inspector in the performance of their duties. Receive general supervision from the Senior Inspector who reviews work while in progress. Civil Engineering graduates must obtain certifications within the first year of working as an inspector or Engineer Intern. Exceptions will be permitted on a case-by-case basis so long as qualifications and certifications are appropriate for specific inspection duties.

CEI ASPHALT PLANT INSPECTOR - High School Graduate or equivalent plus one (1) year experience in the surveillance and inspection of hot mix asphalt plant operations and have the following:

QUALIFICATIONS:

CTQP Asphalt Plant Level I CTQP Asphalt Plant Level II

CEI ITS INSPECTOR - High School Graduate or equivalent plus two (2) years of experience in construction inspection, one (1) year of which shall have been in ITS construction inspection, or an Engineer Intern with a Civil Engineering degree (requires certificate) having the ability to earn the required qualifications within one year, plus demonstrated knowledge in the following

QUALIFICATIONS:

Fiber Installation Inspection and OTDR Fiber Testing
DMS Operation and Testing
Controller Operation and Testing
CCTV Installation, Operation and Testing
Familiarity with Existing Communication Equipment and Switches
MVDS Operations and Testing

CERTIFICATIONS:

IMSA Fiber Optics for ITS Level I (or equivalent)

Responsible for inspecting the construction work; monitoring the correct ITS and electrical installation techniques to ensure conformance with the plans, specification, National Electrical Code and other applicable manuals. Responsible for escalating to the Senior Inspector or Project Administrator (as applicable) any deficiencies.

CEI INSPECTORS AIDE - High School graduate or equivalent and able to perform basic mathematical calculation and follow simple technical instructions. Duties are to assist higher- level inspectors. Must obtain FDOT Intermediate MOT within the first six months of the assignment.

CEL SECRETARY/CLERK TYPIST- High school graduate or equivalent plus two (2) years of secretarial and/or clerical experience. Ability to type at a rate of 35 correct words per minute. Experienced in the use of standard word processing software. Should exercise independent initiative to help relieve the supervisor of clerical detail. Work under general supervision of the Senior Project Engineer and staff.

10.3 Staffing:

Once authorized, the Consultant shall establish and maintain appropriate staffing throughout the duration of construction and completion of the final estimate. Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay items, shall be available to resolve disputed final pay quantities until the Authority has received a regular acceptance letter.

Construction engineering and inspection forces will be required of the Consultant while the Contractor is working. If Contractor operations are substantially reduced or suspended, the Consultant will reduce its staff appropriately.

In the event that the suspension of Contractor operations requires the removal of Consultant forces from the project, the Consultant will be allowed five (5) days maximum to mobilize, relocate, or terminate such forces.

11.0 QUALITY ASSURANCE (QA) PROGRAM:

11.1 Quality Assurance Plan:

Within thirty (30) days after receiving award of an Agreement, furnish a QA Plan to the Construction Project Manager. The QA Plan shall detail the procedures, evaluation criteria, and instructions of the Consultant's organization for providing services pursuant to this Agreement. Unless specifically waived, no payment shall be made until the Department approves the Consultant QA Plan.

Significant changes to the work requirements may require the Consultant to revise the QA Plan. It shall be the responsibility of the Consultant to keep the plan current with the work requirements. The Plan shall include, but not be limited to, the following areas:

A. Organization:

A description is required of the Consultant QA Organization and its functional relationship to the part of the organization performing the work under the Agreement. The authority, responsibilities and autonomy of the QA organization shall be detailed as well as the names and qualifications of personnel in the quality control organization.

B. Quality Assurance Reviews:

Detail the methods used to monitor and achieve organization compliance with Agreement requirements for services and products.

C. Quality Assurance Records:

Outline the types of records which will be generated and maintained during the execution of the QA program.

D. Control of Subconsultants and Vendors:

Detail the methods used to control subconsultant and vendor quality.

E. Quality Assurance Certification:

An officer of the Consultant firm shall certify that the inspection and documentation was done in accordance with FDOT specifications, plans, standard indexes, and Authority procedures.

11.2 Quality Assurance Reviews:

On this short duration CCEI project (nine (9) months or less), the CCEI shall perform an initial QA review within the first two (2) months of the start of construction.

11.3 Quality Records:

Maintain adequate records of the quality assurance actions performed by the organization (including Subcontractors and vendors) in providing services and products under this Agreement. All records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the corrective actions taken. All records shall be available to the Department, upon request, during the Agreement term. All records shall be kept at the primary job site and shall be subject to audit review.

12.0 CERTIFICATION OF FINAL ESTIMATES:

12.1 Final Estimate Submittal:

Prepare documentation and records in compliance with the Agreement, Statewide Quality Control (QC) Plan, or Consultant's approved QC Plan and the Department's Procedures as required by Section 4.1.4 of Review and Administration Manual.

Submit the Final Estimate(s) documenting the Contractor's work in accordance with the Review and Administration Manual.

12.2 Certification:

Consultant personnel preparing the Certified Final Estimate Package shall be CTQP Final Estimates Level II.

Duly authorized representative of the Consultant firm will provide a digitally signed certification on a form pursuant to Department and Authority's procedures.

12.3 Offer of Final Payment:

Prepare the Offer of Final Payment package as outlined in Chapter 14 of the Review and Administration Manual. The package shall accompany the Certified Final Estimates Package submitted to the Authority for review. The Consultant shall be responsible for forwarding the Offer of Final Payment Package to the Contractor.

13.0 **AGREEMENT MANAGEMENT:**

13.1 **General:**

- (1) When the Consultant identifies a condition that will require an amendment to the contract the Consultant will communicate this need to the Construction Project Manager for acceptance. Upon acceptance, prepare and submit an Amendment Request (AR), and all accompanying documentation to the Construction Project Manager for approval and further processing. The AR is to be submitted at such time to allow the Authority two (2) weeks to process, approve, and execute the AR. The content and format of the AR and accompanying documentation shall be in accordance with the instructions and format to be provided by the Authority.
- (2) The Consultant is responsible for performing follow-up activities to determine the status of each Amendment Request submitted to the Authority.

13.2 **Invoicing Instructions:**

Monthly invoices shall be submitted to the Authority in a format and distribution schedule defined by the Authority, no later than the 30th day of the following month.

If the monthly invoice cannot be submitted on time, notify the Authority prior to the due date stating the reason for the delay and the planned submittal date. Once submitted, the Consultant Project Principal or Senior Project Engineer shall notify the Construction Project Manager via e-mail of the total delay in calendar days and the reason(s) for the delay(s).

All invoices shall be submitted to the Authority in electronic and hard copy formats in accordance with Authority's procedures.

All charges to the individual project will end no later than thirty (30) calendar days following final acceptance; or where all items of work are complete and conditional/partial acceptance is issued; unless authorized in writing by the Authority.

A Final Invoice will be submitted to the Authority no later than the 30th day following Final Acceptance of the individual project or as requested by the Authority.

14.0 **OTHER SERVICES:**

Upon written authorization by the Director of Operations and Engineering or designee, the Consultant will perform additional services in connection with the project not otherwise identified in this Agreement. The following items are not included as part of this Agreement but may be required by the Authority to supplement the Consultant services under this Agreement.

- A. Assist in preparing for arbitration hearings or litigation that occurs during the Agreement time in connection with the construction project covered by this Agreement.
- B. Provide qualified engineering witnesses and exhibits for arbitration hearings or litigation in connection with the Agreement.
- C. Provide inspection services in addition to those provided for in this Agreement.

- D. Provide services determined necessary for the successful completion and closure of the Construction Contract.



Staffing Estimate
 CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES FOR Greenway Striping Project
 THEA PROJECT No. O-0224

Personnel Classifications	Billing Rate With OM	Firm	P/C 1 May-24	C 2 Jun-24	C 3 Jul-24	C 3 Jul-24	C 4 Aug-24	T 5 Sep-24	Total Staff-Months	Straight Time Staff Hours	Overtime Staff Hours	Total Staff Hours	Total Costs	Premium OT @ 10%	Total Compensation
Senior Project Engineer	\$273.82	CON	0.05	0.05	0.05	0.05	0.05	0.05	0.30	50		50	\$13,554.09		\$13,554.09
Project Administrator	\$167.31	CON	0.10	0.20	0.20	0.20	0.20	0.10	1.00	165		165	\$27,606.15		\$27,606.15
Contract Support Specialist	\$115.04	CON	0.10	0.10	0.10	0.10	0.10	0.20	0.70	116		116	\$13,287.12		\$13,287.12
Senior Inspector	\$116.52	CON	0.10	0.25	0.25	0.25	0.25	0.10	1.20	198	20	218	\$25,378.06		\$25,378.06
Inspector	\$68.72	CON		0.75	0.75	0.75	0.75		3.00	495	50	545	\$37,418.04		\$37,418.04
Total Staff Months / Hours										1023	69.3	1092.3	\$117,243.46		\$117,243.46

Legend P = Preconstruction C = Construction T = Post Construction

III. B. 4. A-Stellar Property Maintenance & Landscaping - Six month Contract Extension

A-Stellar Property Maintenance & Landscaping, Inc.
5300 70th Ave. N
Pinellas Park, FL 33781

RE: Letter for request of additional funding for contract extension/ term 6 months/7-1-24 through 12-31-24

Mr. Brian Pickard,

I am writing this request for the additional funding to extend the existing maintenance contract by 6 months.

To prorate for a 6 month period we would exclude the cost of the mulch. This would fall within the new agreement for next year.

The monthly cost including the original agreement, the SWE and the additional mowing on Meridian would be \$45,361.44, 6 month period total of \$272,168.64 plus and extension on my Bond at \$9,341.90.

That would estimate the total for the 6 month period \$281,510.54 /\$46.918.42 monthly

I thank you for your consideration of this request,

Respectfully,



Matthew Shinn
President
A-Stellar Property Maintenance
& Landscaping, Inc.
(813)270-9637

III. B. 5. Drainage Upgrade Design Task Order - KCA

ATTACHMENT "A"



**TASK WORK ORDER
SCOPE OF SERVICES**

THEA Contract: O-00619D

**Design Services
For**

**Drainage Maintenance
Along the Selmon Expressway
from 22nd Street to Faulkenburg Road**

Hillsborough County

May 22, 2024

**ATTACHMENT “A”
TASK WORK ORDER
SCOPE OF SERVICES**

TASK WORK ORDER

**Design Services For
Drainage Maintenance / Ditch Clearing & Re-grading
Along the Selmon Expressway
from 22nd Street to Faulkenburg Road
Hillsborough County**

I. DESCRIPTION

The above-described Base Consultant Agreement provides for the issuance of Task Work Orders for miscellaneous design support services relating to specific production projects. This Task Work Order provides for ditch re-grading along WB and EB Selmon Expressway from 22nd Street to Faulkenburg Road in Hillsborough County in accordance with applicable provisions of the Base Consultant Agreement, including that Agreement’s Exhibit A (“Scope of Services”), which is incorporated herein by reference.

II. OBJECTIVES

The purpose of this Attachment is to describe the Task Work Order scope of work and the responsibilities of the CONSULTANT and the THEA in connection with the design of the above-described production project and the preparation of the complete set of construction contract plans and specifications.

The general objective is for the CONSULTANT to prepare a set of plans and specifications to be used by the construction contractor to build the project and by the THEA to ensure that the project is built as designed and to specifications. Submittals will be limited to Phase IV and Final plans.

This Scope of Services establishes which items of work described in the Base Consultant Agreement Exhibit A, the Plans Preparation Manual and other pertinent THEA manuals are specifically included in this Task Work Order, and also which of the items of work will be the responsibility of the CONSULTANT or the THEA.

All plans and design documents are to be prepared with Standard English values in accordance with all applicable THEA manuals and guidelines and the desires of the THEA as made known to the CONSULTANT. The plans shall be accurate, legible, and complete in design, furnished in reproducible form and shall be complete and suitable for bidding purposes. All final plans and specifications deliverables provided for herein shall support a fully electronic advertisement, bidding and letting process for the construction contract in a manner acceptable to the THEA, including compliance with THEA’s “Processing Guideline for Electronic Projects”. In addition to any required hard copies, the CONSULTANT shall

provide .pdf files for all plans phase submittals. Beginning with the Phase IV submittal, the CONSULTANT shall provide electronic “smart” files. In addition to any required hard-copies, all other documents that require THEA review shall be submitted in an electronic medium acceptable to the THEA Project Manager, including processing through the THEA’s Electronic Review and Comment system (ERC).

III. SERVICES

The CONSULTANT field review the project and become familiar with the existing Selmon Expressway As-Built plans.

The staff-hour estimates and negotiations for this Task Work Order shall follow the numerical hierarchy found in Sections 3 through 34 of the Base Consultant Agreement Exhibit A (Scope of Services). It is not the intent of this Task Work Order Scope of Services to repeat the text of those sections, except where project-specific modifications are necessary.

The CONSULTANT shall be aware that as the project is developed, certain modifications and/or improvements to the original recommendation may be required. The CONSULTANT is to incorporate these refinements into the design and will consider this effort to be an anticipated and integral part of the work. This will not be a basis for any additional fee request(s), Task Work Order(s) or Task Work Order Amendment(s).

The CONSULTANT shall incorporate the following into the design of the assigned project:

The purpose of this project is to make improvements to existing drainage ditches along both westbound (WB) and eastbound (EB) Selmon Expressway from 22nd Street to Faulkenburg Road, approximately 7.5 miles. The CONSULTANT will evaluate the existing stormwater pond adjacent to the 22nd Street WB on ramp to determine the required clearing and re-shaping of the pond. This project will include typical sections for the ditch re-grading and plan details for unique circumstances such as drainage structure adjustments, protection, utilities, etc. Erosion and sediment controls will also be included in the plans.

A. Roadway (Activities 3 – 5)

Public Involvement: N/A

Joint Project Agreements: N/A

Value Engineering: N/A

Plan Type: The roadway plans shall be prepared in a Plan format. The plan sheets shall be plotted at a horizontal scale of 1" = 100'. The following plans will be included:

Key Sheet

Signature Sheet
Typical Sections
Project Layout
General Notes
Plans
Pond Detail Sheet
SWPPP
Erosion Control
Temporary Traffic Control Notes and Advanced Warning Layout

Limits: WB and EB ditches along Selmon Expressway from 22nd Street to Faulkenburg Road. Project Length = 7.5 miles.

Typical Section: Selmon Mainline with Ditch typical sections

Pavement Design: N/A

Access Management Classification: N/A

Transit Route Features: N/A

Major Intersections/Interchanges: N/A

Level of TCP Plans: Level I, General Notes

Temporary Signals: N/A

Temporary Lighting: N/A

Temporary Drainage: N/A

Variations/Exceptions: N/A

Back of Sidewalk Profiles: N/A

B. Drainage (Activity 6)

The existing drainage system consists of an open ditch system. The existing ditches between 22nd Street and Faulkenburg road within the Selmon Expressway right of way will be evaluated during a field review. This project will include clearing and grubbing, re-establishing the ditch sideslopes and elevations. The CONSULTANT will evaluate the existing stormwater pond adjacent to the 22nd Street WB on ramp to determine the required clearing and re-shaping of the pond. The plans will include SWPPP and Erosion Control Sheets.

C. Utility Coordination (Activity 7)

The CONSULTANT will coordinate with THEA and subconsultants to obtain existing utility information for design/plan support. If necessary, the CONSULTANT will send a preliminary set of plans to the utilities to obtain the RGB markups. General notes will be included in the plans to use caution when re-grading the roadside ditches.

D. Environmental Permits (Activity 8) – N/A

Expected permits:

Anticipate being exempt from permitting. Permitting not included as part of this scope.

E. Structures (Activities 9 – 18) – N/A

F. Signing and Pavement Markings – N/A

G. Signals - Non-ITS (Activities 21 and 22) – N/A

H. Lighting (Activities 23 and 24) – N/A

I. Landscape Architecture (Activities 25 and 26) – N/A

J. Survey (Activity 27) – N/A

No survey is proposed. The CONSULTANT will use THEA's LiDAR for the existing topography.

K. Photogrammetry (Activity 28) – N/A

L. Mapping (Activity 29) – N/A

M. Geotechnical (Activity 30) – N/A

N. Architecture (Activity 31) – N/A

O. Noise Impact Design Assessment (Activity 32) – N/A

P. Intelligent Transportation Systems (Activities 33 and 34) – N/A

IV. GOVERNING PROVISIONS FOR WORK

The work under this Task Work Order assignment shall be conducted in accordance with the Base Consultant Agreement and any subsequent Amendments.

V. THEA RESPONSIBILITIES

The THEA's responsibilities will be as shown in the Base Consultant Agreement, and any subsequent Amendments, except as modified herein. THEA will provide the CONSULTANT with As-Built plans of the Selmon Expressway from 22nd Street to Faulkenburg Road, LiDAR data and any documentation of the flooding at 78th Street.

VI. GENERAL

The CONSULTANT shall attend one (1) field review to determine the condition of the existing roadside ditches.

A. Meetings

The CONSULTANT shall attend a kickoff meeting with THEA representatives.

B. Consultant's Schedule of Activities

Within ten (10) days after written authorization to start, the CONSULTANT shall prepare and submit a detailed schedule to THEA. For purposes of scheduling the CONSULTANT shall allow four (4) weeks THEA review time for each submittal. All schedules shall be updated and resubmitted for THEA approval at anytime prior schedules become obsolete.

C. Construction Cost Estimates

The CONSULTANT shall prepare construction cost estimates at the Phase IV and Final submittal.

D. Technical Special Provisions/Specification Package

The CONSULTANT shall prepare and provide a complete electronic Specification Package, including Technical Special Provisions for all items of work. Permits obtained by the THEA and Utility Relocation schedules/utility TSP's will be provided to the CONSULTANT for inclusion. The current Supplemental Specifications and Special Provisions are available on the Internet. Standard Specifications, Supplemental Specifications, or Special Provisions should not be modified unless absolutely necessary to control specific project requirements. Any modifications to these standards must be approved by the District Specification Office, in order to be included in the Project's Specification Package. The Specification Package shall be signed, sealed, and dated in accordance with Chapter 471 or Chapter 481, FS as appropriate.

The completed Specification Package must be initially submitted to THEA by the Phase IV plans submittal. The Specification Package must be submitted for legal review at least 14 days before the Final Plans date. The legal review must be

obtained, comments resolved, and the submittal of the final, signed and sealed Specifications must occur at least 5 days prior to Final Plans Date.

E. Construction Duration

The CONSULTANT shall develop an estimate of construction contract duration based on the guidelines set forth in Chapter 1.2 of the Construction Project Administration Manual (CPAM). This estimate shall be submitted to THEA with the Phase III submittal package.

VII. SUMMARY OF COMPENSATION

For a summary of all compensation for this Task Work Order, please refer to the attached Attachment 'B', which is incorporated herein by reference.

VIII. BEGINNING AND LENGTH OF SERVICES

The Services requested under this Task Work Order shall commence with receipt of written authorization from the Professional Services Administrator and shall be completed by such time as will support the assigned project's THEA-approved schedule, whichever is earlier. However, this Task Work Order authorization shall remain open until project services are complete.

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Lee Roy Selmon Expressway - Ditch Cleaning from W. 22nd St. to Falkenburg Rd.
 County: Hillsborough County
 FPN: O-00619D
 FAP No.: N/A

Consultant Name: Kisinger Campo & Associates
 Consultant No.:
 Date: 5/23/2024
 Estimator: Branen Anderson

Staff Classification	Total Staff Hours From "SH Summary -	Project Manager 3	Chief Engineer 2	Senior Engineer 2	Senior Engineer 1	Engineer 2	Engineer 1	Engineer Intern	Chief Scientist	Scientist	GIS Support			SH By Activity	Salary Cost By Activity	Average Rate Per Task
3. Project General and Project Common Tasks	285	200	14	34	14	14	8	0	0	0	0			284	\$72,424	\$255.01
5. Roadway Plans	52	3	3	5	10	10	13	10	0	0	0			54	\$10,794	\$199.88
6a. Drainage Analysis	300	6	15	54	75	60	54	36	0	0	0			300	\$63,834	\$212.78
6b. Drainage Plans	236	5	12	24	47	47	59	41	0	0	0			235	\$46,819	\$199.23
6. Environmental Permits and Env. Clearances	8	0	0	0	0	0	0	0	3	5	0			8	\$1,338	\$167.31
Total Staff Hours	881	214	44	117	146	131	134	87	3	5	0			881		
Total Staff Cost		\$55,717.04	\$12,657.92	\$29,560.05	\$35,807.96	\$28,584.20	\$20,865.14	\$10,678.38	\$698.34	\$640.10	\$0.00				\$195,209.13	\$221.58
														Check =	\$195,209.13	
														GRAND TOTAL ESTIMATED FEE:		\$195,209.13

Representing	Print Name	Signature / Date
THEA	Judith Villegas EI	
KCA	Branan Anderson PE	

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.1	Public Involvement					
3.1.1	Community Awareness Plan	LS	1	0	0	N/A
3.1.2	Notifications	LS	1	0	0	N/A
3.1.3	Preparing Mailing Lists	LS	1	0	0	N/A
3.1.4	Median Modification Letters	LS	1	0	0	N/A
3.1.5	Driveway Modification Letters	LS	1	0	0	N/A
3.1.6	Newsletters	LS	1	0	0	N/A
3.1.7	Renderings and Fly Throughs	LS	1	0	0	N/A
3.1.8	PowerPoint Presentation	LS	1	0	0	N/A
3.1.9	Public Meeting Preparations	LS	1	0	0	N/A
3.1.10	Public Meeting Attendance/Followup	LS	1	0	0	N/A
3.1.11	Other Agency Meetings	LS	1	0	0	N/A
3.1.12	Web Site	LS	1	0	0	N/A
3.1 Public Involvement Subtotal					0	
3.2	Joint Project Agreements	EA	0	0	0	N/A
3.3	Specifications & Estimates					
3.3.1	Specifications Package Preparation	LS	1	16	16	Includes prep, 1st submittal following 100% plans, review/respond to comments, address comments and resubmit S+S with Final Plans
3.3.2	Estimated Quantities Report Preparation	Report	0	Calculated Hours 0	0	N/A
		Components	0			
3.4	Contract Maintenance and Project Documentation	LS	1	48	48	Efforts include maintenance of files, electronic folders and documents - ProjectWise setup, progress reports, schedule, and project submittal documentation Initial set up: 16 hrs Assume 8 months (includes design & construction) @ 4 hours = 32 hrs
3.5	Value Engineering (Multi-Discipline Team) Review	LS	1	0	0	N/A
3.6	Prime Consultant Project Manager Meetings	LS	1	15	15	See listing below

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.7	Plans Update	LS	1	0	0	N/A
3.8	Post Design Services	LS	1	200	200	Includes precon mtg attendance, RFI/RFM coordination, construction permit support with FDOT/County, construction progress mtg support: 200 hrs
3.9	Digital Delivery	LS	1	6	6	Includes setup of signature sheet and signing and sealing by Roadway EOR: 6 hrs DrainageEOR: 3 hrs
3.10	Risk Assessment Workshop	LS	1	0	0	N/A
3.11	Railroad, Transit, and/or Airport Coordination	LS	1	0	0	N/A
3.11.1	Aeronautical Evaluation	LS	1	0	0	N/A
3.12	Landscape and Existing Vegetation Coordination	LS	1	0	0	N/A
3.13	Other Project General Tasks	LS	1	0	0	N/A
3. Project Common and Project General Tasks Total					285	
3.6 - List of Project Manager Meetings						
		Units	No of Units	Hours/ Unit	Total Hours	Comments
	Roadway Analysis	EA	0	0	0	
	Drainage	EA	0	0	0	
	Utilities	EA	0	0	0	
	Environmental	EA	0	0	0	
	Structures	EA	0	0	0	
	Signing & Pavement Marking	EA	0	0	0	
	Signalization	EA	0	0	0	
	Lighting	EA	0	0	0	
	Landscape Architecture	EA	0	0	0	
	Survey	EA	0	0	0	
	Photogrammetry	EA	0	0	0	
	ROW & Mapping	EA	0	0	0	
	Terrestrial Mobile LiDAR	EA	0	0	0	
	Architecture	EA	0	0	0	
	Noise Barriers	EA	0	0	0	
	ITS Analysis	EA	0	0	0	
	Geotechnical	EA	0	0	0	
	Progress Meetings	EA	3	1	3	3 virtual mtgs with PM; 1 hr each (Includes meeting minutes/action item documentation)
	Phase Reviews	EA	1	4	4	1 mtg x (1 hr mtg agenda/prep + 1 hr mtg + 0.5 hr travel + 1 hr documentation)
	Field Reviews	EA	1	8	8	1 field review x 6 hr/review + 1 hr travel + 1 hr documentation)
Total Project Manager Meetings			5		15	Total PM Meeting Hours carries to Task 3.6 above

Representing	Print Name	Signature / Date
THEA	Judith Villegas EI	
KCA	Branan Anderson PE	

Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
5.1	Key Sheet		Sheet	1	6	6	Using Key Sheet from prior Milling and Resurfacing Plans - Updating
5.2	Summary of Pay Items Including Quantity Input		Sheet	1	4	4	
5.2.1	Typical Sections		EA	1	6	6	2 mainline typicals
5.2.2	Typical Section Details		EA	0	0	0	N/A
5.3	General Notes/Pay Item Notes		Sheet	1	6	6	
5.4	Project Layout		Sheet	1	6	6	Update Selmon Resurfacing Project Layout Sheet
5.5	Plan/Profile Sheet		Sheet	0	0	0	N/A
5.6	Profile Sheet		Sheet	0	0	0	N/A
5.7	Plan Sheet	100	Sheet	30	0.25	8	Clip boundaries - cut Sheets for drainage, LiDAR survey, border layout
5.8	Special Profile		Sheet	0	0	0	N/A
5.9	Back-of-Sidewalk Profile Sheet		Sheet	0	0	0	N/A
5.10	Interchange Layout Sheet		Sheet	0	0	0	N/A
5.11	Ramp Terminal Details (Plan View)		Sheet	0	0	0	N/A
5.12	Intersection Layout Details		Sheet	0	0	0	N/A
5.13	Special Details		EA	0	0	0	N/A

Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
5.14	Cross-Section Pattern Sheets		Sheet	0	0	0	N/A
5.15	Roadway Soil Survey Sheets		Sheet	0	0	0	N/A
5.16	Cross Sections		EA	0	0	0	N/A
5.17	Temporary Traffic Control Plan Sheets		Sheet	0	0	0	N/A
5.18	Temporary Traffic Control Cross Section Sheets		EA	0	0	0	N/A
5.19	Temporary Traffic Control Detail Sheets		Sheet	1	12	12	1 general notes sheet 1 advanced warning scheme (Includes Selmon Mainline)
5.20	Utility Adjustment Sheets		Sheet	0	0	0	N/A
5.21	Selective Clearing and Grubbing Sheets						
5.21.1	Selective Clearing and Grubbing		Sheet	0	0	0	N/A
5.21.2	Selective Clearing and Grubbing Details		Sheet	0	0	0	N/A
5.22	Tree Disposition Sheets						
5.22.1	Tree Disposition Plan Sheets		Sheet	0	0	0	N/A
5.22.2	Tree Disposition Plan Tables and Schedules		Sheet	0	0	0	N/A
5.23	Project Control Sheets		Sheet	0	0	0	N/A
5.24	Environmental Detail Sheets		Sheet	0	0	0	N/A
5.25	Utility Verification Sheets (SUE Data)		Sheet	0	0	0	N/A
Roadway Plans Technical Subtotal						48	
5.26	Quality Assurance/Quality Control		LS	%	5%	2	
5.27	Supervision		LS	%	5%	2	
5. Roadway Plans Total						52	

Project Activity 6a: Drainage Analysis

Estimator:

Lee Roy Selmon Expressway - Ditch Cleaning from W. 22nd St. to Falkenburg Rd.

O-00619D

Representing	Print Name	Signature / Date
THEA	Judith Villegas EI	
KCA	Curt Sprunger PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
6a.1	Drainage Map Hydrology	Per Map	0	0	0	N/A
6a.2	Base Clearance Calculations	Per Location	0	0	0	N/A
6a.3	Pond Siting Analysis and Report	Per Basin	0	0	0	N/A
6a.4	Design of Cross Drains	EA	0	0	0	N/A
6a.5	Design of Ditches	Per Ditch Mile	7.5	15	113	7.5 miles of ditches (2); Includes review of existing conditions, survey/As-Builts to ensure ditch cleaning/reshaping doesn't alter prior permitting intent, but allows proper conveyance
6a.6	Design of Stormwater Management Facility (Offsite or Infield Pond)	EA	1	24	24	Evaluating existing 22nd St. pond adjacent to WB on ramp, re-shaping and clearing
6a.7	Design of Stormwater Management Facility (Roadside Treatment Swales and Linear Ponds)	Per Cell	0	0	0	N/A
6a.8	Design of Floodplain Compensation	Per Floodplain Basin	0	0	0	N/A
6a.9	Design of Storm Drains	EA	0	0	0	N/A
6a.10	Optional Culvert Material	EA	0	0	0	N/A
6a.11	French Drain Systems	Per Cell	0	0	0	N/A
6a.11.1	Existing French Drain Systems	Per Cell	0	0	0	N/A
6a.12	Drainage Wells	EA	0	0	0	N/A
6a.13	Drainage Design Documentation Report	LS	1	0	0	Assumes project exemption and not submitting confirmation through the Water Management District. If existing permit review and drainage analysis recommendations alters exemption approach, then additional time will be needed at a later date, once confirmed.
6a.14	Bridge Hydraulic Report	EA	0	0	0	N/A
6a.15	Temporary Drainage Analysis	LS	1	0	0	N/A
6a.16	Drainage Quantities for EQ Report	Drainage Structures	0	Calculated Hours 0	0	N/A

Project Activity 6a: Drainage Analysis

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
6a.17	Cost Estimate	LS	1	12	12	Prepare Engineer's Estimate: 8 hrs (to be provided with 100% plans) 1 review from GEC, respond to comments: 2 hrs Update Engineer's Estimate for Final Plans: 2 hrs
6a.18	Technical Special Provisions / Modified Special Provisions	LS	1	0	0	N/A
6a.19	Hydroplaning Analysis	LS	1	0	0	N/A
6a.20	Existing Permit Analysis	LS	1	0	0	N/A
6a.21	Other Drainage Analysis	LS	1	5	5	Utilities - Evaluate/Coordinate with THEA/GEC and other subs for existing utilities to be shown on plans to add notes for using caution when working near, excavating operations, etc.
6a.22	Noise Barrier Evaluation	LS	1	0	0	N/A
6a.23	Erosion Control Plan	Per Mile	7.5	4	30	
Drainage Analysis Technical Subtotal					184	
6a.24	Field Reviews	LS	1	80	80	Review 15 miles at 3 miles/day = 5 days x 2 people = 80 hours
6a.25	Technical Meetings	LS	1	9	9	Meetings are listed below
6a.26	Environmental Look-Around (ELA) Meeting	LS	1	0	0	N/A
6a.27	Quality Assurance/Quality Control	LS	%	5%	9	
6a.28	Independent Peer Review	LS	%	0%	0	
6a.29	Supervision	LS	%	5%	9	
Drainage Analysis Nontechnical Subtotal					107	
6a.30	Coordination	LS	%	3%	9	
6a. Drainage Analysis Total					300	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Base Clearance Water Elevation	EA	0	0	0			0
Pond Siting	EA	0	0	0			0
Agency	EA	0	0	0			0
Local Governments (cities, counties)	EA	0	0	0			0
FDOT Drainage	EA	0	0	0			0
Other Meetings (THEA)	EA	2	3	6	Assume 1 kickoff mtg with THEA, 1 comment review meeting following 100% plans/coordination		0
Subtotal Technical Meetings				6			0
Progress Meetings (if required by FDOT)	EA	0	0	0	<i>PM attendance at Progress Meetings is manually entered on General Task 3</i>		--
Phase Review Meetings	EA	1	3	3	<i>PM attendance at Phase Review Meetings is manually entered on General Task 3</i>		--
Total Meetings				9	Total Project Manager Meetings (carries to Tab 3)		0

Carries to 6a.25

Carries to Tab 3

6b. Drainage Plans

Estimator: **6b. Drainage Plans Staff Hours** Lee Roy Selmon Expressway - Ditch Cleaning from W. 22nd St. to Falkenburg Rd. O-00619D

Representing	Print Name	Signature / Date
THEA	Judith Villegas EI	
KCA	Curt Sprunger PE	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Project Parameter			Staff Hours				Documentation
		Description	Units	Complexity	Calculated	Department	Consultant	Negotiated	Provide documentation when negotiated hours differ from the calculated hours.
6b.1	Drainage Map (Including Interchanges)	Length (Miles)	0.00		0	0	0	0	N/A
6b.2	Bridge Hydraulics Recommendation Sheets	Bridges	0		0	0	0	0	N/A
6b.3	Drainage Structures	Drainage Structures	0		0	0	0	0	N/A
		Details	0		0	0	0	0	N/A
6b.4	Lateral Ditches	Ditches	30	Standard	240	0	120	120	Plan sheets showing flow direction, erosion control, utilities, special details, callouts for structure protection, unique conditions for structure modifications, as needed. Ensure work is selective in areas without risk for modifications outside the scope of work; Includes showing existing utilities and notes to use caution in areas 30 Plan Shts @ 4 hrs/sht (2 submittals) = 120 hrs (1" = 100')
			0	Complex	0	0	0	0	N/A
		Cross Section Alignments	0		0	0	0	0	N/A
6b.5	Retention/Detention/Floodplain Compensation Ponds	Ponds	1	Standard	24	0	24	24	22nd Street WB On ramp pond
			0	Complex	0	0	0	0	N/A
		Cross Section Alignments	0		0	0	0	0	N/A
6b.6	Erosion Control Plan	Length (Miles)	7.50	Upper Range	15	0	60	60	30 shts @ 2 hrs/sht
6b.7	SWPPP		1	Complex	10	0	10	10	Greater than 1 AC of disturbed soil
Drainage Plans Technical Subtotal					289	0	214	214	
6b.8	Quality Assurance/Quality Control	%	1	5%	11			11	
6b.9	Supervision	%	1	5%	11			11	
6. Drainage Plans Total								236	

Project Activity 8: Environmental Permits

Estimator:

Lee Roy Selmon Expressway - Ditch Clearing from W. 22nd St. to Falkenberg Rd.
O-00619D

Representing	Print Name	Signature / Date
THEA	Judith Villegas EI	
KCA	Tom Pride	

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
Environmental Permits and Environmental Clearances						
8.1	Preliminary Project Research	LS	1	8	8	Review existing permit information to ensure project retains exemption following drainage analysis and recommendations
Permits						
8.2	Field Work					
8.2.1	Pond Site Alternatives	per pond site	0	0	0	N/A
8.2.2	Establish Wetland Jurisdictional Lines and Assessments	LS	1	0	0	N/A
8.2.3	Species Surveys	LS	1	0	0	N/A
8.3	Agency Verification of Wetland Data	LS	1	0	0	N/A
8.4	Complete And Submit All Required Permit Applications					
8.4.1	Complete and Submit All Required Wetland Permit Applications	LS	1	0	0	N/A
8.4.2	Complete and Submit All Required Species Permit Applications	LS	1	0	0	N/A
8.5	Coordinate and Review Dredge and Fill Sketches	LS	1	0	0	N/A
8.6	Complete and Submit Documentation for Coordination and/or USCG Permit Application					
8.6.1	Prepare and submit required documents for USCG coordination	LS	1	0	0	N/A
8.6.2	Complete and submit USCG Bridge Application	LS	1	0	0	N/A
8.7	Prepare Water Management District or Local Water Control District Right of Way Occupancy Permit Application	LS	1	0	0	N/A
8.8	Prepare Coastal Construction Control Line (CCCL) Permit Application	LS	1	0	0	N/A
8.9	Prepare USACE Section 408 Application to Alter a Civil Works Project	LS	1	0	0	N/A
8.10	Compensatory Mitigation Plan	LS	1	0	0	N/A
8.11	Mitigation Coordination and Meetings	LS	1	0	0	N/A
8.12	Regulatory Agency Support	LS	1	0	0	N/A
Environmental Clearances/Reevaluations						
8.13	Technical support to Department for Environmental Clearances and Reevaluations (use when consultant provides technical support only)					
8.13.1	NEPA or SEIR Reevaluation	LS	1	0	0	N/A
8.13.2	Archaeological and Historical Resources	LS	1	0	0	N/A
8.13.3	Wetland Impact Analysis	LS	1	0	0	N/A
8.13.4	Essential Fish Habitat Impact Analysis	LS	1	0	0	N/A
8.13.5	Protected Species and Habitat Impact Analysis	LS	1	0	0	N/A
8.14	Preparation of Environmental Clearances and Reevaluations (use when consultant prepares all documents associated with reevaluation)					
8.14.1	NEPA or SEIR Reevaluation	LS	1	0	0	N/A
8.14.2	Archaeological and Historical Resources	LS	1	0	0	N/A
8.14.3	Wetland Impact Analysis	LS	1	0	0	N/A
8.14.4	Essential Fish Habitat Impact Analysis	LS	1	0	0	N/A
8.14.5	Protected Species and Habitat Impact Analysis	LS	1	0	0	N/A
8.15	Other Environmental Permits	LS	1	0	0	N/A
8.16	Contamination Impact Analysis	LS	1	0	0	N/A
8.17	Asbestos Survey	LS	1	0	0	N/A
Environmental Permits and Environmental Clearances/Reevaluations Technical Subtotal					8	
8.18	Technical Meetings	LS	1	0	0	Meetings are listed below
8.19	Quality Assurance/Quality Control	LS	%	0%	0	N/A
8.20	Supervision	LS	%	0%	0	N/A
Environmental Permits and Environmental Clearances Nontechnical Subtotal					0	
8.21	Coordination	LS	%	0%	0	N/A
8. Environmental Permits and Environmental Clearances Total					8	

III. B. 6. ITS Infrastructure Phased Design-Build Assistance - HNTB

HNT-00810-XXX

ITS Infrastructure for E & W Selmon Phased Design-Build (7/1/24-6/30/25)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and management support to meet the requirements of THEA to provide engineering, RFP, advertisement, procurement, overall project management support, coordination with other project stakeholders, meeting attendanc, supervision and QA/QC support for the East West Selmon ITS Infrastructure Phased Design-Build project. The project will provide camera coverage, a fiber backbone of 2-72 strand on each side other ITS devices covering all THEA facilities for the Selmon West Extension (SWE), from the Florida Ave. Interchange east to Lumsden Ave.in Brandon and upgrade the REL Aesthetic Lighting.

Scope

- Services to be performed include:
1. Provide Engineering Assistance (Roadway, Structures, Drainage, Traffic, Permitting, Environmental, Geotech, Traffic, ITS and other) to the THEA staff as required for the ITS Infrastructure Phased Design Build Project.
 2. Provide RFP Assistance to the THEA staff as required for the ITS Infrastructure Phased Design Build Project, including Industry Forum review.
 3. Provide Advertisement Assistance to the THEA staff as required for the ITS Infrastructure Phased Design Build Project, including Industry Forum.
 4. Provide Procurement Assistance to the THEA staff as required for the ITS Infrastructure Phased Design Build Project.
 5. Assist THEA staff in coordination with FDOT, COT, utilities, CSX and others for the ITS Infrastructure Phased Design Build Project.
 6. Provide PM and Design Review Assistance to the THEA staff as required for the ITS Infrastructure Phased Design Build Project.
 7. Provide Construction Support to the THEA staff as required for the ITS Infrastructure Phased Design Build Project.
 8. Assist THEA attending and holding meetings for the ITS Infrastructure Phased Design Build Project.
 9. Providing Supervision and QA/QC services for the ITS Infrastructure Phased Design Build Project.
 10. Provide similar services for the REL Aesthetic Lighting Upgrade project.

Services from 7/1/2024 - 6/30/20254.

SUMMARY FEE SHEET

ATTACHMENT "A"

HNTB PR 2025XXXX

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority

GEC CONTRACT NO. O-00121

ITS Infrastructure for E & W Selmon Phased Design-Build (7/1/24- 6/30/25)

HI-0270 C-XX

PRIME CONSULTANT: HNTB Corporation

ACTIVITY	Senior Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner/ Specialist		Proj. Engineer/ Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL Manhours By Activity	TOTAL Salary Cost By Activity	Avg. Hourly Rate		
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$					
Engineering Assistance	8	\$1,386.96	16	\$2,312.64	16	\$1,635.04	40	\$3,198.00	40	\$2,464.80	40	\$1,928.40	24	\$934.80	8	\$181.28	192	\$14,041.92	\$73.14		
Scope Preparation	4	\$693.48	8	\$1,156.32	8	\$817.52	8	\$639.60	8	\$492.96		\$0.00		\$0.00	8	\$181.28	44	\$3,981.16	\$90.48		
Advertisement Assistance	4	\$693.48	8	\$1,156.32	8	\$817.52	8	\$639.60	8	\$492.96	24	\$1,157.04	24	\$934.80	4	\$90.64	88	\$5,982.36	\$67.98		
Procurement Assistance	8	\$1,386.96	160	\$23,126.40	160	\$16,350.40	120	\$9,594.00	80	\$4,929.60	80	\$3,856.80		\$0.00	4	\$90.64	612	\$59,334.80	\$96.95		
Coordination w/FDOT/COT/Utilities/CSX/other	16	\$2,773.92	40	\$5,781.60	40	\$4,087.60	40	\$3,198.00	40	\$2,464.80	48	\$2,314.08	80	\$3,116.00	16	\$362.56	320	\$24,098.56	\$75.31		
PM & Design Reviews	40	\$6,934.80	600	\$86,724.00	720	\$73,576.80	800	\$63,960.00	800	\$49,296.00	640	\$30,854.40	260	\$10,127.00	19	\$430.54	3879	\$321,903.54	\$82.99		
Construction Support	8	\$1,386.96	80	\$11,563.20	600	\$61,314.00	400	\$31,980.00	80	\$4,929.60		\$0.00		\$0.00	8	\$181.28	1176	\$111,355.04	\$94.69		
Meetings	24	\$4,160.88	160	\$23,126.40	200	\$20,438.00	200	\$15,990.00	24	\$1,478.88	24	\$1,157.04		\$0.00	8	\$181.28	640	\$66,532.48	\$103.96		
Supervision & QA/QC	40	\$6,934.80	240	\$34,689.60	240	\$24,525.60	80	\$6,396.00		\$0.00		\$0.00		\$0.00	8	\$181.28	608	\$72,727.28	\$119.62		
Total Man Hours	152	\$26,352.24	1,312	\$189,636.48	1,992	\$203,562.48	1,696	\$135,595.20	1,080	\$66,549.60	856	\$41,267.76	388	\$15,112.60	83	\$1,880.78	7,559	\$679,957.14	\$89.95		
																			Total		
																	Basic Activities Maximum Limiting Fees (Salary Costs)	\$679,957.14			
																	Cost Elements & Additives				
Direct Expenses		4.37%		4.37%		\$29,714.13												(a) 2.78 Multiplier	\$1,890,280.85		
																			SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$1,890,280.85	
																			(d) Direct Reimbursables	\$29,714.13	
																			Subconsultants- Tierra (SBE) Geotechnical Analysis	\$15,000.00	
																			Subconsultants- Element (SBE) Survey & Utilities	\$15,000.00	
																			Total Project Cost:	\$1,949,994.98	
																			Maximum Limiting Amount:	\$1,950,000.00	

III B. 7. Pedestrian Safety Upgrades - HNTB

HNTB PR 2025XXXX

HI-0234 C-XX

Safety Upgrades of THEA System (7/1/24-6/30/25)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide support to assist THEA Staff in the procurement and construction services for these improvements. This task work order is for support services from 7/1/24 - 6/30/25.

Scope

The Tampa Hillsborough Expressway Authority is requesting Engineering services including procurement, project management and construction administration services related to the Safety Upgrades of the THEA System identified as priorities in the annual THEA Safety Audit.

The project scope includes:

Provide support for procurement

Provide Project Management Coordination

Provide Construction Administration(RFI's/Mtgs/Site Visits) as required

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO: O-00121
 CPMP HI-0234 C-XX
 PRIME CONSULTANT: **HNTB Corporation**

HNTB PR 2025XXXX
Safety Upgrades of THEA System (7/1/24-6/30/25)

ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner/		Proj. Engineer/ Planner/Arch		Engineer/Planner/ Arch		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate			
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Staff Hours By Activity	Salary Cost By Activity				
Project Procurement	0	\$0.00	32	\$4,625.28	40	\$4,087.60	23	\$1,838.85		\$0.00		\$0.00	0	\$0.00	18	\$407.88	113	\$10,959.61	\$0.00			
Project Management/ Coordination/ QA/QC	0	\$0.00	32	\$4,625.28	40	\$4,087.60	40	\$3,198.00	38	\$2,341.56		\$0.00	0	\$0.00	16	\$362.56	166	\$14,615.00	\$88.04			
Construction Administration(RFIs/Mtgs/Site Visits)	0	\$0.00	24	\$3,468.96	24	\$2,452.56	40	\$3,198.00	38	\$2,341.56		\$0.00	0	\$0.00	16	\$362.56	142	\$11,823.64	\$83.27			
Total Staff Hours																						
Total Salary [(SHxHR)]	0	\$0.00	88	\$12,719.52	104	\$10,627.76	103	\$8,234.85	76	\$4,683.12	0	\$0.00	0	\$0.00	50	\$1,133.00	421	\$37,398.25	\$88.83			
Total																						
																		Basic Activities Maximum Limiting Fees (Salary Costs)		\$37,398.25		
																		Cost Elements & Additives		\$0.00		
Direct Expenses	4.37%		\$1,634.30																	(a) 2.78 Multiplier		\$103,967.14
SUBTOTAL (Cost Elements applied to Basic Activities Fee):																			\$103,967.14			
Subconsultant-																						
(d) Direct Reimbursables																			\$1,634.30			
Total Project Cost:																			\$105,601.44			
Budget Amount:																			\$105,600.00			

III. B. 9. Headquarters Safety Upgrades and East Selmon Roof
Replacement Support - HNTB

HNTB PR 2025XXXX

HI-0XXX D-XX

**Headquarters Safety Upgrades and East Selmon Roof Replacement Support (7/1/24-6/30/25)
Scope Of Services**

Purpose & Need

With their small in-house staff, THEA requires support to provide support to assist THEA Staff in the procurement and construction services for these improvements. This task work order is for support services from 7/1/24 - 6/30/25.

Scope

The Tampa Hillsborough Expressway Authority is requesting Engineering services including procurement, project management and construction administration services related to a the Headquarters Safety Upgrades and East Selmon Toll Building Roof Replacement Support. The project scope includes: Provide support for procurement.

Provide Project Management Coordination

Provide Construction Administration(RFI's/Mtgs/Site Visits) as required

SUMMARY FEE SHEET

ATTACHMENT "A"

HNTB PR 2025XXXX

Headquarters Safety Upgrades and East Selmon Roof Replacement Support (7/1/24-6/30/25)

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority

GEC CONTRACT NO: O-00121

CPMP HI-0XXX D-XX

PRIME CONSULTANT: **HNTB Corporation**

ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner/		Proj. Engineer/ Planner/Arch		Engineer/Planner/ Arch		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate		
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Staff Hours By Activity	Salary Cost By Activity			
																				173.37	144.54
Project Procurement	0	\$0.00	24	\$3,468.96	24	\$2,452.56	24	\$1,918.80	16	\$985.92	16	\$771.36	12	\$467.40	4	\$90.64	120	\$10,155.64	\$0.00		
Project Management/ Coordination/ QA/QC	0	\$0.00	80	\$11,563.20	144	\$14,715.36	144	\$11,512.80	124	\$7,640.88	119	\$5,736.99	81	\$3,154.95	10	\$226.60	702	\$54,550.78	\$77.71		
Construction Administration(RFIs/Mtgs/Site Visits)	0	\$0.00	40	\$5,781.60	48	\$4,905.12	48	\$3,837.60	32	\$1,971.84	32	\$1,542.72	24	\$934.80	8	\$181.28	232	\$19,154.96	\$82.56		
					64																
Total Staff Hours		Total Salary [(SHxHR)]	0	\$0.00	144	\$20,813.76	280	\$22,073.04	216	\$17,269.20	172	\$10,598.64	167	\$8,051.07	117	\$4,557.15	22	\$498.52	1,054	\$83,861.38	\$79.56
																				Total	
																				Basic Activities Maximum Limiting Fees (Salary Costs)	
																				\$83,861.38	
																				Cost Elements & Additives	
																				\$0.00	
Direct Expenses			4.37%	\$3,664.74																(a) 2.78 Multiplier	
																				SUBTOTAL (Cost Elements applied to Basic Activities Fee):	
																				\$233,134.64	
																				Subconsultant-	
																				(d) Direct Reimbursables	
																				\$3,664.74	
																				Total Project Cost:	
																				\$236,799.38	
																				Budget Amount:	
																				\$236,800.00	

III. B. 10. Whiting Street Improvement Project Design Support - HNTB

HNTB PR 2025XXXX

HI-0210 C-XX

**Whiting Street Improvements Design Consultant Procurement Support (7/1/24 - 6/30/25)
Scope Of Services**

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to THEA Staff to meet the requirements of THEA to provide Advertisement and Procurement of a Design Consultant for the Whiting Street Improvements Project. This task work order

Scope

Anticipated work includes providing analysis, engineering, scope development, project management, administrative and operational support as necessary to assist THEA as necessary with procurement of a Design Consultant to prepare construction documents for the Whiting Street Improvements Project, and providing design reviews and coordination during the design. Providing support including preparing the scope of services, procurement assistance, assisting THEA with negotiations with the selected Consultant, design reviews, coordination, and assisting THEA staff as directed. Includes

SUMMARY FEE SHEET																					
ATTACHMENT "A"																					
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority				HNTB PR 2025XXXX															
GEC CONTRACT NO.:		HNTB PR 2025XXXX				Whiting Street Improvements Design Consultant Procurement Support (7/1/24 - 6/30/25)															
HI-0210 C-XX																					
PRIME CONSULTANT:		HNTB Corporation																			
ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate		
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$		Manhours By Activity	Salary Cost By Activity
Scope Prpeartion.		\$0.00	40	\$5,781.60	36	\$3,678.84	36	\$2,878.20	48	\$2,957.76	24	\$1,157.04	23	\$895.85	16	\$362.56	223	\$17,711.85	\$79.43		
RFP/Advertisement Support		\$0.00	28	\$4,047.12	28	\$2,861.32	24	\$1,918.80	32	\$1,971.84	16	\$771.36	15	\$584.25	10	\$226.60	153	\$12,381.29	\$80.92		
LOI/Shortlisting Support		\$0.00	28	\$4,047.12	28	\$2,861.32	24	\$1,918.80	32	\$1,971.84	16	\$771.36	15	\$584.25	10	\$226.60	153	\$12,381.29	\$80.92		
Proposal Review/Selection Support		\$0.00	40	\$5,781.60	36	\$3,678.84	36	\$2,878.20	48	\$2,957.76	24	\$1,157.04	23	\$895.85	16	\$362.56	223	\$17,711.85	\$79.43		
Scope Clarification/Staffhour Est/Negotiations		\$0.00	40	\$5,781.60	36	\$3,678.84	36	\$2,878.20	48	\$2,957.76	24	\$1,157.04	23	\$895.85	16	\$362.56	223	\$17,711.85	\$79.43		
Design Review		\$0.00	258	\$37,291.32	336	\$34,335.84	320	\$25,584.00	320	\$19,718.40	248	\$11,956.08	240	\$9,348.00	30	\$679.80	1752	\$138,913.44	\$79.29		
Project Management/Coordination/Superv/QA/QC		\$0.00	182	\$26,306.28	168	\$17,167.92	160	\$12,792.00	160	\$9,859.20	126	\$6,074.46	119	\$4,635.05	13	\$294.58	928	\$77,129.49	\$83.11		
Total Man Hours	Total Salary [(MhxHR)]	0	\$0.00	40	\$89,036.64	36	\$68,262.92	36	\$50,848.20	48	\$42,394.56	24	\$23,044.38	23	\$17,839.10	16	\$2,515.26	3,655	\$293,941.06	\$80.42	
																		Basic Activities Maximum Limiting Fees (Salary Costs)		\$293,941.06	
																		Cost Elements & Additives			
																		(a) 2.78 Multiplier		\$817,156.15	
Direct Expenses		4.37%	\$12,845.22																SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$817,156.15
																		(d) Direct Reimbursables		\$12,845.22	
																		Subconculatbs		\$50,000.00	
																		Total Project Cost:		\$880,001.37	
																		Maximum Limiting Amount:		\$880,000.00	

III. B. 11. South Selmon Capacity Procurement, Risk Avoidance, and
Scope Development Support - HNTB

O-00121

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and management support to meet the requirements of THEA to provide overall project management support, plans review services, coordination with other project stakeholders, meeting attendance, supervision and QA/QC support for the approximately six and a half year duration South Selmon Capacity Design-Build project..

Scope

Services to be performed include:

1. Assist THEA staff with Contract Development Support for the South Selmon Capacity Project.
2. Assist THEA staff with Project Management support for the South Selmon Capacity Project.
3. Assist THEA staff with Phased Design Build (PDB) RFP support for the South Selmon Capacity Project.
4. Assist THEA staff with Scoring Criteria Development & Testing Support for the South Selmon Capacity Project.
5. Assist THEA staff with developing the Industry Forum and meetings with PDB Teams for the South Selmon Capacity Project.
6. Assist THEA with respond to RFP questions and preparing amendments as required for the South Selmon Capacity Project.
7. Providing assistance to the THEA Procurement Staff for the South Selmon Capacity Project.
8. Provide THEA staff with LOI review assistance and support for shortlisting four teams for the South Selmon Capacity Project.
9. Provide THEA staff with ATC process assistance and support for the four teams for the South Selmon Capacity Project.
10. Provide THEA staff with assistance reviewing Technical Proposals and accompanying plans for the South Selmon Capacity Project.
11. Provide THEA staff with Scope Development and Negotiations Financial Advisory support for the South Selmon Capacity Project.
12. Provide THEA staff with Final Scope, Staffhour Estimating and Negotiations support for the South Selmon Capacity Project.
13. Provide THEA staff with Technical, Concept Plans update and coordination support for the South Selmon Capacity Project.
14. Continue Risk Mitigation Efforts

SBE Participation- 10.00%

Services from 7/1/2024 - 6/30/2025.

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority

GEC CONTRACT NO. O-00121

HI-0112 C-XX

PRIME CONSULTANT: **HNTB Corporation**

HNTB PR 2025XXXX

South Selmon Capacity PDB Procurement Support (7/1/24- 6/30/25)

ACTIVITY	Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner/ Specialist		Proj. Engineer/ Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Hours	Salary Cost By \$	
Contract Development Support	52	\$9,015.24		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	52	\$9,015.24	\$173.37
Project Management	960	\$166,435.20		\$0.00		\$0.00		\$0.00	990	\$47,727.90		\$0.00		\$0.00	1950	\$214,163.10	\$109.83
PDB RFP Assistance	102	\$17,683.74		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	102	\$17,683.74	\$173.37
Scoring Criteria Development & Testing	66	\$11,442.42	24	\$2,452.56	20	\$1,599.00	20	\$1,232.40	20	\$964.20		\$0.00		\$0.00	150	\$17,690.58	\$117.94
Industry Forum/Meetings with PDB Teams	70	\$12,135.90	40	\$4,087.60	40	\$3,198.00	40	\$2,464.80	40	\$1,928.40	40	\$1,558.00	8	\$181.28	278	\$25,553.98	\$91.92
Respond to Questions/Prepare Amendments	80	\$13,869.60	80	\$8,175.20	64	\$5,116.80	48	\$2,957.76	80	\$3,856.80	32	\$1,246.40	10	\$226.60	394	\$35,449.16	\$89.97
Assisting Procurement Staff	24	\$4,160.88	20	\$2,043.80	14	\$1,119.30	12	\$739.44	16	\$771.36		\$0.00		\$0.00	86	\$8,834.78	\$102.73
LOI Process/Shortlist 4 Teams	120	\$20,804.40	120	\$12,262.80	100	\$7,995.00	100	\$6,162.00	114	\$5,495.94		\$0.00	16	\$362.56	570	\$53,082.70	\$93.13
ATC Process 4 Teams	200	\$34,674.00	200	\$20,438.00	168	\$13,431.60	168	\$10,352.16	192	\$9,256.32		\$0.00	16	\$362.56	944	\$88,514.64	\$93.77
Technical Proposals/Plans Review 4 Teams	240	\$41,608.80	240	\$24,525.60	200	\$15,990.00	200	\$12,324.00	236	\$11,377.56		\$0.00	16	\$362.56	1132	\$106,188.52	\$93.81
Scope Development & Negotiations Support	102	\$17,683.74		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	102	\$17,683.74	\$173.37
Final Scopes/Staffhour Estimates/Negotiations	240	\$41,608.80	160	\$16,350.40	120	\$9,594.00	80	\$4,929.60	160	\$7,713.60	24	\$934.80	14	\$317.24	798	\$81,448.44	\$102.07
Technical Support/Concept Updates/Coord	450	\$78,016.50	500	\$51,095.00	500	\$39,975.00	500	\$30,810.00	523	\$25,213.83	500	\$19,475.00	39	\$883.74	3012	\$245,469.07	\$81.50
Total Man Hours	2,706	\$469,139.22	1,384	\$141,430.96	1,226	\$98,018.70	1,168	\$71,972.16	2,371	\$114,305.91	596	\$23,214.20	119	\$2,696.54	9,570	\$920,777.69	\$96.22

																			Total
																			\$920,777.69
																			Basic Activities Maximum Limiting Fees (Salary Costs)
																			\$920,777.69
																			Cost Elements & Additives
Direct Expenses		4.37%		\$40,237.99															(a) 2.78 Multiplier
																			\$2,559,761.98
																			SUBTOTAL (Cost Elements applied to Basic Activities Fee):
																			\$2,559,761.98
																			(d) Direct Reimbursables
																			\$40,237.99
																			Total Project Cost:
																			\$2,599,999.96
																			Maximum Limiting Amount:
																			\$2,600,000.00

III. B. 12. Change Order to Contract with CW Roberts

Contract No. O-0523 East Selmon Resurfacing FY 2023

Final Purchase Order

		Revised	Original
A	Fuel & Bituminous Adjustments	\$7,817.39	\$7,817.39
B	Asphalt Spreadrate Adjustment	\$591,294.88	\$604,218.91
C	Asphalt Composite Pay Factors (CPFs)	\$177,066.93	\$176,808.24

<i>Original Final PO</i>	\$788,844.54
<i>Revised Final PO</i>	\$776,179.20
Difference	\$12,665.34

III. C. 1. Toll Operations Staging Database Development- TransCore

THEA – OBOS Data Migration

Implementation of Staging Database in support of new OBOS system

Introduction

In preparation of the new back-office system, TransCore has been asked to implement the data migration from their source system (TOBS) to a new staging database. This effort includes the following high level project tasks in order to complete the data migration following the phases listed in the document “UFM Fields Documentation for Migration from TOBS to new OBOS”:

1. Refining the Staging DB Design
2. Documenting THEA’s Current DB Schema
3. Developing the ETL Data Mapping Document
4. Building Staging DB from the DB Design
5. Developing the scripts to export data from TOBS to Staging DB
6. Developing the scripts to analyze the data between TOBS and Staging DB
7. Initial Data Export
8. Post Export Analysis
9. Phase 2-4 - Transaction API
10. Transaction Interface Analysis and Monitoring

Statement of Work

TransCore will support THEA directly in the Data Migration effort by evaluating and reconciling reports, reviewing and creating documentation and developing the scripts required to complete the data migration and analysis process. The following sections break down the scope of work based on the phases listed above as well as an estimate on the level of effort to implement the approach documented in this statement of work.

This SOW is labor and materials only and the rates provided below are based on the existing THEA Contract. The project management is set to a flat 15% of the overall effort.

Migration Tasks

Refining the Staging DB Design

This phase of the project will focus on the design of the Staging DB used for the remainder of the project. To reduce overall cost, TransCore will re-use the updated DB design we previously developed wherever possible only making changes required to flatten the structure or optimize for ETL.

TransCore will meet with THEA for each of the following areas to discuss the fields and possible values in the new tables to provide clear documentation to the new back-office vendor.

- Transactions (ETC, PBP)
- Amendments
- Collections
- Registration Holds
- Fare Tables

After meeting with THEA, TransCore will produce a Staging DB schema for THEA to review. Once reviewed, TransCore will work through all the comments in the Staging DB schema document with THEA and submit a

final document once the comments have been addressed. Once completed, any subsequent modifications to the Staging DB design handled outside of the scope of this statement of work.

Documenting THEA's Current DB Schema

This phase of the project will document the existing THEA DB structure and help define the relationships between the tables as they relate to the subject areas and fields identified above. This data gathering will aid in the next phase of the project.

Developing the ETL Data Mapping Document

The ETL Data Mapping phase involves taking the data relationships identified in THEA's existing DB structure, standardizing the naming conventions, and creating the transformation rules required to convert it into the format defined in the Staging DB design.

TransCore will coordinate with THEA on the generation of the template to use for the data mapping document and will meet with them on any gaps identified between the data available in the source and desired in the target DB.

The deliverable for this phase of the project will be a completed ETL mapping document. The resolution of the gaps between the source DB and Staging DB is outside of the scope of this statement of work.

Building Staging DB from DB Design

This portion of the project involves the following items:

- Installing and configuring the Database and setting up the user accounts
- Building database schema creation scripts using the staging DB design document
- Setting up indexes and storage to maximize performance

Developing the scripts to export data from TOBS to Staging DB

This phase of the project involves the development of the SQL and scripts required to migrate the data from TOBS to the target environment.

Developing the scripts to analyze the data between TOBS and Staging DB

This phase of the project involves the development of the SQL to query the source records and programs to generate the reports to analyze the data. To validate data integrity, TransCore proposes checking the resulting information at a high-level (record counts, amounts, min/max values) as well as a low-level (small subset of record details from source and target systems). This will allow us to verify that all the data is transferred correctly from the source to the target DB. TransCore will provide a mock-up in Excel with the report data represented at both the high-level and low-level for THEA to review. Once the format is approved by THEA, TransCore will proceed with the development of the scripts to provide the data in this format. Any changes requested to the format after acceptance will be handled outside of scope of this statement of work.

Initial DB Export

This phase of the project involves the execution of the data migration scripts. During the data execution, TransCore will actively monitor the system and correct any errors found during the execution. If needed, TransCore will cancel the data migration effort if it is negatively impacting THEA's ability to collect revenue.

Post Export Analysis

This phase of the project involves the generation and review of the results produced from the scripts to analyze the migration. After TransCore compiles the results, we will meet with THEA to review the data and answer any questions they have regarding the data analysis format. After the walkthrough, THEA will review the data analysis and provide Transcore with a list of comments and items for resolution. After resolution of the comments and items identified for resolution, any additional items found by THEA will be handled outside of the scope of this statement of work.

Phase 2-4 - Transaction API

Based on the document provided to TransCore, the only data required to be sent from TOBS to OBOS post-Phase 1 are the transactions and images generated by THEA's legacy lane solutions. To reduce the overall cost and provide the best value to THEA, TransCore recommends using a modified version of the CCSS UFM to support transmitting the data for the transactions from TOBS to the OBOS system. This solution will provide all the transaction details as well as contain the logic to include OCR and image links to OBOS without having to redesign the process.

Transaction Interface Analysis and Monitoring

This task details the post-installation analysis of the transaction API data export test as well as the setup of the monitoring for the new API. The new monitoring will ensure the data is being generated and transmitted properly while the transition takes place between the two environments.

Hardware Requirements

To ensure high performance, reliability, and timely support for this migration effort, we have specified the following hardware requirements

Hardware Specifications

1. **Server Model:**
 - Dell PowerEdge R650xs
2. **Storage:**
 - Equipped with the latest NVMe SSD technology
3. **Network Connectivity:**
 - 10GB network connectivity
4. **Support and Service:**
 - Three years of Dell Next Business Day Onsite Service

These specifications are chosen to provide the necessary infrastructure to support the data migration and analysis processes efficiently. The high-performance NVMe SSD technology ensures fast data processing and retrieval, while the 10GB network connectivity facilitates rapid data transfer. The included three years of Dell Next Business Day Onsite Service guarantees that any potential hardware issues will be addressed promptly, minimizing downtime and ensuring continuous operation allowing for data continuity after the migration has been successfully completed.

Labor and Materials Estimate

Item	Hours/QTY	Amount	Extended Amount
Developing the Staging DB Design			
Transaction Table	16	\$311.65	\$4,986.40
Amendment Table	8	\$311.65	\$2,493.20
Collections Table	16	\$311.65	\$4,986.40
Registration Holds	16	\$311.65	\$4,986.40
Fare Table	8	\$311.65	\$2,493.20
Demographics Table	16	\$311.65	\$4,986.40
Documenting THEA's Current DB Schema			
Generate Table Definitions	8	\$249.56	\$1,996.48
Document Data Relationships and Values	16	\$249.56	\$3,992.96
Developing ETL Data Mapping Document			
Transaction Table	24	\$311.65	\$7,479.60
Amendment Table	16	\$311.65	\$4,986.40
Collections Table	16	\$311.65	\$4,986.40
Registration Holds	16	\$311.65	\$4,986.40
Fare Table	8	\$311.65	\$2,493.20
Demographics Table	16	\$311.65	\$4,986.40
Building Staging DB from DB Design			
Setting Up DB Server	24	\$311.65	\$7,479.60
Creating DB Scripts from Design	16	\$311.65	\$4,986.40
Setting up and configuring indexes and tables	16	\$311.65	\$4,986.40
Developing the scripts to export data from TOBS			
Develop shell scripts for execution	16	\$249.56	\$3,992.96
Transaction Table	24	\$249.56	\$5,989.44
Amendment Table	16	\$249.56	\$3,992.96
Collections Table	16	\$249.56	\$3,992.96
Registration Holds	8	\$249.56	\$1,996.48
Fare Table	8	\$249.56	\$1,996.48
Demographics Table	8	\$249.56	\$1,996.48
Developing the scripts to analyze the data			
Transaction Table	24	\$249.56	\$5,989.44
Amendment Table	16	\$249.56	\$3,992.96
Collections Table	32	\$249.56	\$7,985.92
Registration Holds	16	\$249.56	\$3,992.96
Fare Table	8	\$249.56	\$1,996.48
Demographics Table	8	\$249.56	\$1,996.48
Initial DB Export			
Perform Integration Test (Export/Import Process)	8	\$249.56	\$1,996.48
Perform Initial Production Run	8	\$249.56	\$1,996.48

Post Export Analysis			
Execute analysis scripts and compile results	8	\$268.66	\$2,149.28
Compare and Meet to Analyze Results	40	\$268.66	\$10,746.40
Phase 2-4 - Transaction API			
Develop transaction data exchange with OBOS	32	\$311.65	\$9,972.80
Perform Integration Test with OBOS	16	\$311.65	\$1,996.48
Install and Post-Installation Hypercare	8	\$249.56	\$1,996.48
Transaction Interface Analysis and Monitoring			
Automate generation of migration results	24	\$249.56	\$5,989.44
Develop alerting for ongoing data migration process	40	\$268.66	\$10,746.40
LABOR TOTAL (EXCLUDING PM)	640		\$175,794.48
PROJECT MANAGEMENT	96	\$274.63	\$26,364.48
HARDWARE	1	\$8,930.93	\$10,172.78
TOTAL			\$212,331.74

III. D. 1. Approval of Tampa-Hillsborough County Expressway
Authority Interlocal Agreements with Florida Tax Collector
Offices

**INTERLOCAL AGREEMENT
BETWEEN**

TAX COLLECTOR FOR _____ COUNTY, FLORIDA AND

**THE TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY, A
PUBLIC BODY CORPORATE AND POLITIC CREATED AND EXISTING
PURSUANT TO FLORIDA STATUTES CHAPTER 348, PART II ("THEA"),**

**ALL OF WHICH ARE PUBLIC AGENCIES AUTHORIZED TO ENTER
INTO THIS AGREEMENT PURSUANT TO CHAPTER 163 PART I, FLORIDA
STATUTES.**

This Interlocal Agreement ("Agreement") for collection and remittance of Tampa-Hillsborough County Expressway Authority toll revenue and Tax Collector service charges is made and entered into as of _____ (the "Effective Date"), by and between Chris Craft, as St. Lucie County Tax Collector ("TCSLC" or "Tax Collector"), and the Tampa-Hillsborough County Expressway Authority ("THEA"), hereinafter referred to as the "Parties".

WITNESSETH:

WHEREAS, THEA is entitled to collect tolls from motor vehicles pursuant to Florida Statutes §348.54 (6), (the "Tolls"); and

WHEREAS, pursuant to Chapter 320, Florida Statutes, Florida County Tax Collectors are designated agents of the Department of Highway Safety and Motor Vehicles for the purpose of issuing tag renewals, tag replacements and tag transfers and collecting the fees associated with such transactions (the "Transaction" or "Transactions"); and

WHEREAS, the TCSLC cannot complete a Transaction if the related motor vehicle has outstanding Tolls owed to THEA; and

WHEREAS, the TCSLC and THEA have determined that it would be in the best interest of the public to allow customers to pay the Tolls associated with THEA at the Tax Collector tag agencies, so that Transactions can be completed without delay to the public; and

WHEREAS, the TCSLC and THEA have determined that for the purposes of economies of scale, and furthering practical, efficient, and accountable service to the public, together the parties will derive mutually beneficial results by entering into this Agreement.

NOW, THEREFORE, in consideration of the mutual benefits and the terms, conditions, promises, covenants, and payments hereinafter set forth, the Parties agree as follows:

TERMS OF AGREEMENT:

1. **Recitals:** The Recitals set forth above are true and correct and are incorporated herein.

2. **Scope of Agreement:** The terms of this Agreement shall apply to all Transactions processed in St. Lucie County, Florida, by the TCSLC for the collection and payment of Tolls owed to THEA. This Agreement sets forth the process for the Tax Collector's collection of such Tolls, completion of the Transactions and reporting between the parties.

3. **Tolls and Documentation:** At the time of processing a Transaction, the TCSLC will collect all Tolls owed to THEA for the applicable motor vehicle, prior to issuing a motor vehicle tag to a customer. In the event a customer chooses not to pay the Tolls, then that customer will be directed to THEA for payment or handling of the Tolls directly and will not be issued a motor vehicle tag. On a weekly basis, the Tax Collector will transfer to THEA the Tolls collected on behalf of THEA. In the event of technical complications with the Tax Collector's automated payment of Tolls to THEA, the Tax Collector will transfer the Tolls to THEA manually, no later than 30 calendar days after the date of collection.

4. **Tax Collector Service Charges:** The Tax Collector may collect a service charge of One Dollar (\$1.00) per Transaction, from each customer (the "Service Charge"), which shall be earned and kept by the Tax Collector upon collection. The Service Charge will be in addition to the cost to the customer for each Transaction and will not be deducted from the Tolls due to THEA.

5. **Release of Holds:** Upon collecting the Tolls from a given customer for a Transaction pursuant to Section 3, THEA authorizes the Tax Collector to release motor vehicle tag holds for that customer. If for any reason the Transaction cannot be completed and is voided by the Tax Collector (the "Voided Transaction"), THEA will be automatically notified through the cashiering interface software shared by the Parties and THEA will in turn notify the Department of Highway Safety and Motor Vehicles to reapply the hold on that customer's motor vehicle tag. The Tax Collector is not responsible for reapplying any motor vehicle tag holds for Voided Transactions, nor will the Tax Collector be held liable for any incidental, consequential, punitive, exemplary or indirect damages, lost profits, revenue or other business interruption damages resulting from the temporary removal of said hold pursuant to this Agreement. In the event the Tax Collector becomes aware of any technological malfunction preventing notifications of Voided Transactions being

automatically sent to THEA through the cashiering interface software, the Tax Collector will manually notify THEA of such Voided Transactions until the cashiering interface software notifications can be restored. THEA shall supply weekly reports to the Tax Collector with sufficient information to verify the customers for whom THEA has submitted tag holds to the Department of Highway Safety and Motor Vehicles due to Voided Transactions. The Tax Collector will supply monthly reports to THEA indicating the number of Transactions, the Tolls collected on the behalf of THEA, the Tolls transferred to THEA, and the identity of the customers having Voided Transactions. The Tax Collector will have no liability for holds released in error.

6. Not a Purchase Agreement: This Agreement does not involve the purchase of goods or services by either Party. Rather, the Parties are simply allocating the Service Charge and Tolls collected hereunder in a fair and equitable manner.

7. Term of Agreement: The term of this Agreement shall be for a period of one (1) year from the Effective Date and shall renew automatically on each anniversary of the Effective Date, unless either Party gives written notice of its intent to terminate the Agreement pursuant to Section 8 at least sixty (60) days prior to the end of the then-current annual term.

8. Early Termination: This agreement may be terminated for any reason and without cause by either Party upon sixty (60) days prior written notice to the other Party. Further, the Parties reserve the right to terminate this Agreement immediately if the Parties mutually determine that any part of this Agreement has become illegal or contrary to any applicable law, rule, regulation, or public policy, or if the Agreement is declared to be illegal by a court of competent jurisdiction.

9. Severability. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and/or the entire Agreement shall be severable and remain in effect unless, within seven (7) calendar days after such a finding of illegality, one or both of the Parties elects to terminate this Agreement in its entirety.

10. Notices: All notices, demands, requests, or other instruments shall be given by depositing the same in the pre-paid, certified U.S. mail, facsimile, or overnight mail.

Notices to the Tax Collector:

Notices to THEA:

Amy Lettelleir, General Counsel
Tampa Hillsborough Expressway Authority
1104 E Twiggs Street, Suite 300
Tampa, Florida 33602
amy.lettelleir@tampa-xway.com
813.272.6740

11. Delegations: The Parties agree that either of them may contract for its work to be delegated to a non-public entity, provided, however, that any delegation of the work shall not abrogate the duties, powers, and authority of the Tax Collector or THEA to see to it that the terms of this Agreement are complied with fully and carried out as contemplated herein.

12. Audits: The Tax Collector and THEA shall maintain, in accordance with generally accepted accounting principles and procedures, records of all Transactions, Tolls, and Service Charges collected or pertaining to this Agreement. The Parties shall ensure that such records are available for examination and inspection by the other party during normal business hours.

13. Liability; No Third-Party Beneficiary: Each Party agrees that it shall be solely responsible for the negligent acts or omissions of its officers, employees, contractors, and agents. Nothing contained herein shall constitute a waiver or expansion by either Party of its sovereign immunity or the limitations set forth in §768.28, Florida Statutes. Neither THEA nor the Tax Collector intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

14. Force Majeure: Neither Party shall be liable for any damages, costs, expenses, or other consequences incurred by the other Party or by any other person, company, firm, or entity as a result of delay in or inability to deliver any product or service due to circumstances or events beyond the reasonable control of that Party, including, without limitation, (1) acts of God or nature (including, without limitation, public health emergencies, epidemics or pandemic; (2) change in, additions to; or the interpretation of any applicable law, rule, regulation, or ordinance; (3) strikes, lockouts, or other labor actions or labor problems; (4) transportation delays, whether physical or electronic; (5) unavailability of supplies, equipment or materials; (6) fire or explosion; (7) riot, terrorism, military action, usurpation of power, or any attempt to usurp power, or (8) actions or failures to act on the part of any governmental agency or authority other than those that are Party to this Agreement.

15. Miscellaneous:

- a. Neither Party may assign its rights or obligations under this Agreement in whole or in part without the prior written consent of the other Party.
- b. This Agreement may not be modified, amended, changed, or altered, and no rights or responsibilities hereunder may be waived except through a written instrument signed by the Tax Collector and THEA.
- c. The Agreement constitutes the entire Agreement between the Parties with respect to the subject matter hereof. Each Party acknowledges that it is entering into this Agreement for its own purposes and not for the benefit of any third party.
- d. The laws of the State of Florida shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it. In the event of any litigation arising under or construing this Agreement, venue shall lie only in Hillsborough County, FL.
- e. In the event that any dispute should arise between the Tax Collector and THEA with respect to this Agreement, each Party shall be responsible for the payment of its own attorney's fees, whether incurred pre-trial, at trial, or upon appeal.
- f. For civil proceedings, the Parties waive the right to a jury trial.

16. Pursuant to §163 .01(11), Florida Statutes, this Agreement shall be recorded in the official records of Hillsborough County, Florida. THEA shall be responsible for the recordation in Hillsborough County and shall furnish the Tax Collector with a recorded copy.

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IN WITNESS WHEREOF, the parties have caused this instrument to be signed and witnessed by their respective duly authorized officials all as the dates set forth below.

TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY

Signature: _____
Vincent Cassidy, Chairman

Date:

Approved as to form, content, and legality:

Amy Lettelleir, Esq., General Counsel

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this ____ day of _____ 20__,
by _____ on behalf of the Tampa-Hillsborough County Expressway
Authority.

Notary Public State of Florida

(Notary Seal)

Personally known: __ OR Produced Identification: _____ Type of
Identification Produced: __ __ __

_____ COUNTY TAX COLLECTOR

Signature: _____

Name/Title

Date: _____

Approved as to form, content, and legality:

STATE OF FLORIDA
COUNTY OF

The foregoing instrument was acknowledged before me this ___ day of ___, 20___, by
_____ on behalf of the _____ County Tax Collector

Notary Public State of Florida

(Notary Seal)

Personally known: _____ OR Produced Identification _____

Type of Identification Produced: _____

III. D. 2. FY2025 Commercial Property Insurance and Crime Insurance



Proposal of Insurance

Tampa-Hillsborough County Expressway Authority

1104 E Twiggs Street, Suite 300
Tampa, FL 33602

Effective: July 1, 2024

Chris Connelly, ARM-P, ARe
Area Senior Vice President
Arthur J. Gallagher Risk Management Services LLC
200 S Orange Avenue
Orlando, FL 32801
(407) 370-2320
chris_connelly@ajg.com
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ajg.com
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Gallagher

Insurance | Risk Management | Consulting

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Executive Summary

Arthur J. Gallagher Risk Management Services, LLC is pleased to provide this proposal to Tampa Hillsborough County Expressway Authority. We thank you for the opportunity to continue our partnership with the Authority which is now in its 15th year.

2024 PROPERTY MARKET OUTLOOK & GALLAGHER STRATEGY

WHAT WE SAW IN 2023

- Conditions in the property market changed daily; which made the quoting process much more tenuous as insurers took longer to provide quotes, frustrating buyers and brokers alike.
- The failure of reinsurers to record profit on five out of the last six years resulted in rate increases and limits on capacity. Every layer of coverage has been affected, with increases up to 100% reported in some layers, according to a survey of public sector and K-12 school renewals across all US regions.
- Capacity and pricing were two of the most challenging issues faced in 2023, with over 65% of CAT-exposed clients renewing with reduced limits and rate increased averaged around 25-30% across the country.
- Valuation remained a top concern for insurers as carriers continued to scrutinize statements of value and requiring accurate reporting and valuations. Out-of-date or incomplete property valuations limited renewal negotiations with many resulting in margin clause language.
- Factors that influence higher rates include challenging asset classes (coastal, wildfire or convective storm exposures – specifically secondary perils), loss history, and incomplete or incorrect valuations.

WHAT WE'RE SEEING NOW

- The pricing for property shows true signs of stabilization; and even more so as the year continues on.
- What were initially single-digit rate increase indications have turned into flat rate renewals and/or even rate reductions depending on the account and the insured's loss experience.
- While the market as a whole is plateauing at mid-teen rate increases, it is important to continue to explore all the options. There will be tough renewals ahead, and clients should prepare for potential increases in premium rates.
- That being said, we are hopeful that this positive renewal trend will continue into the rest of the year; barring any major/catastrophic disasters.

DEDUCTIBLE TRENDS

- Increased deductibles (in particular for water damage) as loss trends continues to rise
- Increase in percentage of named windstorm deductibles from 2% to 5% (Florida is now 5% across the board, with some clients taking even higher deductibles—10%–15%)
- Percentage deductibles for severe convective storms and hail
- Earthquake deductibles remain relatively stable
- Freeze deductibles being pushed by markets

TERMS AND CONDITIONS TIGHTENED

- More restrictive language around valuation
- Carriers dissatisfied with the accuracy of the reported values may decline coverage or require scheduled/margin clauses
- Increasing values may impact the CAT coverage that carriers are willing to deploy
- Increase in non-concurrent T&Cs in layered and shared programs
- Decrease in sublimited coverages, specifically for named windstorm and flood coverages

WHAT WE'RE SEEING NOW

- The pricing for property shows true signs of stabilization; and even more so as the year continues on.
- What were initially single-digit rate increase indications have turned into flat rate renewals and/or even rate reductions depending on the account and the insured's loss experience.
- While the market as a whole is plateauing at mid-teen rate increases, it is important to continue to explore all the options. There will be tough renewals ahead, and clients should prepare for potential increases in premium rates.
- That being said, we are hopeful that this positive renewal trend will continue into the rest of the year; barring any major/catastrophic disasters.

Gallagher did collaborate with Zurich to explore the possibility of increasing deductible options in response to Zurich's higher rates. However, after careful evaluation, it was concluded that assuming this additional risk would not result in any financial benefits for the Authority.

Nevertheless, the Gallagher team did evaluate the option of removing the TRIA coverage offered by Zurich and obtaining a separate standalone Terrorism policy option for the Authority to consider. A comprehensive overview of this alternative is provided in greater detail in this executive summary and proposal.

CRIME INSURANCE HISTORY & REVIEW

In 2018, we conducted a full marketing effort for the Authority's crime coverage and provided options from Philadelphia, Travelers and Hanover. THEA ultimately bound the \$1,000,000 limit option with Philadelphia. We found the other crime options were significantly more expensive with less favorable terms.

For the 2022 renewal, Philadelphia was able to renew the crime policy based on expiring exposures, offering a flat premium renewal of \$3,593.

While working through the renewal in 2023, Philadelphia advised updated exposures would be needed for the renewal policy; resulting in a slight increase in premium due to the increased revenue from 2021. The renewal resulted in a premium of \$4,055, a 12.86% increase, taking in consideration a 14% increase in revenue between THEA's 2021 revenue verse 2023 revenue.

2024 CRIME RENEWAL RESULTS

As in prior years, Philadelphia was able to renew the crime policy, offering essentially a flat renewal of \$4,095.55. As in the prior years, all terms and coverages remained the same.

GENERAL LIABILITY INSURANCE

Due to the Authority's contract with CSX Transportation being terminated in 2023 and the removal of the tracks, it was agreed to not renew the Authority's railroad liability coverage.

OTHER RENEWAL OPTIONS FOR CONSIDERATION

Standalone Terrorism Policy – Considering the increase in property rates, specific to infrastructure risks, securing a separate policy would provide broader coverage and align with the Authority's budget.

The following table outlines some of the benefits of having a standalone terrorism policy instead of relying on the Terrorism Risk Insurance Act (TRIA), coverage currently included in Zurich's property policy.

	Standalone Terrorism	TRIA
Policy Provisions	<p>Clear definition of terrorism and does not require certification. Covers a broad range of acts including acts committed for political, religious and ideological purposes.</p> <p>Once a loss meets the definition of coverage, it will be covered excess of any policy deductible(s). There is no minimum level before a claim is considered.</p> <p>Clients can choose whether to insure their entire portfolio of properties or just selected locations</p>	<p>In order for an event to be deemed a certified act of terrorism under TRIA, it must be certified by both the Secretary of Treasury, after consulting with the Secretary of Homeland Security, and the Attorney General.</p> <p><i>To date, there has been no incidents classified as a certified act of terrorism in the U.S.</i></p> <p>A loss will not be certified under TRIPRA unless losses resulting from the incident, in the aggregate across all potential classes, exceed \$5M. Additionally, the insurer retains a co-share of 20%</p> <p>TRIPRA requires all assets to be insured per the all-risk program</p>
Pricing	<p>Policy is priced based on analysis of risk profile and industry of an insured</p> <p>Rates are not tied to the all risk program, so will not be affected should general property rates increase</p>	<p>Embedded pricing for TRIA coverage in an all risk program is often simply calculated as a percentage of the all risk premium</p>
Claims Payment	<p>Claims payment is triggered by a dedicated claim adjuster, using tried and tested methods, ensuring claims payment are prompt and not unnecessarily delayed.</p>	<p>The period of time that the US government could take to certify an event can seriously impact a company's ability to recover, especially if a claim payment is delayed in anticipation of certification. TRIA has been untested since its inception.</p>
QUOTED OPTION		
Carrier	Lloyd's of London	Zurich
Coverage Type	Terrorism & Sabotage	TRIA
Premium	\$40,815	\$47,913
Policy Period	7/1/2024 - 7/1/2025	7/1/2024 - 7/1/2025
Terrorism Policy Limit (Any One Occurrence)	\$100,000,000	\$100,000,000
Per Occurrence Deductible	\$10,000	\$50,000
Additional Sublimits of Coverage (Lloyd's Policy Only)		

Claims preparation:	10% of the overall limit of liability or USD 100,000 (or currency equivalent) whichever the lesser	N/A
Damage to property while in Transit:	USD 500,000 (or currency equivalent) damage / financial loss combined	
Brand rehabilitation	10% of the overall limit of liability or USD 500,000 (or currency equivalent) whichever the lesser but this extension is only operative where such cover is not provided for within a financial loss settlement under the associated policy	N/A
Contingent Financial Loss Customer and Supplier contingent extra expense)	\$5,000,000	
Damage to property of the insured at any unspecified third party site:	Other than sites included in the referral region and postcode list USD 500,000 (or currency equivalent) damage / financial loss combined.	
Denial of Access:	\$5,000,000	
Seepage Contamination and Pollution/Clean up:	\$5,000,000	
Utilities:	\$5,000,000	
Attraction:	\$5,000,000	
Contract works:	\$5,000,000	
Extinguishment Expenses:	\$500,000	
Threat	\$5,000,000	
Policy Deductibles		
Deductible Any One Occurrence Unless Specified below	\$10,000	
Brand Rehabilitation - Any One Occurrence	10%	
Contingent Financial Loss - Any One Occurrence	5 hours	
Denial of Access	12 hours any one occurrence unless the occurrence is designated a crime scene by a civil or military authority when 24 hours any one occurrence shall apply	
Denial of Access	48 hours any one occurrence in respect of airports/train stations/ports.	
Utilities: - Any One Occurrence	5 hours	
Attraction: - Any One Occurrence	7 days	
Threat: - Any One Occurrence	2 hours	

RENEWAL & HISTORICAL PREMIUM SUMMARY

Following table provides an overview of your expiring vs. renewal premium summary, renewing coverages per expiring coverages, with the Optional standalone Terrorism policy outlined within the executive summary.

LINE OF COVERAGE	23-24 PREMIUM	24-25 PREMIUM	Cost (\$) Change	% Premium Change
Property – Bridges & Tolls	\$772,701	\$1,008,389	\$235,688	+30.50%
Railroad Liability	\$19,960	N/A	N/A	(100%)
Crime	\$4,055	\$4,096	\$41	+1.00%
TOTAL PROGRAM COST	\$796,446	\$1,012,485	\$216,039	+27.13%
OPTIONAL COVERAGE OPTIONS				
Standalone Terrorism		\$40,815	N/A	N/A
TOTAL PROGRAM COST	\$796,446	\$1,004,907	\$208,461	+26.17%

We look forward to reviewing this proposal with you in detail and truly appreciate your business. Further details regarding each of the insurance lines and premiums are included on the following pages.

Sincerely,

Chris Connelly
Area Senior Vice President

Kim Ragan
Account Executive

Monday, July 1, 2024

Your Gallagher Team

Your Gallagher team is a true partner. We have the expertise to understand your business and we're here to service and stay alongside you, every step of the way.

<i>Service Team</i>	<i>Role</i>	<i>Email</i>	<i>Phone</i>
Chris Connelly, ARM-P, ARe Area Senior Vice President	Producer	Chris_Connelly@ajg.com	(407) 563-3513 (p)
Michael Gillon, ARM Area President, Branch Manager	Area President, Branch Manager	Michael_Gillon@ajg.com	(407) 563-3550 (p)
Kim Ragan, AIC Account Executive	Account Executive	Kim_Ragan@ajg.com	(407) 563-3508 (p)
Grant Sampson, CLCS Client Service Associate II	Account Manager	Grant_Sampson@ajg.com	(407) 563-3536 (p)
Bart Douglas Managing Director - Gallagher Claim Advocacy Practice Group	Claims Advocate (P&C)	Bart_Douglas@ajg.com	(305) 639-3121 (p)

Program Structure

Named Insured

<i>Named Insured</i>	<i>Property</i>	<i>Crime</i>	<i>General Liability</i>	<i>Terrorism</i>
Tampa-Hillsborough County Expressway Authority	X	X		X

Note: Any entity not named in this proposal may not be an insured entity. This may include affiliates, subsidiaries, LLCs, partnerships, and joint ventures.

Market Review

We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

Line Of Coverage	Insurance Company ** (AM Best Rate/Financial Strength)	Market Response *	Admitted ***
Property	Zurich American Insurance Company (A+ XV)	Recommended Quote	Admitted
	Chubb Group of Insurance Companies	Declined to Quote – Cannot support based on AOP Deductible until increased to \$250k	
	Tango Specialty Insurance Services LLC	Declined to Quote - Inadequate Capacity	
	AXA Insurance Company	Declined to Quote - No Market for this Type of Business	
	Falvey Cargo Underwriting, Ltd.	Declined to Quote - Does Not Fit Underwriting Requirement	
	Markel Group Inc.	Declined to Quote - Inadequate Capacity	
Crime	Philadelphia Indemnity Insurance Company (A++ XV)	Recommended Quote	Admitted
Terrorism	Underwriters at Lloyd's London	Recommended Quote	Non-Admitted

*If shown as an indication, the actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

**Gallagher companies use AM Best rated insurers and the rating listed above was verified on the date the proposal document was created.

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***If coverage placed with a non-admitted carrier, it is doing business in the state as a surplus lines or non-admitted carrier, and is neither subject to the same regulations as an admitted carrier nor do they participate in any state insurance guarantee fund.

Gallagher companies make no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

Location Schedule

<i>LINE OF COVERAGE</i>	<i>LOC # / BLDG #</i>	<i>LOCATION ADDRESS</i>
Property	1	Toll Plazas/ Gantries
	2	Tampa-Hillsborough County Expressway Bridges
	3	Brandon Parkway & Feeder Roads
	4	Meridian Street
	5	ITS Field Equipment
	6	Transportation Management Center: 1104 East Twiggs Street
	7	Warehouse: 1104 ½ East Twiggs Street
	8	Spare Parts Inventory

Full Program Details

Property

Carrier Information	Expiring	Proposed
Policy Term	7/1/2023 - 7/1/2024	7/1/2024 - 7/1/2025
Carrier	Zurich American Insurance Company	Zurich American Insurance Company
A.M. Best Rating	A+ XV	A+ XV
Admitted/Non-Admitted	Admitted	Admitted
Payment Plan	100% Prepaid	100% Prepaid
Payment Method	Agency Bill	Agency Bill

Premium & Exposures	Expiring	Proposed
Premium	\$730,625.00	\$998,404.00
2023 Florida Insurance Guaranty Association Emergency Assessment	N/A	\$9,984.04
2022 Florida Insurance Guaranty Association Assessment	\$5,371.30	N/A
Exposure / TIV	Total Insured Values - \$1,015,051,668	Total Insured Values - \$1,054,140,790
TRIA	\$36,704.00	\$47,913
Minimum Type	Minimum Earned Premium	Minimum Earned Premium
Minimum Amount	\$730,625.00	\$998,404.00
Estimated Cost	\$772,700.30	\$1,008,388.04

Standard Coverages	Expiring	Proposed
Policy Limit of Liability	This Policy Shall Pay no More than \$100,000,000 for any One Occurrence, Subject to the Following Sublimits of Liability and Annual Aggregate Limits of Liability. In no Event Shall This Policy's Liability Exceed the Limit of Liability Above or the Scheduled Values as Stated on Endorsement a – Schedule of Locations & Values Insured, Whichever is Less, In any One Occurrence	This Policy Shall Pay no More than \$100,000,000 for any One Occurrence, Subject to the Following Sublimits of Liability and Annual Aggregate Limits of Liability. In no Event Shall This Policy's Liability Exceed the Limit of Liability Above or the Scheduled Values as Stated on Endorsement a – Schedule of Locations & Values Insured, Whichever is Less, In any One Occurrence
Annual Aggregate Limit(s) of Liability - The Maximum Amount the Company Will Pay for Loss or Damage in any One Occurrence, And/or in the Aggregate Annually for Loss or Damage from all Occurrences, Shall not Exceed the Following Amounts		
- By the Peril of Earthquake	\$100,000,000	\$100,000,000
- By the Peril of Flood	\$25,000,000	\$25,000,000
- By the Peril of Named Storm	\$50,000,000	\$50,000,000
Schedule Physical Damage Limit:		
Toll Plazas/ Gantries - Loc.# 1	\$14,700,592	\$14,009,993
Tampa-Hillsborough County Expressway Bridges - Loc.# 2	\$867,252,995	\$889,311,676

Standard Coverages	Expiring	Proposed
Brandon Parkway & Feeder Roads - Loc.# 3	\$2,722,906	\$2,793,702
Meridian Street - Loc.# 4	\$2,124,695	\$2,179,938
ITS Field Equipment - Loc.# 5	\$4,613,484	\$5,035,848
Transportation Management Center: 1104 East Twiggs Street - Loc.# 6	\$8,710,309	\$9,076,289
Warehouse: 1104 ½ East Twiggs Street - Loc.# 7	\$660,684	\$688,620
Spare Parts Inventory - Loc.# 8	\$200,814	\$244,814
Scheduled Loss Of Revenue Limit:		
Toll Plazas/ Gantries - Loc.# 1	\$114,065,752	\$130,800,000
Tampa-Hillsborough County Expressway Bridges - Loc.# 2	Included	Included
Brandon Parkway & Feeder Roads - Loc.# 3	Included	Included
Meridian Street - Loc.# 4	Included	Included
Contingent Loss of Revenue Endorsement - Sublimit of Liability - This Amount is Part of and not in Addition Policy Limit of Liability Stated in the Policy Declarations.	\$30,000,000 Any One Occurrence	\$30,000,000 Any One Occurrence

Additional Coverages	Expiring	Proposed
Sublimits of Liability - the Policy Shall Pay no More than the Following Sublimit(s) of Liability in any One Occurrence:		
Physical Damage Coverage to the Covered Property;	\$100,000,000	\$100,000,000
Loss of Revenue;	\$30,000,000	\$30,000,000
Accounts Receivable;	\$5,000,000	\$5,000,000
Interruption by Civil or Military Authority;	14 Days	14 Days
Expediting Expense;	\$2,500,000	\$2,500,000
Extra Expense;	\$10,000,000	\$10,000,000
Or 25% of the Amount of Insured Physical Loss of or Damage to Covered Property Whichever is Less - Debris Removal Coverage;	\$10,000,000	\$10,000,000
Fire Department Service Charges;	\$500,000	\$500,000
Ingress and Egress;	14 Days	14 Days
Loss Adjustment Expense;	\$250,000	\$250,000
Newly Acquired Locations;	\$10,000,000	\$10,000,000
Ordinance or Law / Demolition or Increased Cost of Construction;	\$10,000,000	\$10,000,000
Transit - any One Conveyance;	\$2,500,000	\$2,500,000
Valuable Papers & Records;	\$2,500,000	\$2,500,000
Terrorism	\$100,000,000	\$100,000,000

Deductibles/SIR	Expiring	Proposed
Deductibles and Waiting Period(s): From the Amount of Each Claim for Insured Physical Loss of or Damage to Covered Property in any One Occurrence*		
Deductible - Physical Loss of or Damage to Covered Property, Unless Otherwise Shown Below	\$50,000	\$50,000
Deductible - Physical Loss of or Damage to Surveillance Equipment*	\$50,000	\$50,000
Deductible - As Respects Earthquake*	\$50,000	\$50,000
Deductible - Of the Total Value of Covered Property Involved in a Loss Caused by or Resulting from The Peril of Flood*	5%	5%
Deductible - - Subject to a Minimum Deductible of	\$100,000	\$100,000
Deductible - Of the Total Value of Covered Property Involved in a Loss Caused by or Resulting from The Peril of Named Storm*	5%	5%
Deductible - - Subject to a Minimum Deductible of	\$100,000	\$100,000
Deductible - Waiting Period - Loss of Revenue*	14 Days	14 Days
Deductible - Contingent Loss of Revenue Endorsement - Waiting Period	14 Days	14 Days

Valuations	Expiring	Proposed
Other	Covered Property: The Actual Cost to Repair or Replace the Lost or Damaged Property, Valued as of the Time and Place of Loss, With Material of like Kind and Quality, Less Betterment. If not so Replaced, Loss Shall be Settled on an Actual Cash Value Basis with Proper Deduction for Depreciation and Exclusive of Profit and Overhead	Covered Property: The Actual Cost to Repair or Replace the Lost or Damaged Property, Valued as of the Time and Place of Loss, With Material of like Kind and Quality, Less Betterment. If not so Replaced, Loss Shall be Settled on an Actual Cash Value Basis with Proper Deduction for Depreciation and Exclusive of Profit and Overhead
Other	Transit: The Invoice Cost Plus Accrued Shipping Charges Less Shipper's Liability, If any	Transit: The Invoice Cost Plus Accrued Shipping Charges Less Shipper's Liability, If any
Actual loss sustained	Loss of Revenue: Actual Loss Sustained Subject to the Stated Coverage and Specified Indemnity Period.	Loss of Revenue: Actual Loss Sustained Subject to the Stated Coverage and Specified Indemnity Period.

Endorsements (including but not limited to)
Schedule of Covered Property - U-CWP-0010-A
Debris Removal Clean Up & Removal & Decontamination - U-CWP-0103-A
Contingent Loss of Revenue - U-CWP-0106-A

Endorsements (including but not limited to)
Amendment to Deductibles & Waiting Period - U-CWP-0109-A CW (01-18)
Policy Form - Zurich Operational Civil Works Policy

Exclusions (including but not limited to)
Government Action Exclusion
War Exclusion
Nuclear Hazard, Power Failure
Cyber Exclusion - U-CWP-0117-A
Consequential Loss; Error/Omission or Deficiency in Design, Plans, Workmanship, Specifications or Materials; Wear & Tear; War; Nuclear; Mysterious Disappearance & Inventory Shortage; Employee Dishonesty, Fraud & Infidelity; Fungus; Pollution & Contamination; Asbestos; Normal Subsidence & Settling; Cyber Exclusion, And Other Per the Policy

Perils Covered:

Type	Description
Special Form Perils	Applies

Other Significant Terms and Conditions/Restrictions:

Description
Estimated Values - \$923,340,790 - Property Values - \$130,800,000 - Loss of Revenue Values - \$1,054,140,790 - Total Insured Values
Insuring Agreement - Subject to the Terms, Exclusions, Limitations and Conditions, This Policy Insures Against all Risks of Direct Physical Loss of or Damage to Covered Property While at the Location Listed Above and Occurring During the Term of the Policy.
Policy Territory - This Policy Covers the 50 States Comprising the United States of America and District of Columbia Unless Otherwise Endorsed to the Policy.
Covered Property - This Policy Insures Against Direct Physical Loss or Damage to Real & Personal Property from a Covered Cause of Loss and any Resulting Loss of Revenue as More Fully Defined Within the Policy.
Participation - This Indication is for 100% Interest in the 100% Policy Limit(S) of Liability, Sublimit(S) of Liability, Annual Aggregates Limit(S) and Premium as Herein Specified
Total Premium Includes TRIA Premium of \$47,913
Deposit Premium - \$950,491
Commission 5.1% not to Exceed \$50,000
Cancellation Provision 60 Days Except 10 Days for Nonpayment of Premium
Estimated Premium without TRIA - \$959,995.91

Crime

<i>Carrier Information</i>	<i>Expiring</i>	<i>Proposed</i>
Policy Term	7/1/2023 - 7/1/2024	7/1/2024 - 7/1/2025
Carrier	Philadelphia Indemnity Insurance Company	Philadelphia Indemnity Insurance Company
A.M. Best Rating	A++ XV	A++ XV
Admitted/Non-Admitted	Admitted	Admitted
Payment Plan	Annual, Pre-Paid	Annual, Pre-Paid
Payment Method	Direct Bill	Direct Bill

Premium & Exposures	Expiring	Proposed
Premium	\$4,055.00	\$4,055.00
2023-1 FIGA Emergency Assessment Surcharge	N/A	\$40.55
Estimated Cost	\$4,055.00	\$4,095.55

Standard Coverages	Expiring	Proposed
Crime Protection Plus		
A.1. Employee Theft and Client Coverage:	\$1,000,000	\$1,000,000
A.2. ERISA Fidelity:	\$500,000	\$500,000
B. Forgery and Alteration:	\$1,000,000	\$1,000,000
C. Inside the Premises - Money, Securities And Other Property:	\$1,000,000	\$1,000,000
D. Outside the Premises - Money, Securities And Other Property:	\$1,000,000	\$1,000,000
E. Money Orders and Counterfeit Currency:	\$1,000,000	\$1,000,000
F. Computer and Funds Transfer Fraud:	\$1,000,000	\$1,000,000
24 Fraudulent Inducement Insuring Agreement:	\$250,000	\$250,000

Deductibles/SIR	Expiring	Proposed
Crime Protection Plus		
Deductible - A.1. Employee Theft and Client Coverage:	\$5,000	\$5,000
Deductible - B. Forgery and Alteration:	\$5,000	\$5,000
Deductible - C. Inside the Premises - Money, Securities and Other Property:	\$5,000	\$5,000
Deductible - D. Outside the Premises - Money, Securities and Other Property:	\$5,000	\$5,000
Deductible - E. Money Orders and Counterfeit Currency:	\$5,000	\$5,000
Deductible - F. Computer and Funds Transfer Fraud:	\$5,000	\$5,000

Deductibles/SIR	Expiring	Proposed
Deductible - 24 Fraudulent Inducement Insuring Agreement:	\$5,000	\$5,000

Form Type	Expiring	Proposed
Form Type	Discovery	Crime - Discovery

Endorsements (including but not limited to)
Commercial Lines Policy Jacket - BJP-190-1 0221
Policyholder Notice (Loss Assistance Hotline) - Lah-Notice 0813
Florida Complaint Notice - PI-Notice 0400
Notice Late/Non-Sufficient Funds/Reinstatement Fee - PI-Fees-Notice 1 1119
Privacy Notice for Commercial Lines - PP2020 0220
Common Policy Declarations - CPD-PIIC-CW 0221
Fees and Surcharge Schedule - PI-FEE-SCH 0820
Florida Countersignature - PI-IL-CS FL 1118
Crime Protection Plus Declarations - PI-CRP-01 FL 0605
Bell Endorsement - PI-BELL-1 FL 0410
Crisis Management Enhancement Endorsement - PI-CME-1 1009
Crime Protection Plus Policy - PI-CRP-02 0605
Policy Bridge - Discovery Replacing Loss Sustained - PI-CRP-13 0605
Crime Protection Plus Pro-Pak - PI-CRP-23 1119
Fraudulent Inducement Insuring Agreement - PI-CRP-24 0717
Florida Changes - PI-CRP-FL-1 1005
Destruction of Electronic Data or Computer Programs - PI-MANU-1 0100
Faithful Performance of Duty Coverage - PI-MANU-1 0100
Advisory Notice to Florida Policyholders Florida Insurance Guaranty Association (Figa) Figa Surcharge - PI-Notice-Surcharge-FL 2 (05/2023)

Exclusions (including but not limited to)
Third Party Employee Dishonesty
Government Action Exclusion
Accounting or Arithmetic Errors
Voluntary Parting of Property
Loss in which the existence of such loss is only proved by a profit and loss comparison or inventory records
Any theft or criminal act committed by a partner of the insured
Employee Dishonesty (does not apply to Employee Theft Coverage)

Other Significant Terms and Conditions/Restrictions:
<i>Description</i>
Cancellation of Prior Insurance – Policies or Bonds Numbered: n/a
If the Account is being Premium Financed, premium must be paid on a Fixed Annual Basis and a copy of the executed Premium Finance Agreement is required.
Premium breakdown: A.1. Employee Theft and Client Coverage: \$2,233 A.2. ERISA Fidelity: Included

<i>Other Significant Terms and Conditions/Restrictions:</i>
<i>Description</i>
B. Forgery and Alteration: \$424
C. Inside the Premises - Money, Securities And Other Property: \$424
D. Outside the Premises - Money, Securities And Other Property: \$213
E. Money Orders and Counterfeit Currency: \$64
F. Computer and Funds Transfer Fraud: \$530
24 Fraudulent Inducement Insr Agreement: \$167

General Liability

<i>Carrier Information</i>	<i>Expiring</i>	<i>Proposed</i>
Policy Term	7/1/2023 - 7/1/2024	7/1/2024 - 7/1/2025
Carrier	Indian Harbor Insurance Company	Indian Harbor Insurance Company
A.M. Best Rating	A+ XV	A+ XV
Admitted/Non-Admitted	Non-Admitted	Non-Admitted
Payment Plan	Minimum and Deposit: \$16,986	N/A
Payment Method	Direct Bill	None

Premium & Exposures	Expiring	Proposed
Premium	\$18,752.00	\$0.00
TRIA	\$938.00	N/A
Minimum Type	Minimum And Deposit Premium	None
Estimated Cost	\$18,752.00	\$0.00

Standard Coverages	Expiring	Proposed
Each Occurrence Limit	\$3,000,000	Non-Renewing
Damage to Premises Rented to You	Excluded	Non-Renewing
Medical Expense	Excluded	Non-Renewing
Personal and Advertising Injury	Included	Non-Renewing
General Aggregate Limit	\$6,000,000	Non-Renewing
Products-Completed Operations Aggregate Limit'	\$6,000,000	Non-Renewing

Form Type	Expiring	Proposed
Form Type	General Liability - Occurrence	Non-Renewing
Retroactive Date	N/A	Non-Renewing
Pending & Prior Date	N/A	Non-Renewing

Endorsements (including but not limited to)
Designated Premises

Exclusions (including but not limited to)
General Liability - Bodily Injury and Property Damage from pollutants - Absolute Exclusion
General Liability - Losses arising from the ownership maintenance or use of aircraft (including drones), autos, or watercraft, with some minor exceptions including certain contractual obligations
General Liability - Employment Related Practices Exclusion
General Liability - Liquor Liability Exclusion
General Liability - Aircraft Products Exclusion
General Liability - Professional Liability Exclusion
General Liability - Real Property in Your Care, Custody, and Control Exclusion
General Liability - Absolute Asbestos Exclusion
General Liability - Absolute Lead Exclusion
General Liability - War and Nuclear Hazard
General Liability - Mold / Fungus

Exclusions (including but not limited to)
EBL - Dishonest, fraudulent, criminal or malicious act or omission
EBL - Bodily Injury or Property Damage or Personal Injury
EBL - Failure of performance of contract
EBL - Failure of any investment to perform as represented by you
EBL - Failure to comply with mandatory provisions of any law concerning Workers' Compensation, unemployment insurance, social security or disability benefits
EBL - Wrongful termination of an employee
EBL - Coercion, demotion, reassignment, discipline or harassment of an employee
EBL - Discrimination against an employee

Terrorism

<i>Carrier Information</i>	<i>Proposed</i>
Policy Term	7/1/2024 - 7/1/2025
Carrier	Underwriters at Lloyd's London
Admitted/Non-Admitted	Non-Admitted
Payment Plan	100% Prepaid
Payment Method	Agency Bill

Premium & Exposures	Proposed
Premium	\$40,815.00
Exposure / TIV	\$1,054,140,790
Estimated Cost	\$40,815.00

Standard Coverages	Proposed
Any One Occurrence and in The Aggregate for Damage and Financial Loss Combined	\$100,000,000

Additional Coverages	Proposed
Sub-Limit of Liability Applies Any One Occurrence and in The Annual Aggregate during the Period of Insurance.	
Brand Rehabilitation	10% of the overall Limit of Liability or \$500,000 whichever is less but this extension is only operative where such cover is not provided for within a Financial Loss Settlement under the Associated Policy
Claims Preparation	10% of the overall Limit of Liability or \$100,000 whichever is less
Contingent Financial Loss (Customer and Supplier Contingent Extra Expense)	\$5,000,000
Damage to Property of the Insured at Any Unspecified Third Party Site	Other Than Sites Included in the Referral Region and Postcode List \$500,000 Damage / Financial Loss Combined
Damage to Property While in Transit	USD \$500,000 Damage / Financial Loss Combined
Denial of Access	\$5,000,000
Seepage Contamination and Pollution/Clean Up	\$5,000,000
Utilities	\$5,000,000
Attraction	\$5,000,000
Contract Works	\$5,000,000
Extinguishment Expenses	\$500,000
Threat	\$5,000,000

Deductibles/SIR	Proposed
Any One Occurrence for Damage and Financial Loss Combined	\$10,000
Brand Rehabilitation - Any One Occurrence	10%
Contingent Financial Loss - Any One Occurrence	5 Hours
Denial of Access	12 Hours Any One Occurrence Unless the Occurrence is Designated a Crime Scene by a Civil and/or Military Authority When 24 Hours Any One Occurrence Shall Apply

Deductibles/SIR	Proposed
Denial of Access	48 Hours Any One Occurrence in Respect of Airports/Train Stations/Port
Attraction - Any One Occurrence	7 Days
Utilities - Any One Occurrence	5 Hours
Threat - Any One Occurrence	2 Hours

Exclusions (including but not limited to)
Government Action Exclusion
War Exclusion
Nuclear Hazard, Power Failure
Sanction Limitation and Exclusion Clause (Applicable on Both Primary and Excess Basis)

Perils Covered:	
Type	Description
Special Form Perils	All-Risk or Named Perils Coverage

Other Significant Terms and Conditions/Restrictions:
Description
60 Day Premium Payment Condition
Terms Subject to Confirmation of No Known or Reported Losses at Time of Binding
Insured's Full Trading Name and Address
Business Description
Policy Type
Policy Number
Lead Insurer(s)
Period of Associated Policy
Details of All Risks Excess if no Excess Quoted Above
Detail of the Surplus Lines Broker - Name and License -

Premium Summary

The estimated program cost for the options are outlined in the following table:

Line of Coverage		Expiring	Proposed
		Zurich American Insurance Company	Zurich American Insurance Company
Property	Premium	\$730,625.00	\$998,404.00
	Estimated Cost*	\$772,700.30	\$1,008,388.04
	Change (\$)	-	\$235,687.74
	Change (%)	-	30.50%
	Exposure / TIV	Total Insured Values - \$1,015,051,668	Total Insured Values - \$1,054,140,790
		Philadelphia Indemnity Insurance Company	Philadelphia Indemnity Insurance Company
Crime	Premium	\$4,055.00	\$4,055.00
	Estimated Cost*	\$4,055.00	\$4,095.55
	Change (\$)	-	\$40.55
	Change (%)	-	1.00%
		Indian Harbor Insurance Company	Indian Harbor Insurance Company
General Liability	Premium	\$18,752.00	\$0.00
	Estimated Cost*	\$18,752.00	
	Change (\$)	-	(\$18,752.00)
	Change (%)	-	(100.00%)
Total Program Cost w/ TRIA		\$795,507.30	\$1,012,483.59
OPTIONAL COVERAGE			Underwriters at Lloyd's London
Terrorism	Premium		\$40,815.00
	Estimated Cost*		\$40,815.00
	Change (\$)		
	Change (%)		
	Exposure / TIV		\$1,054,140,790
Total Program Cost w/ Terrorism		\$795,507.30	\$1,004,906.46

*Estimated Cost includes all taxes, fees, surcharges and TRIA premium (if applicable)

Quote from **Zurich American Insurance Company (Zurich Insurance Group Ltd)** is valid until 7/1/2024

Quote from **Philadelphia Indemnity Insurance Company (Philadelphia Insurance Company)** is valid until 7/1/2024

Quote from **Indian Harbor Insurance Company (XL Group plc)** is valid until 7/1/2024

Quote from **Underwriters at Lloyd's London** is valid until 7/1/2024

Gallagher is responsible for the placement of the following lines of coverage:

- Property**
- Crime**
- General Liability**
- Terrorism**

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

Payment Plans

<i>Carrier / Payable Carrier</i>	<i>Line Of Coverage</i>	<i>Payment Schedule</i>	<i>Payment Method</i>
Zurich American Insurance Company (Zurich Insurance Group Ltd)	Property	100% Prepaid	Agency Bill
Philadelphia Indemnity Insurance Company (Philadelphia Insurance Company)	Crime	Annual, Pre-Paid	Direct Bill
Indian Harbor Insurance Company (XL Group plc)	General Liability	N/A	None
Underwriters at Lloyd's London	Terrorism	100% Prepaid	Agency Bill

Proposal Disclosures

Proposal Disclosures

The following disclosures are hereby made a part of this proposal. Please review these disclosures prior to signing the Client Authorization to Bind or e-mail confirmation.

Proposal Disclaimer

IMPORTANT: The proposal and/or any executive summaries outline certain terms and conditions of the insurance proposed by the insurers, based on the information provided by your company. The insurance policies themselves must be read to fully understand the terms, coverages, exclusions, limitations and/or conditions of the actual policy contract of insurance. Policy forms will be made available upon request. We make no warranties with respect to policy limits or coverage considerations of the carrier.

Compensation Disclosure

1. Gallagher Companies are primarily compensated from the usual and customary commissions, fees or, where permitted, a combination of both, for brokerage and servicing of insurance policies, annuity contracts, guarantee contracts and surety bonds (collectively "insurance coverages") handled for a client's account, which may vary based on market conditions and the insurance product placed for the client.
2. In placing, renewing, consulting on or servicing your insurance coverages, Gallagher companies may participate in contingent and supplemental commission arrangements with intermediaries and insurance companies that provide for additional compensation if certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Gallagher with the insurance company, not on an individual policy basis. As a result, Gallagher may be considered to have an incentive to place your insurance coverages with a particular insurance company. If you do not wish to have your commercial insurance placement included in consideration for additional compensation, contact your producer or service team for an Opt-out form.
3. Gallagher Companies may receive investment income on fiduciary funds temporarily held by them, or from obtaining or generating premium finance quotes, unless prohibited by law.
4. Gallagher Companies may also access or have an ownership interest in other facilities, including wholesalers, reinsurance intermediaries, captive managers, underwriting managers and others that act as intermediaries for both Gallagher and other brokers in the insurance marketplace some of which may earn and retain customary brokerage commission and fees for their work.

If you have specific questions about any compensation received by Gallagher and its affiliates in relation to your insurance placements, please contact your Gallagher representative for more details.

TRIA/TRIPRA Disclaimer

If this proposal contains options to purchase TRIA/TRIPRA coverage, the proposed TRIA/TRIPRA program may not cover all terrorism losses. While the amendments to TRIA eliminated the distinction between foreign and domestic acts of terrorism, a number of lines of coverage excluded under the amendments passed in 2005 remain excluded including commercial automobile, burglary and theft insurance; surety insurance, farm owners multiple perils and professional liability (although directors and officers liability is specifically included). If such excluded coverages are required, we recommend that you consider purchasing a separate terrorism policy. Please note that a separate terrorism policy for these excluded coverages may be necessary to satisfy loan covenants or other contractual obligations. TRIPRA includes a \$100 billion cap on insurers' aggregate liability.

TRIPRA is set to expire on December 31, 2027. There is no certainty of extension, thus the coverage provided by your insurers may or may not extend beyond December 31, 2027. In the event you have loan covenants or other contractual obligations requiring that TRIA/TRIPRA be maintained throughout the duration of your policy period, we recommend that a separate "Stand Alone" terrorism policy be purchased to satisfy those obligations.

Property Estimator Disclaimer

These property values were obtained using a desktop Property Estimator software operated by non-appraisal professionals. These property values represent general estimates which are not to be considered a certified appraisal. These property values include generalities and assumptions that may produce inaccurate values for specific structures.

Terms and Conditions

It is important that we clearly outline the nature of our mutual relationship. The following terms and conditions (these "Terms") govern your relationship with Gallagher unless you have separately entered into a written services agreement with Gallagher relative to the policies and services outlined in this Proposal, in which case that services agreement will govern and control with respect to any conflicts with these Terms. These Terms will become effective upon your execution of the Client Authorization to Bind Coverage (the "CAB") included in this Proposal and shall survive for the duration of your relationship with Gallagher relative to the policies placed pursuant to the CAB or otherwise at your request.

Services

Gallagher will represent and assist you in all discussions and transactions with insurance companies relating to the lines of insurance coverage set forth in the CAB and any other lines of insurance coverage with which you request Gallagher's assistance. Gallagher will consult with you regarding any matters involving these or other coverages for which you have engaged Gallagher. You have the sole discretion for approving any insurance policies placed, as well as all other material decisions involving your risk management, risk transfer and/or loss prevention needs.

Although you are responsible for notifying applicable insurance companies directly in connection with any claims, demands, suits, notices of potential claims or any other matters as required by the terms and conditions of your policies, Gallagher will assist you in determining applicable claim reporting requirements.

Treatment of Information

Gallagher understands the need to protect the confidentiality and security of your confidential and sensitive information and strives to comply with applicable data privacy and security laws. Your confidential and sensitive information will be protected by Gallagher and only used to perform services for you; provided that Gallagher may disclose and transfer your information to our affiliates, agents or vendors that have a need to know such information in connection with the provision of such services (including insurance markets, as necessary, for marketing, quoting, placing and/or servicing insurance coverages). We may also disclose such information as required by applicable data protection laws or the order of any court or tribunal, subject to our providing you with prior notice as permitted by law.

We will (i) implement appropriate administrative, physical and technical safeguards to protect personal information; (ii) timely report security incidents involving personal information to affected parties and/or regulatory bodies; (iii) create and maintain required policies and procedures; and (iv) comply with data subjects' rights, as applicable. To the extent applicable under associated data protection laws, you are a "business" or "controller" and Gallagher is a "service provider" or "data processor." You will ensure that any information provided to Gallagher has been provided with any required notices and that you have obtained all required consents, if any and where required, or are otherwise authorized to transfer all information to Gallagher and enable Gallagher to process the information for the purposes described in this Proposal and as set forth in Gallagher's Privacy Policy located at <https://www.aig.com/privacy-policy/>. Gallagher may update its Privacy Policy from time to time and any updates will be posted to such site.

Dispute Resolution

Gallagher does not expect that it will ever have a formal dispute with any of its clients. However, in the event that one should arise, we should each strive to achieve a fair, expedient and efficient resolution and we'd like to clearly outline the resolution process.

A. If the parties have a dispute regarding Gallagher's services or the relationship governed by this Proposal ("Dispute"), each party agrees to resolve that Dispute by mediation. If mediation fails to resolve the Dispute, you and Gallagher agree to binding arbitration. Each party waives all rights to commence litigation in court to resolve a Dispute, and specifically waives all rights to pursue relief by class action or mass action in court or through arbitration. However, the parties do not waive the ability to seek a court order of injunction in aid of the mediation and arbitration required by these Terms.

B. The party asserting a Dispute must provide a written notice ("Notice") of the claim to the other party and to the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules and Mediation Procedures. All Dispute resolutions will take place in Chicago, IL, unless you and Gallagher agree to another location. The parties will equally divide all costs of the mediation and arbitration proceedings and will each pay their own attorneys' fees. All matters will be before a neutral, impartial and disinterested mediator or arbitrator(s) that have at least 20 years' experience in commercial and insurance coverage disputes.

C. Mediation will occur within sixty (60) days of filing the Notice with the AAA. Mediation results will be reduced to a memorandum of understanding signed by you, Gallagher and the mediator. A Dispute that is not resolved in mediation will commence to binding arbitration. For Disputes in excess of \$500,000, either party may elect to have the Dispute heard by a panel of three (3) arbitrators. The award of the arbitrator(s) must be accompanied by a reasoned opinion prepared and signed by the arbitrator(s). Except as may be required by law, neither

you, Gallagher, nor a mediator or arbitrator may disclose the existence, content or results of any Dispute or its dispute resolution proceeding without the prior written consent of both you and Gallagher.

Electronic Delivery

In lieu of receiving documents in paper format, you agree, to the fullest extent permitted by law, to accept electronic delivery of any documents that Gallagher may be required to deliver to you (including, but not limited to, insurance policies and endorsements, account statements and all other agreements, forms and communications) in connection with services provided by Gallagher. Electronic delivery of a document to you may be made via electronic mail or by other electronic means, including posting documents to a secure website.

Miscellaneous Terms

Gallagher is engaged to perform services as an independent contractor and not as your employee or agent, and Gallagher will not be operating in a fiduciary capacity.

Where applicable, insurance coverage placements and other services may require the payment of federal excise taxes, surplus lines taxes, stamping or other fees to the Internal Revenue Service, various State(s) departments of revenue, state regulators, boards or associations. In such cases, you will be responsible for the payment of the taxes and/or fees, which Gallagher will separately identify on related invoices.

The Proposal and these Terms are governed by the laws of the State of Illinois, without regard to its conflict of law rules.

If an arbitrator/court of competent jurisdiction determines that any provision of these Terms is void or unenforceable, that provision will be severed, and the arbitrator/court will replace it with a valid and enforceable provision that most closely approximates the original intent, and the remainder of these Terms will remain in effect.

Except to the extent in conflict with a services agreement that you may enter into with Gallagher, these Terms and the remainder of the Proposal constitute the entire agreement between you and Gallagher with respect to the subject matter of the Proposal, and supersede all prior negotiations, agreements and understandings as to such matters.

Client Signature Requirements

Surplus Lines Disclosure and Acknowledgement

At my direction, Arthur J Gallagher Risk Management Services LLC has placed my coverage in the surplus lines market. As required by Florida Statute 626.916, I have agreed to this placement. I understand that superior coverage may be available in the admitted market and at a lesser cost and that persons insured by surplus lines carriers are not protected by the Florida Insurance Guaranty Association with respect to any right of recovery for the obligation of an insolvent unlicensed insurer.

I further understand the policy forms, conditions, premiums, and deductibles used by surplus lines insurers may be different from those found in policies used in the admitted market. I have been advised to carefully read the entire policy.

Named Insured

By:

Signature of Named Insured

Date

Printed Name and Title of Person Signing

Name of Excess and Surplus Lines Carrier

Type of Insurance

Effective Date of Coverage

Coverages for Consideration

Overview

Gallagher recommends that you consider purchasing the following additional coverages for which you have exposure. A Proposal for any of the coverages below can be provided.

- Cyber Liability

Please note the recommendations and considerations summarized in this section are not intended to identify all potential exposures. Gallagher is not an expert in all aspects of your business and assumes no responsibility to independently investigate the risks your business faces. Gallagher has relied upon the information you provided in making our insurance Proposals. If you are interested in pursuing additional coverages other than those listed above, please list the additional coverages in the Client Authorization to Bind.

Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated 7/1/2024, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

	Coverage/Carrier	TRIA
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Property Zurich American Insurance Company	<input type="checkbox"/> Accept <input type="checkbox"/> Decline
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Crime Philadelphia Indemnity Insurance Company	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	General Liability Indian Harbor Insurance Company	<input type="checkbox"/> Accept
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Terrorism Underwriters at Lloyd's London	

Additional Recommended Coverages

Gallagher recommends that you purchase the following additional coverages for which you have exposure. By checking the box(es) below, you are requesting that Gallagher provide you with a Proposal for this coverage. By not requesting a Proposal for this coverage, you assume the risk of any uncovered loss.

Other Coverages to Consider

Cyber Liability

The above coverage(s) does not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those listed in the Additional Recommended Coverages, please list below:

Coverage Amendments and Notes:

Exposures and Values

You confirm the payroll, values, schedules, and any other information pertaining to your operations, and submitted to the underwriters, were compiled from information provided by you. If no updates were provided to Gallagher, the values, exposures

and operations used were based on the expiring policies. You acknowledge it is your responsibility to notify Gallagher of any material change in your operations or exposures.

Additional Terms and Disclosures

Gallagher is not an expert in all aspects of your business. Gallagher’s Proposals for insurance are based upon the information concerning your business that was provided to Gallagher by you. Gallagher expects the information you provide is true, correct and complete in all material respects. Gallagher assumes no responsibility to independently investigate the risks that may be facing your business, but rather have relied upon the information you provide to Gallagher in making our insurance Proposals.

Gallagher's liability to you arising from any of Gallagher’s acts or omissions will not exceed \$20 million in the aggregate. The parties each will only be liable for actual damages incurred by the other party, and will not be liable for any indirect, special, exemplary, consequential, reliance or punitive damages. No claim or cause of action, regardless of form (tort, contract, statutory, or otherwise), arising out of, relating to or in any way connected with the Proposal, any of Gallagher’s services or your relationship with Gallagher may be brought by either party any later than two (2) years after the accrual of the claim or cause of action.

Gallagher has established security controls to protect Client confidential information from unauthorized use or disclosure. For additional information, please review Gallagher’s Privacy Policy located at <https://www.ajg.com/privacy-policy/>.

You have read, understand and agree that the information contained in the Proposal and all documents attached to and incorporated into the Proposal, is correct and has been disclosed to you prior to authorizing Gallagher to bind coverage and/or provide services to you. By signing below, or authorizing Gallagher to bind your insurance coverage through email when allowed, you acknowledge you have reviewed and agree with terms, conditions and disclosures contained in the Proposal.

By: _____
Print Name (Specify Title)

Company

Signature

Date: _____

Appendix

Bindable Quotations & Compensation Disclosure Schedule

Client Name: Tampa Hillsborough County Expressway Authority

Coverage	Insurance Company	Wholesaler, MGA, or Intermediary Name ¹	Est. Annual Premium ²	Comm. % or Fee ³	Gallagher U.S. Owned Wholesaler, MGA, or Intermediary % and/or Fee %
Property	Zurich American Insurance Company (Zurich Insurance Group Ltd)	N/A	\$998,404.00	5.1 %	
Crime	Philadelphia Indemnity Insurance Company (Philadelphia Insurance Company)	N/A	\$4,055.00	0 %	
General Liability	Indian Harbor Insurance Company (XL Group plc)	N/A	\$0.00	0 %	
Terrorism	Underwriters at Lloyd's London	Arthur J Gallagher (UK) Limited	\$40,815.00	15 %	15 %

¹ We were able to obtain more advantageous terms and conditions for you through an intermediary/ wholesaler.

² If the premium is shown as an indication: The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

* A verbal quotation was received from this carrier. We are awaiting a quotation in writing.

³ The commission rate is a percentage of annual premium excluding taxes & fees.

* Gallagher is receiving 5.1% commission on this policy. The fee due Gallagher will be reduced by the amount of the commissions received.

Binding Requirements

<i>Coverage (Issuing Carrier)</i>	<i>Binding Requirements</i>
Property Zurich American Insurance Company	N/A
Crime Philadelphia Indemnity Insurance Company	Subject to: -Risk Management Contact Name, Phone Number and Email Address at the insured's location.
General Liability Indian Harbor Insurance Company	Subject to: - Acceptance or Rejection of Terrorism Insurance Coverage - Require full details on any agreement changes mid-term.
Terrorism Underwriters at Lloyd's London	N/A

Claims Reporting By Policy

Immediately report all claims. Each insurer requires notice of certain types of claims depending on the potential exposure or particular injury types. It is important to thoroughly review your policy to ensure you are reporting particular incidents and claims, based upon the insurer’s policy requirements.

If you are using a third party administrator (“TPA”), your TPA may or may not report claims to an insurer on your behalf. Although we will assist you where requested, it is important that you understand whether your TPA will be completing this notification.

Reporting Direct to Carrier [Only When Applicable]

<i>Coverage: Property</i>	<i>Report To:</i>
Insurer: Zurich American Insurance Company Policy Number: TBD Policy Term: 7/1/2024 - 7/1/2025	Insurer/TPA Name: Zurich American Insurance Company Phone: 800-987-3373 Fax: 877-962-2567 Email: USZ_CareCenter@Zurichna.com Web: https://www.zurichna.com/claims

<i>Coverage: Crime</i>	<i>Report To:</i>
Insurer: Philadelphia Indemnity Insurance Company Policy Number: TBD Policy Term: 7/1/2024 - 7/1/2025	Insurer/TPA Name: Philadelphia Indemnity Insurance Company Phone: 800.765.9749 Fax: 800.685.9238 Email: claimsreport@phly.com Web: https://www.phly.com/Claims/default.aspx

<i>Coverage: Terrorism</i>	<i>Report To:</i>
Insurer: Underwriters at Lloyd’s of London Policy Number: TBD Policy Term: 7/1/2024 – 7/1/2025	Phone: 855-497-0578 Fax: 225-663-3224 Email: ggb.nrcclaimscenter@ajg.com

Reporting to Gallagher or Assistance in Reporting

<i>Coverage(s):</i>	<i>Report To:</i>
Gallagher Claim Center Policy Number: Policy Term:	Phone: 855-497-0578 Fax: 225-663-3224 Email: ggb.nrcclaimscenter@ajg.com

Statement of Values

2024 TOTAL INSURED VALUES	
PROPERTY VALUES	\$923,340,790
LOSS OF REVENUE	\$130,800,000
TOTAL INSURED VALUES	\$1,054,140,790

Name: _____

Title: _____

Signature: _____

Date: _____



IV. A. Approval of the Minutes from the April 22, 2024, Board Meeting and the May 6, 2024, Workshop

Tampa-Hillsborough County Expressway Authority
Minutes of the April 22, 2024, Board Meeting
1104 E. Twiggs Street
Tampa, FL 33602

The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on April 22, 2024, at THEA Headquarters, 1104 E. Twiggs Street in Tampa Florida. The following were present:

ATTENDANCE

Board:

Vincent Cassidy, Chairman
Bennett Barrow, Vice Chairman
John Weatherford, Secretary

FDOT District Secretary David Gwynn
Commissioner Donna Cepeda

Staff:

Greg Slater
Amy Lettelleir
Jeff Seward
Bob Frey
Keisha Boyd
Shari Callahan
Tim Garrett
Judith Villegas
Charlene Varian
Chaketa Mister

Lisa Pessina
Tiana Hill
Felipe Velasco
Emma Antolinez
Brian Ramirez
Gary Holland
Anna Quinones
Frederick Pekala
Szabina Szenassy

Others:

Scarlett Sharpe, WSP
Nicole Dufva, WSP
Joseph Stanton, NMRS
Phil Eshelman, Stantec
Len Becker, HNTB
Jim Drapp, HNTB
Kevin Hoeflich, HNTB
Snehal Ambare, CDM Smith
Brent Wilder, PFM
Johnathan Tursky, TransCore
Scott Garth, DRMP
Rick Patterson, Raymond James
Mark Easley, HW Lochner
Alex Bourne, RS&H

Darren Morse, SPP
Sally Dee, Playbook
Steve Williams, Infotect
Wilderies Rodriguez, Infotect
Brad Lang, Infotect
Doug Draper, B of A
Joey Roselli, ASI

Call to Order and Pledge of Allegiance

Chairman Cassidy called the meeting to order at 1:30 pm, followed by the Pledge of Allegiance.

Public Input/Public Presentations

There was no public comment.

Consent Agenda

Approval of the Minutes from the February 26, 2024, Board Meeting and the March 11, 2024, Board Workshop.

Approval of potential Board member travel.

Chairman Cassidy requested a motion to approve the consent items. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Discussion/Action Items

Planning & Innovation, John Weatherford, Committee Chair – Bob Frey, Director

GIS Consultant Support from ESRI

Mr. Frey presented a task to provide spatial analysis support in establishing a THEA GIS system to analyze data for the agency's operations, safety, and key performance indicators. The product will integrate existing data flows with spatial information and make data available to THEA staff and Board members.

The requested action is for the Board to authorize the Executive Director to execute a task order with ESRI to accomplish GIS system integration in an amount not to exceed \$137,325.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Whiting Street PD&E Final Approval

Mr. Frey presented a request for final approval of the Whiting Street PD&E Study which:

- Outlines corridor characteristics
- Evaluates impacts
- Informs proposed mitigation strategies
- Confirms there are no disproportionate impacts

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Adoption of Resolution 674 – Whiting Street Improvement Project

Mr. Frey presented Resolution 674, which accepts the Whiting Street PD&E and approves the alignments therein. He requested Board approval of Resolution 674.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Operations and Engineering – Judith Villegas, Engineering Project Manager

CEI - East Selmon Resurfacing from 78th Street East to Falkenburg Road

Ms. Villegas introduced an item to engage the services of a CEI consultant to perform field engineering and testing for the resurfacing improvements from 78th Street East to Falkenburg Road on the eastern portion of the Selmon Expressway. She noted that the Board previously approved the design and construction efforts in February, and negotiations were conducted and finalized with Consor Engineering (selected previously for task-driven contracts for minor design and CEI projects).

The requested action is for the Board to authorize the Executive Director to execute a task order with Consor Engineering for \$294,407 to provide CEI services for the East Selmon Resurfacing from 78th Street East to Falkenburg Road.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

Mr. Slater asked Ms. Villegas about the current resurfacing project. Ms. Villegas advised that nightly lane closures are occurring, and we have not received any complaints.

The motion passed unanimously.

Straddle Bent Crack Sealing – Contractor Selection

The next item presented by Ms. Villegas was to provide all the labor, materials, equipment, and incidentals necessary to clean, seal, and waterproof the thirteen straddle bents supporting parts of the REL.

The requested action is for the Board to approve the selection of the lowest bid from Razorback, LLC for \$208,811 for cleaning, sealing, and waterproofing the thirteen straddle bents supporting portions of the REL and authorize and direct staff to negotiate a contract with Razorback. The contract is subject to review and approval of THEA General Counsel.

Firm	Amount
Razorback, LLC	\$ 208,811
M&J Construction	\$ 773,753
Titan Civil Construction	\$1,050,685

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Chairman Cassidy asked about the price discrepancies and what might be causing them.

Mr. Slater advised that THEA contacted each of these firms to get an explanation. One firm did not conduct a site visit and prepared their bid based on aerials.

Ms. Villegas added that a lot of the cost comes from estimating for MOT and we think others were not aware of the roadway and the need for MOT and overshot their estimates.

CEI – Straddle Bent Sealing

Ms. Villegas presented the need to engage the services of a CEI consultant, Consor Engineering, to perform field engineering and testing for the contract work called for in the previous item – the Straddle Bent Sealing Project. Negotiations were conducted and finalized with Consor Engineering (selected previously for task-driven contracts for minor design and CEI projects).

The requested action is for the Board to authorize the Executive Director to execute a purchase order with Consor Engineering for \$92,924 to provide CEI services for the Straddle Bent Sealing Project.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

THEA Headquarters Roof Replacement – Contractor Selection

Next, Ms. Villegas presented the THEA roof replacement project. The purpose of this item is to provide all the labor, materials, equipment, and incidentals necessary to replace the THEA headquarters roof. She noted that patching was completed as part of the building renovations in 2021, but leaking persists during major rainstorm events.

The requested action is for the Board to approve the selection of the lowest bid from CMM Roofing for \$192,950 to remove and replace the THEA headquarters roof and authorize and direct staff to negotiate a contract with CMM Roofing. The contract is subject to review and approval of THEA General Counsel.

Firm	Amount
Allied Roofing, Inc.	\$361,460
CMM Roofing, Inc.	\$192,950
Service Works Commercial Roofing, LLC	\$298,444
Quality Roofing, Inc.	\$389,000

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Reimburse Coca-Cola for the Construction of Upgrades at the Selmon Expressway Eastbound Exit at US 301 – not to exceed \$2,544,660

Ms. Villegas moved on to an item that would allow THEA to reimburse Coca-Cola for the construction of the expressway improvements at the eastbound exit at 301. She pointed out that these capacity and safety improvements complement the work Coca-Cola must do to comply with their agreement with FDOT for increased access to their production plant at the southwest corner of the expressway and US 301. By having Coca-Cola complete the construction work, THEA will save time and money and ensure that the expressway improvements blend seamlessly with the Coca-Cola civil work. All work is within THEA's right-of-way and solely benefits THEA's customers.

Project Total	\$3,049,289
Design	\$ 504,629*
Construction	\$2,544,660

*Approved at the February 26, 2024, Board meeting at a not-to-exceed amount of \$552,800.

The requested action is for the Board to authorize the Executive Director to execute an agreement with Coca-Cola Florida to reimburse for the construction of capacity and safety improvements at the expressway eastbound exit to US 301 for a not-to-exceed amount of \$2,544,660.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Webber Infrastructure Management – Six-Month Contract Extension

Finally, Ms. Villegas presented a request to extend the contract with Webber Infrastructure Management for an additional six months, from July 1, 2024, through December 31, 2024, to continue the contract requirements for maintaining all highway and bridge assets listed in the contract.

The requested action is for the Board to authorize the Executive Director to sign a task order with Webber Infrastructure Management, extending the contract for six months for \$1,171,948.62 to continue maintaining THEA’s highway and bridge assets.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Toll Operations – Tim Garrett, Interim Director

Operational Back-Office System Support Increase

Mr. Garrett presented a request to utilize additional services from Gannett Fleming and RS&H to support the procurement of the operational back office. He noted that the services include updating the procurement documents to allow for a mixture of on-premises and in-cloud solutions from prospective proposers including an updated engineers estimate, supporting an industry forum, supporting response to proposers’ questions and answers, support for contractor demonstrations/oral technical presentations during the procurement and preparation of any required addendums.

The requested action is for the Board to authorize the Executive Director to execute a new purchase order with Gannett Fleming for \$217,290 and a new purchase order to RS&H for \$98,473 to provide additional services in support of the operational back office procurement through contracting of the operational back office contractor.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Budget and Finance – Jeff Seward, Director

Revenue Sufficiency Resolution 673

Mr. Seward briefly discussed the requirement of the Master Bond Resolution to conduct a traffic and revenue analysis each year to ensure we have revenue sufficiency to cover our work program, debt obligations, and the budget for the following year. He introduced Phil Eshelman with Stantec, to present the Traffic and Revenue Forecast. Mr. Eshelman provided an update on the following:

- FY2024 Transaction and Revenue Growth
 - Consistent year-over-year growth of 3-4 percent when normalizing for hurricanes.
 - Anticipate continued strong growth through the remainder of the fiscal year.
- FY2024 Transaction and Revenue Forecast Performance
 - Confident FY24 forecast for both transactions and revenue will be met.
 - Strong footing for FY25.
- FY2025 Transaction and Revenue Forecast
 - Normalized and adjusted for hurricanes.
 - Estimated ~2% growth from FY24.
 - Standard rate escalation, 2.5%, and existing relationships between payment types.
- FY2025 Traffic and Revenue Forecast
 - Normalized FY24 transactions and revenue with accommodations for hurricanes.
 - Continued growth into 2025 (~2%), tempering from FY24 actual growth (~3.5%).
 - Base Toll Policy of toll escalation at 2.5 percent.
- Revenue Sufficiency Certificate Tests
 - Toll Coverage Requirement for Net System Revenue is 1.3 – THEA is expected to achieve 2.19 in FY25.
 - Toll Coverage Requirement for System Gross Revenue is 1.0 – THEA is expected to achieve 1.54 in FY25.

Chairman Cassidy asked what the debt service is. Mr. Eshelman noted the debt service in FY25 is \$48M. The Chairman asked if the other revenue was investment revenue. Ms. Lettelleir replied in the affirmative. Mr. Slater noted that THEA is putting a lot more money to work in FY25 with major construction and improvements with South Selmon and we are starting to see that impact.

Mr. Seward added that THEA is putting money away strategically in anticipation of the South Selmon Capacity Project to offset the cost of borrowing.

Next, Mr. Seward presented Resolution 673 – Revenue Sufficiency Resolution. He reported that THEA has received the Revenue Sufficiency Certificate prepared by Stantec, who has determined that net system revenues and gross system revenues will be sufficient to comply with the provisions of the Master Bond Resolution for the fiscal year ending June 30, 2025.

He requested Board approval of Resolution No. 673 making a positive determination regarding the sufficiency of Net System Revenues pursuant to its Master Bond Resolution.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Investment Advisory Services

Mr. Seward presented an item to procure professional investment advisory services for the portfolio management of THEA’s operating bond funds, debt service, and capital funds. THEA received six proposals in response to the Investment Advisory Services Request for Qualifications. The Evaluation Committee scored and ranked the firms as follows:

Firm	Rank
Chandler Asset Management Inc	2
Deep Blue Investment Advisors	5
Hilltop Securities Asset Management LLC	3
Meeder Public Funds	6
Public Trust Advisors	1
Ramirez Asset Management	4

The requested action is for the Board to authorize and direct staff to negotiate and execute a contract with the highest-ranked firm. If negotiations are unsuccessful, staff shall negotiate with the next highest-ranked firm. Contract is subject to review and approval of THEA General Counsel.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Team Reports

Planning & Innovation – Mr. Frey provided an update on the US 301 PD&E Study, first providing some background about increasing development and demand on US 301, and projected corridor population growth. He pointed out that we are seeing heavy population growth in South Hillsborough County.

Mr. Frey discussed the analysis conducted by the Transportation Planning Organization, which found extensive support for elevated travel options and anticipate moving the project to the top three in their 2050 Long Range Transportation Plan (LRTP). The project ranked seventh in the 2045 LRTP. The analysis also suggests a strong potential for congestion reduction.

Chairman Cassidy asked about the pie chart indicating 21% negative feedback. Mr. Slater explained that those comments came from another area north of us who likely are not in favor because they want the money going to a local project.

Mr. Frey reviewed the project development process, noting that we are in the planning phase (pre-PD&E), which entails:

- Efficient Transportation Decision Making (ETDM) Screening – which has been initiated and will be ongoing through the PD&E
- Data Collection and Assessment – Traffic data collection is complete. The next step is traffic analysis
- Stakeholder and community engagement, listening and initiation will occur over the summer with several workshops, in person and virtual. We will coordinate with the TPO to ensure compatibility with their community plans.
- ETDM screening is complete and will go to Tallahassee for review. The purpose and need have been approved by FDOT District 7.
- Traffic data collection is complete. The results show that average speeds drop below 20 mph on a significant portion of the corridor; significant crashes within the corridor; and the average trip is thirty miles and 46 minutes.

Chairman Cassidy asked if this trip average is for US 301 only or if it includes I-75. Mr. Frey responded that it is only for US 301.

Continuing with Traffic Data Collection, Mr. Frey noted that US 301 is already over-capacity during peak periods. An additional north/south limited-access facility would provide extra capacity during incidents/closures on parallel corridors or during a hurricane evacuation.

- The engagement strategy is complete and implementation is underway. Phase 1 consists of listening and data collection; Phase 2 entails active collaboration; Phase 3 is Project Development & Environment (PD&E) Study; Phase 4 is construction coordination. He also pointed out that the US 301 website is complete, a public survey will be administered, project fact sheets will be disseminated, and public presentations will be delivered.

Chairman Cassidy asked about the timeline. Mr. Slater, speaking from both a construction and a financial perspective, as we near the closing stage of the East Selmon PD&E followed by the construction of South Selmon, the Board will need to discuss whether we want to add additional capacity to the existing system or expand the system first. The original thought was to go south, then east, then work our way down – that is ten to twelve years. The timeline could accelerate by doing an expansion down in the south instead of going to the east.

He added that THEA does intend to coordinate with the county on some outreach over the summer.

Toll Operations – Mr. Garrett presented the weekly and monthly transactions for March, which is traditionally the busiest month on the expressway. We are averaging approximately 1.6M transactions per week. Looking at the weekday transactions we notice a trend, the highest increase is 17.1% on the REL followed by the West Extension. Overall, we saw a 3.5% increase. Finally, he reported that of the total transactions, 68% were from transponder accounts and the remaining 32% were Toll-By-Plate. We hope to see more transponder accounts with the implementation of the new RTCS and OBOS combined with some of the other initiatives we have planned.

Mr. Slater briefly discussed daily transactions noting that records were broken a number of times last year - the last one being the Taylor Swift concert, which broke the record by 4,000 transactions. We broke that record on March 1, 2024, with no events happening – just growth.

Strategy, Communications & Community Engagement – Ms. Boyd updated the Board on THEA in the media reporting a 1.3% increase in total audience and a 518.9% increase in total net audience growth, most of which is due to a podcast Mr. Slater participated in. Impressions, engagements, and post clicks are also up considerably.

In the community – THEA participated in MacDill Airfest, Career Day at Academy Prep, Leadership Tampa Bay’s Power of Access, Girl Scout’s Women of Distinction, TBBJ Mentoring Monday, Leadership Tampa’s Transportation Panel, and Brian Pickard was a featured speaker at the ASHE event.

Finally, Ms. Boyd gave an update on the Selmon East PDE public hearing. We had a number of business owners and residents come out to share their opinions. We also had comments come in over the weekend – mostly positive – and we are responding to those comments.

Executive Reports

Executive Director – *Greg Slater, Executive Director*

Contract Renewals and Expirations – Mr. Slater reported that THEA has eight contracts expiring:

- Burgess & Niple for Misc. Design & Construction Services
- HDR Engineering, WGI, and RS&H for Misc Planning & Traffic Services
- Kimley-Horn for Misc. Trails, Parks & Community Enhancement
- Marlin Engineering and Yunex for Misc. Emerging Tech Services
- PFM Financial Advisors for Financial Advisory Services

He also reported there are another seven contracts that are eligible for renewal – those include:

First One-Year Renewals:

- BCC Engineering for Professional Engineering Services
- Milligan Partners and RS&H for Misc. Toll Operations Support

Second One-Year Renewals:

- Calvin Gloedano & Assoc for Misc. Trails, Parks & Community Enhancement
- KCI Technologies and Kisinger Campo/Misc. Design & Construction Inspection CEI
- Vistra Communications for Marketing and Communication Services

Executive Director Report - Mr. Slater thanked Bob Frey, Keisha Boyd, and the whole team for a successful public meeting on the East Selmon PD&E. We heard a lot of great insight from the community for us to weave into the final solution that comes to the Board.

He also discussed THEA's ongoing partnership with the Hillsborough County Tax Collector's office, noting that we are working to expand the program into other counties, including Pinellas, Pasco, Charlotte, and Hernando.

Mr. Slater reported on the East Selmon emergency paving approved by the board at the last meeting. THEA has successfully relieved some of the urgency, reducing the need to use the entire amount authorized.

He reminded the Board that the budget workshop is scheduled for May 6, and the May Board meeting is May 20. There is no need for a June workshop, and he will be briefing Board members in early June for the June 24 Board meeting.

Mr. Slater announced that the city is doing a project on E. Twiggs Street, so access will be limited. We will continue to share information as it comes in.

Finally, Mr. Slater recognized Lisa Pessina and Julie Aure for their 5-year work anniversaries.

General Counsel – Amy Lettelleir

No report.

Chairman – Vincent Cassidy

Upcoming Meetings

- Board Workshop – May 6, 2024
- Board Meeting – May 20, 2024

- Board Workshop – June 10, 2024 – *Cancelled*
- Board Meeting – June 24, 2024

Old Business

None.

New Business

District 7 Secretary Gwynn announced that FDOT is opening the Gateway Expressway, which is a brand-new toll facility in Pinellas County. It will open midday on Friday and be toll-free for a week. We are also opening the first segment of the express lanes I-275, and they will tie into the Howard Frankland express lanes around this time next year, and the Westshore interchange will tie into that.

Adjournment

The meeting adjourned at 2:16.

APPROVED: _____ **ATTEST:** _____
Chairman: Vince Cassidy **Secretary: Bennet Barrow**

DATED THIS 24TH DAY OF JUNE 2024.

Tampa-Hillsborough County Expressway Authority
Minutes of the May 6, 2024, Board Workshop
1104 E. Twiggs Street
Tampa, FL 33602

The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on May 6, 2024, at THEA Headquarters, 1104 E. Twiggs Street in Tampa Florida. The following were present:

BOARD:

Vincent Cassidy, Chairman
Bennett Barrow, Vice Chairman
FDOT District 7 Secretary David Gwynn, Member

STAFF:

Greg Slater	Emma Antolinez
Amy Lettelleir	Shannon Bush
Bob Frey	Toni Nhlapo
Brian Pickard	Gary Holland
Jeff Seward	Brian Ramirez
Keisha Boyd	Elizabeth Gray
Shari Callahan	Julie Aure
Charlene Varian	Szabina Szenassy
Chaketa Mister	Anna Quinones

OTHERS:

Jim Drapp, HNTB
Christina Matthews, WSP
Scarlett Sharpe, WSP

Chairman Cassidy called the meeting to order at 1:30 pm.

Mr. Slater provided an overview of what the board can expect from the workshop. He thanked Mr. Seward and the Finance Team, as well as Mr. Frey and the Planning team for the work that was put into this workshop.

Mr. Slater reviewed the strategic model, noting that over the last few years, THEA has seen record growth on the system, while the operational growth and organizational growth have been more marginal and more strategic.

This budget focuses on ROI for every dollar, strategic growth, and moving to the organizational structure needed to deliver and support the large capital program over the next ten to fifteen years while serving the growing community

This budget will result in:

- The start of the South Selmon Capacity Project
- A full inventory of THEA assets in a modern GIS system
- New asset management and landscape contracts with a higher system performance standard
- A new OBOS and RTCS
- A new ERP system
- Outsourced payroll
- Fractional HR resources
- Business continuity plans
- Advanced cyber security systems and training programs
- New partnerships with Tax Collectors' Offices
- New video walls for tomorrow's operations
- Plans for US 301, our underpasses, and real estate assets

When we present the final budget in June, you will also see an organizational list of goals to accomplish. A year from now, when we present the FY26 budget, you will see a list of what we accomplished in FY2025 and a series of KPIs around organization performance and health – all of which are integrated with the new Strategic Blueprint and serves as a baseline for what we are going to do.

Work Plan

Mr. Frey presented the Draft FY25 Work Program starting with a summary, noting an FY25 Budget of \$129,937,000 which includes \$17,053,000 for Preservation and \$112,884,000 for Enhancements. He moved on to more detail about the Preservation Program and the Enhancement Program, highlighting major projects for each category. Mr. Frey presented the Work Program statistics, noting 105 projects with the South Selmon Capacity project accounting for the majority of the budget.

Mr. Frey highlighted 20 new projects totaling about \$106M and showed how they align with the goals of the Strategic Blueprint. Finally, he reviewed current grant pursuits.

Budget

Mr. Seward presented an overview of the FY25 budget development process followed by FY25 Revenue Projections. He pointed out net revenue growth is projected to be 9.93%, with miscellaneous revenue remaining flat and investment/interest earnings increasing.

He noted that THEA has applied the minimum 2.5% annual toll indexing, with the toll-by-plate differential remaining unchanged.

Chairman Cassidy asked if the goal is to move more users to SunPass, is the \$.36 differential enough of an incentive to get people to switch.

Mr. Slater noted that THEA's differential is the lowest in the region. He also pointed out that we will implement a marketing campaign in the coming year to encourage users to switch to SunPass.

The Chairman asked about the cost to collect and the SunPass/Toll-by-Plate user ratio of other agencies. Mr. Slater advised that both the cost to collect and the ratio are about the same region-wide.

Secretary Gwynn asked if it was possible to discern the number of users who use Toll-by-Plate who are not from the area. Mr. Slater noted that we could make that determination, adding that we have a lot of EZPass users and others who use the expressway, which all end up being toll-by-plate.

Mr. Seward moved on to a departmental expenditure overview, noting key drivers to changes.

Personnel

- 3% COLA
- 10% estimated increase in health care; 6% for dental and vision
- Addition of one new FTE and reclassification of one currently budgeted FTE
- Represents 32 FTEs and three interns
- Includes increases for pension expense/accrued leave expenses
- Anticipated capitalized salaries are higher due to the robust FY25 capital program

Toll Operations

- Florida Turnpike mandated expenses
- Toll collections
- Toll system maintenance and support
- Other toll operations

Operation and Maintenance

- Roadway & facilities maintenance
- Landscape/Hardscape Brandon Parkway and Meridian
- Intelligent Transportation System (ITS) and other expenses

Information Technology

- Continued consolidation and centralization of IT and ITS activities into the IT budget
- First full year of new department
- Increases in expenditures for cyber security management

Planning and Innovation

- Addition of Planning and Innovation into its own budget work center for FY25 moving from Professional Services to its own work unit
- Each FY budget will be based on a zero-based approach dependent on the next year's organizational priorities and goals

Chairman Cassidy asked Mr. Seward if he has considered allocating payroll expenses across the verticals to get a true cost. Mr. Seward noted that he would need a couple of years of the new baseline to get a feel for those non-personnel expenses – then the personnel costs could be rolled back into the units.

The Chairman noted that while looking at building KPIs, you would not have a holistic approach if you excluded payroll costs. Mr. Slater concurred.

Communications

- Newly developed communications/marketing plan objectives and KPIs

General Counsel, Human Resources, and Procurement

- Addition of General Counsel, Human Resources and Procurement/Contracts into its own budget work center
- Addition of two new budget line activities:
 - Cyber security and litigation legal support services
 - HR support and consulting services

Professional Services

- Estimated 30% increase in bridge, property, and anti-fraud insurance
- Estimated 10% increase in general liability, auto, worker's comp, and cyber security insurance

There was a brief discussion about diversifying coverage to cut costs. Mr. Slater did not recommend decreasing coverage.

Administrative

- \$1.3M of FY24 expenditures reallocation, moved, or consolidated into other work units for FY25

Finally, Mr. Seward summarized and noted the key takeaways, which included:

- Toll revenue increased by 3.13%; total revenue increased 9.93%
- Expenditures increased by 13.82%
- FY25 Capital Work Program is fully funded, including RTCS and OBOS projects, and FY25's South Selmon Capacity expenditures
- Estimated Debt Service ratio of 2.97 at the close of FY25
- FY25 is the last year before the start of THEA's annual repayment of FDOT debt; \$10.6M annually; total over 20 years of \$213,833,835

Chairman Cassidy asked for FY2024 forecasted debt service. Mr. Seward responded that it was 2.67 for FY2024.

Finally, Mr. Seward announced the final budget adoption will be on the June 24, 2024, Board agenda.

The Chairman asked if the only variable is the final number on insurance. Mr. Seward responded in the affirmative.

Mr. Slater mentioned that the T&R forecast now factors in for hurricane disruption and we are including that in the budget.

The Chairman asked if items we have received from the rating agencies have been addressed in the budget. Mr. Slater replied in the affirmative, adding that we have met every requirement.

Mr. Barrow asked about toll indexing/CPI and what it came in at. Mr. Slater noted 4% (five-year average).

Mr. Slater explained that last year, we stayed with the 2.5, but there will be a point that we will have to go beyond that, but we need to discuss a gradual increase with a long-term outlook.

Chairman Cassidy requested, at some time in the future, that staff benchmark the board on free cash flow against revenue and how that compares to our peers.

Mr. Barrow asked what percent of the Selmon West Extension is total revenue. Mr. Slater will get back to the board with that number.

Mr. Slater announced the May Board meeting is not needed and will be canceled.

With no further business, the meeting was adjourned at 2:34 p.m.

APPROVED: _____ **ATTEST:** _____
Chairman: Vince Cassidy **Secretary: Bennet Barrow**

DATED THIS 24TH DAY OF JUNE 2024.

IV. B. 1. LIDAR and ArcGIS Updates - HNTB

HNTB PR 2025XXXX

HI-0277 C-XX

Selmon LiDAR & ArcGIS System Updates (7/1/24-6/30/25)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide support to assist THEA Staff in the implementation of these updates. This task work order is for support services from 7/1/24 - 6/30/25.

Scope

The Tampa Hillsborough Expressway Authority is requesting Engineering services including project management, LiDAR and ArcGIS services related to a the Safety Upgrades of the THEA System identified as priorities in the annual THEA Safety Audit.

The project scope includes:

t

Provide Project Management Coordination

Provide system LiDAR and ArcGIS inventory and updates.

SUMMARY FEE SHEET

ATTACHMENT "A"

HNTB PR 2025XXXX

Selmon LiDAR & ArcGIS System Updates (7/1/24-6/30/25)

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority

GEC CONTRACT NO: O-00121

CPMP HI-0277 C-XX

PRIME CONSULTANT: HNTB Corporation

ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner/		Proj. Engineer/ Planner/Arch		Engineer/Planner/ Arch		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Staff Hours By Activity	Salary Cost By Activity	
Selmon LiDAR & ArcGIS System Updates	0	\$0.00	82	\$11,852.28	120	\$12,262.80	120	\$9,594.00	120	\$7,394.40	32	\$1,542.72	34	\$1,324.30	13	\$294.58	521	\$44,265.08	\$84.96
Total Staff Hours	0	\$0.00	82	\$11,852.28	120	\$12,262.80	120	\$9,594.00	120	\$7,394.40	32	\$1,542.72	34	\$1,324.30	13	\$294.58	521	\$44,265.08	\$84.96
																			Total
																			Basic Activities Maximum Limiting Fees (Salary Costs)
																			\$44,265.08
Direct Expenses		4.37%		\$1,934.38															Cost Elements & Additives
																			\$0.00
																			(a) 2.78 Multiplier
																			\$123,056.92
																			SUBTOTAL (Cost Elements applied to Basic Activities Fee):
																			\$123,056.92
																			Subconsultant-
																			\$75,000.00
																			(d) Direct Reimbursables
																			\$1,934.38
																			Total Project Cost:
																			\$199,991.30
																			Budget Amount:
																			\$200,000.00

IV. B. 2. SWE Inspection Support - HNTB

HNTB PR 2025XXXX

HI-0304 C-XX

**Post Tensioned Bridge Monitoring Development Support (7/1/24 - 6/30/25)
Scope Of Services**

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to meet the requirements of the THEA Post Tensioned Bridge Monitoring program. Services from 7/1/24 - 6/30/25.

Scope

HNTB shall provide administrative/program management support services to oversee the THEA Post Tensioned Bridge Monitoring Program. These services include:

- 1) Attendance as requested by THEA at Board Meetings, Staff Meetings and other miscellaneous meetings.
- 2) Coordinate and oversee THEA-s Post Tensioned Bridge Monitoring Program Development and implementation.
- 3) Represent THEA as requested in coordination meeting with other agencies.
- 7) Other miscellaneous support services as requested by THEA staff.

SUMMARY FEE SHEET																					
ATTACHMENT "A"																					
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority		HNTB PR 2025XXXX																			
GEC CONTRACT NO. O-00121		Post Tensioned Bridge Monitoring Development Support (7/1/24 - 6/30/25)																			
CPMP HI-0304 C-XX																					
PRIME CONSULTANT: HNTB Corporation																					
ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate		
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity			
Post Tensioned Bridge Monitoring Development	24	\$4,160.88	72	\$10,406.88	80	\$8,175.20	80	\$6,396.00	62	\$3,820.44	48	\$2,314.08	49	\$1,908.55	30	\$679.80	445	\$37,861.83	\$85.08		
Executive Director Advisor	88	\$15,256.56		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	88	\$15,256.56	\$173.37		
Total Man Hours	Total Salary [(MhxHR)]	24	\$19,417.44	72	\$10,406.88	80	\$8,175.20	80	\$6,396.00	62	\$3,820.44	48	\$2,314.08	49	\$1,908.55	30	\$679.80	533	\$53,118.39	\$99.66	
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$53,118.39			
Cost Elements & Additives																		(a) 2.78 Multiplier		\$147,669.12	
Direct Expenses	4.37%	\$	2,321.27	SUBTOTAL (Cost Elements applied to Basic Activities Fee):														\$147,669.12			
(d) Direct Reimbursables																		\$2,321.27			
Total Project Cost:																		\$149,990.40			
Maximum Limiting Amount:																		\$150,000.00			

IV. B. 3. Incident Management Implementation - HNTB

O-00121

HI-0069 D-XX

ITS Incident Management Design Support (7/1/24 - 6/30/25)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering support to meet the requirements of THEA to develop and implement an incident Management Plan to support THEA's facility, AV/CV & ITS activities.

Scope

Services to be performed include:

1. Assist THEA staff as required to develop an Incident Management Plan to support THEA's facility, AV/CV & ITS programs.
2. Assist THEA staff in preparing project packages for projects identified in the Incident Management Plan to support THEA's facilities, AV/CV & ITS programs.
3. Assist THEA staff in coordinating with other stakeholders such as COT and FDOT and attending meetings as requested to support THEA's Incident Management program.

Services from 7/1/24 - 6/30/25.

SUMMARY FEE SHEET

ATTACHMENT "A"

HNTB PR 202500XX

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority

ITS Incident Management Design Support (7/1/24 - 6/30/25)

GEC CONTRACT NO. O-00121

HI-0069 D-XX

PRIME CONSULTANT: **HNTB Corporation**

ACTIVITY	Sr. Technical Advisor		Project Manager Sr. Proj. Eng.		Chief. Eng./Planner/ Designer		Sr. Engineer/ Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Man Hours	Hourly Rate \$ 173.37	Man Hours	Hourly Rate \$ 144.54	Man Hours	Hourly Rate \$ 102.19	Man Hours	Hourly Rate \$ 79.95	Man Hours	Hourly Rate \$ 48.21	Man Hours	Hourly Rate \$ 38.95	Man Hours	Hourly Rate \$ 22.66	Manhours By Activity	Salary Cost By Activity	
Incident Management Design Support	16	\$2,773.92	64	\$9,250.56	76	\$7,766.44	81	\$6,475.95	82	\$3,953.22	36	\$1,402.20	11	\$249.26	366	\$31,871.55	\$87.08
Total Man Hours	16	\$2,773.92	64	\$9,250.56	76	\$7,766.44	81	\$6,475.95	82	\$3,953.22	36	\$1,402.20	11	\$249.26	366	\$31,871.55	\$87.08
																	Total
																	Basic Activities Maximum Limiting Fees (Salary Costs)
																	\$31,871.55
Direct Expenses		4.37%		\$1,392.79													Cost Elements & Additives (a) 2.78 Multiplier
																	\$88,602.91
																	SUBTOTAL (Cost Elements applied to Basic Activities Fee):
																	\$88,602.91
																	(d) Direct Reimbursables
																	\$1,392.79
																	Subconsultants- None
																	Total Project Cost:
																	\$89,995.70
																	Budget Amount:
																	\$90,000.00

IV. B. 4. East Selmon Paving Support - HNTB

HNTB PR 2025XXXX
East Selmon Paving DDB Support (7/1/24 - 6/30/25)
Scope Of Services
HI-0XXX C-XX

Purpose & Need

The task work order is for support the small THEA staff on East Selmon Paving DBB Project assignments, including assisting THEA staff as directed. This task work order is for the period from 7/1/24 -6/30/25.

Scope

Providing support for THEA staff on East Selmon Paving DBB Project Support tasks as assigned by the THEA Project Manager. Includes procurement support, coordination, plans review, construction oversight, attending meetings and responding to requests for information from FDOT and other agencies.

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SUMMARY FEE SHEET																					
ATTACHMENT "A"																					
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority				HNTB PR 2025XXXX																	
GEC CONTRACT NO. HNTB PR 2025XXXX				East Selmon Paving DDB Support (7/1/24 - 6/30/25)																	
HI-0XXX C-XX																					
PRIME CONSULTANT: HNTB Corporation																					
ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate		
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity			
East Selmon Paving DDB Support		\$0.00	64	\$9,250.56	180	\$18,394.20	300	\$23,985.00	360	\$22,183.20	82	\$3,953.22	40	\$1,558.00	16	\$362.56	1042	\$79,686.74	\$76.47		
Total Man Hours	Total Salary [(MHxHR)]	0	\$0.00	64	\$9,250.56	180	\$18,394.20	300	\$23,985.00	360	\$22,183.20	82	\$3,953.22	40	\$1,558.00	16	\$362.56	1,042	\$79,686.74	\$76.47	
																		Basic Activities Maximum Limiting Fees (Salary Costs)		\$	79,686.74
																		Cost Elements & Additives			
																		(a) 2.78 Multiplier		\$221,529.14	
Direct Expenses		4.37%		\$ 3,482.31														SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$221,529.14	
																		(d) Direct Reimbursables		\$3,482.31	
																		Total Project Cost:		\$225,011.45	
																		Maximum Limiting Amount:		\$225,000.00	

IV. B. 5. ACCS Implementation Support - HNTB

HNTB PR 2025XXXX

HI-0062 C-XX

2024-2025 ACCS Implementation Support (7/1/24 - 6/30/25)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff and in the implementation of the new ACCS system for the Selmon ITS operations system. This task work order is support services from 7/1/24 - 6/30/25.

Scope

Provide support as required to assist THEA Staff on the new ACCS system implementation. Anticipated work includes providing engineering reviews, evaluation support, monitoring integration with THEA software and internal and external hardware and other additional oversight necessary to assist the THEA Project Manager and staff to complete the project. Other efforts include attending project meetings as requested and coordination with other project stakeholders including FDOT and COT.

IV. B. 6. Asset Management Inventory and Development Support - HNTB

HNTB PR 2025XXXX

Asset Management Development (7/1/24 - 6/30/25)

Scope Of Services

Purpose & Need

Provide support for THEA staff and its Board implementing THEA's Asset Management Program. This work will include gathering and tracking data related to the system roadway coupled with anticipated expenses related to routine preservation and maintenance projects to be undertaken in future years. This work will include monitoring and testing to develop an annual update to identify future priorities for both preservation and capacity projects for an improved expressway system. This management program will help staff and the THEA Board quickly reference a history and projection of the projects as well as anticipate future expenses and projects. Ongoing development of a short and long term maintenance program, along with supporting data will help convey the long term vision of the agency to its customers and aid in interaction and planning with complementary transportation agencies.

Scope

The GEC worked with THEA staff to develop a Roadway, S&PM, IIS, Bridge and Building Management Program to include data collection and analysis procedures to implement a short and long term Pavement, Signing and Pavement Markings & ITS Maintenance program. The GEC will work with THEA staff to initiate Lidar data collection for existing condition evaluation to enhance THEA's ArcGIS system and Asset Management Program. Other existing data including previous MRP inspections, biennial inspections and safety audit reports will also be incorporated into THEA's ArcGIS system. Risk-mitigation strategies will be utilized to develop action-plans to put in-place before the potential risks manifest themselves. The risk-mitigation plans will be more intensive the higher the risk's impact to the system. KPI clarifications, assessment methods, and data-management techniques including collection, governance,

GEC will assist THEA in establishing a program of maintenance and preservation activities, along with recommendations for the interval of updating the Roadway, S&PM and ITS Management Program and a format for reflecting updated costs or project information for both maintenance and capital improvement replacement projects to be incorporated into THEA Work Programs. GEC will use the final THEA Asset Management Strategy and Implementation Plan as a guideline for implement the Asset management Program..

The GEC worked with THEA staff to develop a Bridge Management Program to include data collection and analysis procedures to implement a short and long term Bridge and Miscellaneous Structures Maintenance program. The GEC will work with THEA staff to initiate Lidar data collection to enhance THEA's ArcGIS system and Bridge Management Program utilizing this and other existing data. All existing previous FDOT Bridge Inspection Data along with new bridge inspection data from THEA's current bridge inspection consultant will also be incorporated into THEA's ArcGIS system. Risk-mitigation strategies will be utilized to develop action-plans to put in-place before the potential risks manifest themselves. The risk-mitigation plans will be more intensive the higher the risk's impact to the system. KPI clarifications, assessment methods, and data-management techniques including collection, governance, storage, quality-control, and reporting will also be implemented.

GEC will assist THEA in establishing a program of maintenance and preservation activities, along with recommendations for the interval of updating the Bridge Management Program and format for reflecting updated costs or project information for both maintenance and capital improvement replacement projects to be incorporated into THEA Work Programs. GEC will use the final THEA Asset Management Strategy and Implementation Plan as a guideline for implement the Bridge Management Program

The GEC in working with THEA staff will develop and begin preliminary implementation of a Building Asset Management Program to include data collection and analysis procedures to develop a short and long term Roadway Maintenance program. The GEC will discuss with THEA staff several options for the type of information to be included in the data collection. Items to be discussed include: inclusion of maintenance and preservation activities, inclusion of internal staffing input, inclusion and specificity of GEC recommendations, interval of updating Roadway Management Program and format for reflecting updated costs or project information.

The GEC will gather existing plan information and perform Lidar Surveys of all THEA Buildings, including the TMC, Warehouse, West Toll Plaza, East Toll Plaza and Maintenance Buildings for input into the THEA ArcGIS system for the Buildings Asset Management Program. This data, along with original construction dates and visual and other inspections will be utilized to develop a maintenance schedule with work details for the major building components including walls, flooring, ceilings, windows, lighting, AC/Heating, and roofing. Cost estimates will be developed for inclusion in the THEA operations budget and capital work program for major replacement projects.

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION:	Tampa-Hillsborough Expressway Authority	HNTB PR 2025XXXX
GEC CONTRACT NO.:	HNTB PR 2025XXXX	Asset Management Development (7/1/24 - 6/30/25)
PRIME CONSULTANT:	HNTB Corporation	

ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL Manhours By Activity	TOTAL Salary Cost By Activity	Avg. Hourly Rate		
	Man Hours	Hourly Rate \$173.37	Man Hours	Hourly Rate \$144.54	Man Hours	Hourly Rate \$102.19	Man Hours	Hourly Rate \$79.95	Man Hours	Hourly Rate \$61.62	Man Hours	Hourly Rate \$48.21	Man Hours	Hourly Rate \$38.96	Man Hours	Hourly Rate \$22.66					
Roadway, S&PM & ITS Management Program	0	\$0.00	240	\$34,689.60	320	\$32,700.80	500	\$39,975.00	500	\$30,810.00	500	\$24,105.00	202	\$7,869.92	40	\$906.40	2302	\$171,056.72	\$74.31		
Bridge Management Program	0	\$0.00	20	\$2,890.80	64	\$6,540.16	88	\$7,035.60	88	\$5,422.56	85	\$4,097.85	23	\$896.08	17	\$385.22	385	\$27,268.27	\$70.83		
Buildings Asset Management Program	0	\$0.00	16	\$2,312.64	60	\$6,131.40	80	\$6,396.00	80	\$4,929.60	79	\$3,808.59	20	\$779.20	19	\$430.54	354	\$24,787.97	\$70.02		
Total Man Hours		\$0.00	240	\$39,893.04	320	\$45,372.36	320	\$53,406.60	320	\$41,162.16	500	\$32,011.44	202	\$9,545.20	40	\$1,722.16	3,041	\$ 223,112.96	\$73.37		
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$223,112.96			
Cost Elements & Additives																					
(a) 2.78 Multiplier																		\$620,254.03			
Direct Expenses		4.37%		\$ 9,750.04														SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$620,254.03	
																		(d) Direct Reimbursables		\$9,750.04	
																		Subconsultants		\$230,000.00	
																		Total Project Cost:		\$860,004.07	
																		Maximum Limiting Amount:		\$860,000.00	

IV. B. 7. South Selmon Capacity Geotechnical Support - HNTB

O-00121

South Selmon Capacity PDB Geotech Support (7/1/24- 6/30/25)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and management support to meet the requirements of THEA to provide project geotechnical support, plans review services, coordination with other project stakeholders, meeting attendance, supervision and QA/QC support for the South Selmon Capacity Design-Build project..

Scope

Services to be performed include: 1. Assist THEA staff with Geotechnical Support for the South Selmon Capacity Project.

Subconsultants- Tierra (SBE), Geotechnical Support (\$200,000)

SBE Participation- 100.00%

Services from 7/1/2024 - 6/30/2025.

SUMMARY FEE SHEET

ATTACHMENT "A"

HNTB PR 2025XXXX

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority

South Selmon Capacity PDB Geotech Support (7/1/24- 6/30/25)

GEC CONTRACT NO. O-00121

HI-0112 C-XX

PRIME CONSULTANT: **HNTB Corporation**

ACTIVITY	Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner/ Specialist		Proj. Engineer/ Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate	
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Hours	Salary Cost By \$		
		173.37		102.19		79.95		61.62		48.21		38.95		22.66		22.66		
SSCP PDB Geotech Support 0		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	#DIV/0!	
Total Man Hours	Total Salary [(MHxHR)]	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	#DIV/0!
																		Total
																		Basic Activities Maximum Limiting Fees (Salary Costs)
																		\$0.00
Direct Expenses		4.37%		\$0.00														Cost Elements & Additives (a) 2.78 Multiplier
																		\$0.00
																		SUBTOTAL (Cost Elements applied to Basic Activities Fee):
																		(d) Direct Reimbursables
																		\$0.00
																		Subconsultants- Tierra (SBE) Geotechnical Analysis
																		\$200,000.00
																		Total Project Cost:
																		\$200,000.00
																		Maximum Limiting Amount:
																		\$200,000.00

IV. B. 8. South Selmon Capacity Tolls Support - HNTB

O-00121

South Selmon Capacity PDB Tolls Support (7/1/24- 6/30/25)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide Tolls support to meet the requirements of THEA to provide project Tolls support, plans review services, coordination with other project stakeholders, meeting attendance, supervision and QA/QC support for the South Selmon Capacity Design-Build project..

Scope

Services to be performed include: 1. Assist THEA staff with Tolls Support for the South Selmon Capacity Project.

SBE Participation- 0.00%

Services from 7/1/2024 - 6/30/2025.

SUMMARY FEE SHEET

ATTACHMENT "A"

HNTB PR 2025XXXX

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority

GEC CONTRACT NO. O-00121

HI-0112 C-XX

PRIME CONSULTANT: **HNTB Corporation**

South Selmon Capacity PDB Tolls Support (7/1/24- 6/30/25)

ACTIVITY	Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner/ Specialist		Proj. Engineer/ Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Hours	Salary Cost By \$	
		125.95		102.19		79.95		61.62		48.21		38.95		22.66		22.66	
SSCP PDB Tolls Support 0	281	\$35,391.95		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	281	\$35,391.95	\$125.95
Total Man Hours	281	\$35,391.95	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	281	\$35,391.95	\$125.95
																	Total
																	Basic Activities Maximum Limiting Fees (Salary Costs)
																	\$35,391.95
Direct Expenses		4.37%		\$1,546.63													Cost Elements & Additives (a) 2.78 Multiplier
																	\$98,389.62
																	SUBTOTAL (Cost Elements applied to Basic Activities Fee):
																	(d) Direct Reimbursables
																	\$1,546.63
																	Total Project Cost:
																	\$99,936.25
																	Maximum Limiting Amount:
																	\$100,000.00

IV. B. 9. South Selmon Capacity Drainage, Permits, and Cross Slope Support - Consor

EXHIBIT “A”**SCOPE OF SERVICES
SOUTH SELMON CAPACITY PROJECT
HILLSBOROUGH COUNTY
NO. O-00619CE****1.0 BACKGROUND**

The Tampa-Hillsborough County Expressway Authority (the “Authority” or “THEA”) is currently retaining Consor Engineers (the “CONSULTANT”) to help support the procurement process.

2.0 PURPOSE

During the upcoming procurement period, the CONSULTANT will be responsible for the following:

1. Provide responses to the submitted permits and secure the approved permit based on the concept design.
2. Attend three (3) Alternative Technical Concepts (ATC) meetings for the Design-Build (DB) firms, and any follow up meetings and provide recommendations based on any ATC that involves existing pavement cross slope correction, proposed drainage improvements and permitting.
3. Attend full day Question & Answer meeting with the design build firms to provide questions to THEA to ask each DB firm based on the DB Firm’s design for the existing pavement cross slope correction, proposed drainage improvements and permitting and provide recommendations related to the DB firm answers to those specific questions.
4. Thorough review of each DB firm’s proposal as it relates the CONSULTANT’s previous deliverables (the existing cross slope correction, proposed drainage improvements and permits) provided to the DB firms. And provide a summary (or updates to our prior deliverables) with our recommendations and/or guidance to THEA based on these reviews.

The following is a breakdown for each task discipline:

3.0 SCOPE

Under this Supplemental Amendment, the CONSULTANT shall add the following services:

3. Project General Tasks**3.4 Contract Maintenance and Project Documentation**

The CONSULTANT shall add work efforts for the continued maintenance of this contract.

3.6 Prime Consultant Project Manager Meetings

The CONSULTANT shall add work efforts for meetings on this contract. The meetings are for weekly principal meetings.

4. Roadway Analysis

The CONSULTANT shall attend all ATC meetings and the Q&A meeting with DB firms.:

4.20 Roadway Meetings

The CONSULTANT shall attend all ATC and Q&A meetings and provide questions or recommendations based on the meetings.

4.22 Coordination

5. Roadway Plans

The CONSULTANT shall review each DB firm's proposal as it relates to the CONSULTANT's previous deliverables.

5.3 Cross Slope Correction Details

The CONSULTANT shall review all DB firm proposals for the existing cross slope corrections and provide THEA with recommendations and observations.

6a. Drainage Analysis

The CONSULTANT shall attend all ATC meetings and the Q&A meeting with DB firms. The work will include the engineering analyses for any or all of the following:

6a.27 Drainage Meetings

The CONSULTANT shall attend all ATC and Q&A meetings and provide questions or recommendations based on the meetings.

6a.29 Coordination

6b. Drainage Plans

The CONSULTANT shall review each DB firm's proposal as it relates to the CONSULTANT's previous deliverables.

6b.3 Drainage Structures

The CONSULTANT shall review all DB firm proposals for the drainage improvements and provide THEA with recommendations and observations.

8. Env. Permits and Clearances

The following represents the work effort associated with final procurement of all permits for the Selmon Expressway widening for the current concept, as well as ATC meeting attendance and the Q&A meeting with DB firms during the procurement process:

8.4.1 Complete and Submit All Required Wetland Permit Applications

The CONSULTANT shall add work efforts related to the final corrections from the 1st submittal for permitting with SWFWMD (ERP), USACE (§10 & §404), Hillsborough County and City of Tampa (Hillsborough River).

8.4.2 Complete and Submit All Required Species Permit Applications

The CONSULTANT shall add work efforts related to the final corrections from the 1st submittal for permitting consultations with Hillsborough County, City of Tampa, US Fish and Wildlife Service (USFWS), Freshwater Fish and Wildlife Conservation Commission (FWC).

8.5 Coordinate and Review Dredge and Fill Sketches

The CONSULTANT shall add final work efforts related to the impact of the existing wetland within the project.

8.6.1 Prepare and Submit Required Documents for USCG Coordination

The CONSULTANT shall add all final work efforts related to USCG permit.

8.6.2 Complete and Submit USCG Bridge Application

The CONSULTANT shall add all final work efforts related to USCG permit.

8.7 Prepare Water Management District or Local Water Control District Right of Way Occupancy Permit Application

8.11 Mitigation Coordination and Meetings

8.12 Regulatory Agency Support

8.13 Other Environmental Permits

The CONSULTANT shall add final work efforts related to the permits with Hillsborough County and City of Tampa as well as review of the DB firms permit mod submittals.

8.14.4 Wetland Impact Analysis

The CONSULTANT shall add all final work efforts related to technical support

of Environmental Clearances.

8.14.5 Essential Fish Habitat Impact Analysis

The CONSULTANT shall add all final work efforts related to technical support of Environmental Clearances.

8.14.6 Protected Species ad Habitat Impact Analysis

The CONSULTANT shall add all final work efforts related to technical support of Environmental Clearances.

8.15.4 Wetland Impact Analysis

The CONSULTANT shall add all final work efforts related to the preparation of Environmental Clearances.

8.15.5 Essential Fish Habitat Impact Analysis

The CONSULTANT shall add all final work efforts related to the preparation of Environmental Clearances.

8.15.6 Protected Species ad Habitat Impact Analysis

The CONSULTANT shall add all final work efforts related to the preparation of Environmental Clearances.

8.18 Technical Meetings

The CONSULTANT shall add work efforts related to the permits of project as well as attending all ATC and Q&A meetings.

8.19 Quality Assurance/Quality Control

8.20 Supervision

8.21 Coordination

4.0 CONSULTANT RESPONSIBILITIES

All services as outlined above, except as modified herein.

5.0 THE AUTHORITY'S RESPONSIBILITIES

The authority's responsibilities shall include:

- Provide any submitted design documents by the design-build during the procurement process.

6.0 METHOD OF COMPENSATION

The method of compensation shall be provided through a Purchase Order issued on THEA Contract O-00619CE.

DESIGN FEE SUMMARY
 Contract #: O-00619-CE
 Consultant Name: CONSOR ENGINEERS, LLC
 Date: 06/02/24

<u>Staff Classification</u>	<u>Hours</u>	<u>Avg. Hourly Rate</u>	<u>Weighted Rate</u>	<u>Salary Cost</u>
Project Manager 3	141	\$ 98.10	\$ 284.56	\$ 40,122.50
Principal Engineer (PIC)	15	\$ 132.21	\$ 383.50	\$ 5,752.48
Chief Engineer 2	91	\$ 104.00	\$ 301.67	\$ 27,452.04
Senior Engineer 2	55	\$ 89.20	\$ 258.74	\$ 14,230.70
Engineer 2	122	\$ 56.50	\$ 163.89	\$ 19,994.39
Engineer 1	92	\$ 55.00	\$ 159.54	\$ 14,677.44
Engineering Intern	190	\$ 39.60	\$ 114.87	\$ 21,825.30
Senior Environmental Specialist	143	\$ 70.00	\$ 203.05	\$ 29,035.81
Environmental Specialist	84	\$ 28.85	\$ 83.68	\$ 7,029.12
Chief Designer	79	\$ 63.30	\$ 183.61	\$ 14,505.43
Secretary/Clerical	12	\$ 37.70	\$ 109.36	\$ 1,312.27
TOTAL Hours:	1024		TOTAL Fee:	\$ 195,937.47
			GRAND TOTAL	\$ 195,937.47

IV. B. 10. South Selmon Capacity Survey & Utility Support, HNTB

O-00121

South Selmon Capacity PDB Survey/Utilities Support (7/1/24- 6/30/25)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide survey and utilities support to meet the requirements of THEA to provide project support, plans review services, coordination with other project stakeholders, meeting attendance, supervision and QA/QC support for the South Selmon Capacity Design-Build project..

Scope

Services to be performed include:

1. Assisting THEA staff with Survey & Utilities Support for the South Selmon Capacity Project.
2. Supporting THEA in developing and implementing early utility relocation options across the Hillsborough River.
3. Obtaining additional utility designations (Quality Level B) and limited SUE Locating (Quality Level A) to provide additional utility information to the design-build proposers.

Subconsultants- Element (SBE), Utilities & Survey Support (\$530,000)

SBE Participation- 100.00%

Services from 7/1/2024 - 6/30/2025.

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. O-00121
 HI-0112 C-XX
 PRIME CONSULTANT: **HNTB Corporation**

HNTB PR 2025XXXX

South Selmon Capacity PDB Survey/Utilities Support (7/1/24- 6/30/25)

ACTIVITY	Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner/ Specialist		Proj. Engineer/ Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Hours	Salary Cost By \$	
		173.37		102.19		79.95		61.62		48.21		38.95		22.66		22.66	
SSCP PDB Survey & Utilities Support 0		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	#DIV/0!
Total Man Hours	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	#DIV/0!
																	Total
																	Basic Activities Maximum Limiting Fees (Salary Costs) \$0.00
																	Cost Elements & Additives (a) 2.78 Multiplier \$0.00
Direct Expenses		4.37%		\$0.00													
																	SUBTOTAL (Cost Elements applied to Basic Activities Fee): \$0.00
																	(d) Direct Reimbursables \$0.00
																	Subconsultants- Element (SBE) Survey & Utilities \$530,000.00
																	Total Project Cost: \$530,000.00
																	Maximum Limiting Amount: \$530,000.00

Name of Project: SSCP
 County: Hillsborough
 FPN: N/A
 FAP No.: N/A

Staff Classification	Total Staff Hours From "SH Summary Firm"	Project Manager	Staff Classification 2
		\$0.00	\$0.00
3. Project Common and Project General Tasks	0	0	0
4. Roadway Analysis	0	0	0
5. Roadway Plans	0	0	0
6a. Drainage Analysis	0	0	0
6b. Drainage Plans	0	0	0
6c. Selective C&G	0	0	0
7. Utilities	0	0	0
8. Environmental Permits, and Env. Clearances	0	0	0
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	0	0	0
10. Structures - Bridge Development Report	0	0	0
11. Structures - Temporary Bridge	0	0	0
12. Structures - Short Span Concrete Bridge	0	0	0
13. Structures - Medium Span Concrete Bridge	0	0	0
14. Structures - Structural Steel Bridge	0	0	0
15. Structures - Segmental Concrete Bridge	0	0	0
16. Structures - Movable Span	0	0	0
17. Structures - Retaining Walls	0	0	0
18. Structures - Miscellaneous	0	0	0
19. Signing & Pavement Marking Analysis	0	0	0
20. Signing & Pavement Marking Plans	0	0	0
21. Signalization Analysis	0	0	0
22. Signalization Plans	0	0	0
23. Lighting Analysis	0	0	0
24. Lighting Plans	0	0	0
25. Landscape Analysis	0	0	0
26. Landscape Plans	0	0	0
27A. Survey (Field & Office Support)	0	0	0
27B. SUE Survey (Field & Office Support)	592	0	0

28. Photogrammetry	0	0	0
29. Mapping	0	0	0
30. Terrestrial Mobile LiDAR	0	0	0
31. Architecture Development	0	0	0
32. Noise Barriers Impact Design Assessment	0	0	0
33. Intelligent Transportation Systems Analysis	0	0	0
34. Intelligent Transportation Systems Plans	0	0	0
35. Geotechnical	0	0	0
Total Staff Hours	592	0	0
Total Staff Cost		\$0.00	\$0.00

Notes:

1. This sheet to be used by Subconsultar

0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
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0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

nt to calculate its fee.



T

Consultant Name: Element

Consultant No.: enter consultants proj. number

Date: 6/5/2024

Estimator: insert name

Staff Classification 9	SUR Project Manager 1	SUR Senior Project Surveyor	SUR Survey/GIS/SUE Analyst 3	SH By Activity	Salary Cost By Activity
\$0.00	\$152.41	\$184.45	\$95.57		
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	140	224	599	963	\$119,901
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
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0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	89	148	355	592	\$74,791

0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	0	0	0	0	\$0
0	229	372	954	1,555	
\$0.00	\$34,900.85	\$68,617.04	\$91,174.20		\$194,692.08

Check = \$194,692.08

SALARY RELATED COSTS:					
OVERHEAD:				0%	
OPERATING MARGIN:				0%	
FCCM (Facilities Capital Cost Money):				0.00%	
EXPENSES:				0.00%	
SUBTOTAL ESTIMATED FEE:					
Survey (Field)		0	4-person crew	\$ -	/ day
SUE-Designate Field Crew Days		80	4-person crew	\$ 2,172.76	/ day
SUE-Locate Field Crew Days		39	4-person crew	\$ 2,279.76	/ day
SUE-Survey Field Crew Days		36	4-person crew	\$ 1,984.05	/ day
Geotechnical Field and Lab Testing					
SUBTOTAL ESTIMATED FEE:					
Optional Services					
GRAND TOTAL ESTIMATED FEE:					

er

Average

**Rate Per
Task**

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\$124.51

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\$125.20
\$194,692.08
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$194,692.08
\$0.00
\$174,255.35
\$89,822.54
\$71,227.40
\$0.00
\$529,997.37
\$0.00
\$529,997.37

IV. B. 11. US 301 Preliminary PD&E Services, WSP



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: US 301 PLANNING SUPPORT
SCOPE OF WORK
DRAFT: MAY 2024**

Overview

THEA was asked by the Hillsborough Board of County Commissioners (BOCC) to evaluate the potential for a toll road along US301 from Big Bend Road to the Selmon Expressway. US301 planning activities, community coordination and Project Development and Environment (PD&E) efforts are programmed in the FY25 THEA Work Program to evaluate feasible toll road alternatives. This includes preliminary technical analysis, PD&E scope development and ETDM coordination with the Florida Department of Transportation (FDOT), and community and stakeholder engagement.

Services to be Performed

The CONSULTANT, as part of the Miscellaneous Planning & Traffic Services Consultant Services contract for THEA, will provide transportation planning and engagement services for the evaluation of a toll road along US301 from Big Bend Road to the Selmon Expressway. Prior to initiating a PD&E, THEA will engage agency partners and stakeholders to identify preliminary project assumptions and ensure planning consistency. Planning services may include, but not be limited to:

- Stakeholder and community engagement
- Public workshops and meetings
- Agency and elected official briefings and coordination
- Community planning reviews and reports
- Project documents
- GIS, mapping and project visualization
- Development of project materials and presentations
- Meeting attendance and preparation

THEA will make task assignments, review deliverables, and provide management of work assignments. THEA staff will provide all information and data needed in order to conduct studies, as available.

PD&E Technical Support Services

The Consultant will develop and further refine the PD&E scope of work to support the overall project needs based on preliminary planning activities. Scope elements may be coordinated with agency partners. The Consultant will coordinate agency partner meetings and activities, updates to the scope following internal and partner coordination, and track changes needed based on comments received. The Consultant will support the ETDM coordination and FDOT coordination meetings for preliminary and early PD&E coordination activities and discussions. The Consultant will also support THEA Planning staff with coordination with partner agencies and coordinate with the Community Planning updates with technical analysis required for project development.



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: US 301 PLANNING SUPPORT
SCOPE OF WORK
DRAFT: MAY 2024**

Stakeholder and Community Engagement & Speakers Bureau Program

As THEA's "Listening Tour" kicks off prior to the PD&E Study, the Consultant will coordinate with partner agencies to collaborate and plan for up to three (3) workshops, a Speakers Bureau Program, and presentation opportunities related to the project. The Consultant will participate in project engagement committees and project advisory committees to implement a coordinated engagement plan. The Consultant team will schedule and coordinate activities; coordinate staff attendance and logistics of meetings; prepare materials, develop, monitor, and maintain the schedule request list along with speaker assignments.

Community Engagement

The Consultant will schedule and organize up three (3) community workshops along the US301 corridor from Big Bend Road to the Selmon Expressway. This will include up to one (1) workshop with the Hillsborough Planning Commission as the lead organizer, and up to two (2) workshops with THEA as the lead organizer. The Consultant will organize workshop logistics, develop appropriate advertisements and produce meeting materials/activities. The Consultant will also coordinate up to one (1) virtual meeting, as needed.

Deliverables may include:

- Public Meeting boards (up to 10 boards for Workshop series)
- Community involvement materials/packets including agendas, handouts, advertisements/notifications (3x for Workshops)
- Summary fact sheet (s) and PowerPoint slides with updates as needed to content
- PowerPoint slides
- Mapping and graphics as needed

Speakers Bureau Program

The Consultant will develop and manage a Speakers Bureau Program that will offer discussions and/or presentations to groups (chambers, HOAs, etc) as requested, develop appropriate material packets, staff scripts and standardized messages.

A comprehensive database will be developed to store identified/accepted speaking engagements by groups, contacts, and meeting dates, and coordinate team availability to anticipate and lead discussions. This effort will include, but not be limited to:

- Identify involvement opportunities, schedule and coordinate logistics alongside an engagement database.
- Conduct small strategic stakeholder meetings as requested.



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: US 301 PLANNING SUPPORT
SCOPE OF WORK
DRAFT: MAY 2024**

- Prepare team for community workshops, civic meetings, and other one-on-one presentations.
- Provide insights and introductions related to key community leaders.
- Engage and leverage chambers of commerce, media, elected officials, and community stakeholders.
- Attend and present at up to 50 Speakers Bureau meetings.

Additional support may include: development of materials including letters, briefs, backgrounders, and key messages.

- Maintain project website with necessary updates.
- Orchestrate photography and video plan to engage via social channels and the media.
- Create public and media relations pitches and activations.
- Media insight and outreach for key broadcast, print, and online outlets.
- Development of region-specific media materials including briefs, backgrounders, and key messages to support overarching communication objectives.
- Orchestrate media lists, monitor editorial, and share opportunities as they arise.
- Schedule and brief THEA spokespeople for media interviews.
- Press release writing.
- Timely reporting on media coverage, community mindset and project status.
- Deliver monthly reports detailing all initiatives, results, insights, and feedback.

Deliverables may include:

- Speakers Bureau Program Packets
 - Presentation materials with scripts
 - Nametags
 - Project materials (Fact Sheets, maps, graphics)
 - FAQ Handouts
 - “Train the Trainer” presentation coordination with team
- Active meeting facilitation
- Meeting Summaries and follow-ups
- The Consultant will develop and maintain a database of stakeholder contacts, meetings and scheduling coordination

General Management Services

The Consultant will attend staff and Board meetings, as well as agency and stakeholder meetings as requested. WSP will develop materials for meetings with the THEA Board, public, and stakeholders as needed. Specific materials may include, but not be limited to fact sheets and handouts, presentations, displays, mapping, reports, and any other materials needed for technical or Board meetings, public



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: US 301 PLANNING SUPPORT
SCOPE OF WORK
DRAFT: MAY 2024**

engagement, and stakeholder coordination. In addition to production, work efforts may relate to technical and planning review of projects, operational and prioritization processes, and a projects plan.

Schedule

The anticipated Period of Performance start date is July 1, 2024, and expected to terminate October 31, 2024.

Estimate of Work

This effort is not to exceed \$278,196.89. Attachment A provides the estimate of work.

ATTACHMENT A: ESTIMATE OF WORK

Task Work Order: TBD
 Project Manager: Bob Frey
 Contract Number: P-00819-WSP
 Project Description: US 301 Community Engagement and PD&E Technical Support, July 1, 2024 to October 31, 2024
 Completion Date: 1-Nov-24

Tasks		Loaded rates based on averaged base rate per classification with overhead, fixed fee, and FCCM												Staff Hours by Activity	Burdened Cost by Activity	
		Project Manager	Senior Engineer	Chief Planner	Landscape Architect	Landscape Architect	Senior Planner	Senior Planner	Senior Planner	Senior Planner	Planner	Planner	Clerical			Designer
		\$347.11	\$221.62	\$270.56	\$148.37	\$168.25	\$191.01	\$155.34	\$162.94	\$178.39	\$131.71	\$115.41	\$117.45	\$130.07		
1	PD&E Technical Support Services															
	Pre-PD&E Planning and Technical Services			30			32	60			22				144	\$26,447.14
	FDOT ETDM Coordination and Updates			20			16	40							76	\$14,680.96
2	Community Engagement Services															
	3 Workshops						40	80	80	64	32	32		32	360	\$56,589.84
	Community Plan Coordination			8			28	32			40	20			128	\$20,060.24
3	Speakers Bureau Program															
	Up to 30 presentations/group discussions						40	30	80	25	88				263	\$41,386.03
	Meeting coordination, development of SB packet, schedule development and SB team coordination scheduling								40		40				80	\$11,786.00
	General Management Services															
	Project Management/Consultation/Oversight	8											4		12	\$3,246.68
	Total Staff Hours by Classification	8	0	58	0	0	156	242	200	89	222	52	4	32	1063	\$174,196.89
	Total Staff Cost (Unburdened) by Classification	\$2,776.88	\$0.00	\$15,692.48	\$0.00	\$0.00	\$29,797.56	\$37,592.28	\$32,588.00	\$15,876.71	\$29,239.62	\$6,001.32	\$469.80	\$4,162.24		

WSP Total \$174,196.89

Engagement Specialist (Playbook Public Relations) Expense	\$100,000.00
TOTAL	\$278,196.89

IV. B. 12. KPI Tool Development & Tracking, WSP



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: KPI TOOL DEVELOPMENT
SCOPE OF WORK
DRAFT: MAY 2024

Overview

As part of the Tampa Hillsborough Expressway Authority (THEA) Strategic Plan, THEA has been tracking specific Key Performance Indicators (KPI) monthly. In order to track, organize and more efficiently report the KPIs, WSP has been developing the prototype for a web-based KPI tool to readily import the specified KPI data monthly and provide summary reports. As part of a database tool, the KPIs can more readily be visualized and reported in various formats to help improve operational performance and improve data driven decisions for THEA executive leadership.

KPI Tracking

WSP will provide continued monthly data collection and reporting of departmental KPI data. This includes reaching out to departments on scheduled monthly timeframes, organizing the data and reviews, and utilizing the KPI database to develop the monthly report. Data will be provided by each Department monthly, and WSP extracts additional crash data from the Florida Department of Transportation (FDOT) Signal 4 tool, based on most recent data availability (within two-months). WSP will upload Signal 4 CSV files into the KPI tool to auto-populate statistical trends, data visualizations and report specific data elements related to predetermined geo-located areas of THEA facilities.

The Consultant will continue to provide technical support for the integration of KPIs into the organizational and work program process for performance measurement as part of the Comprehensive Project Management System (CPMP) process. KPIs can ultimately influence project programming and prioritization. Once the key indicators are established, integration with the CPMP can be assessed to determine opportunities to help guide work program development and prioritization and forecast future improvement and maintenance needs.

Deliverables include:

- Monthly KPI export tool
- Fact sheets/summaries of data as needed

KPI Tool Development and Tool Integration

WSP developed a KPI tool prototype for importing and managing monthly KPI data for THEA reporting. The CPMP KPI tool will provide built-in system specifications based on THEA's KPIs to support data organization and visualization utilizing CPMP data points and additional data integrated from THEA. WSP will develop specifications and the tool refinement necessary to support customized modules within the tool. This will include any updates needed to the user interfaces, fields and field properties, data relationships, search criteria/data filters, reporting and display formats, and administrative functions.



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: KPI TOOL DEVELOPMENT
SCOPE OF WORK
DRAFT: MAY 2024**

WSP will further develop the KPI tool to integrate a simple user interface to facilitate Departmental use of the KPI tool. This will include visualization to make the tool simple to use, and developing customized reports based on THEA preferences for monthly and annual reporting. Reports will utilize graphics to represent the data in a simple and easily understandable manner. WSP will train staff as requested on the data entry and tool usage/reporting access and function.

WSP will further integrate the KPI tool into the CPMP for one-stop user access and coordinate with the THEA Decision Support System (DSS) team to ensure easy integration into longer term data management vision and process.

Deliverables include:

- KPI Tool with data visualizations and reports
- System Optimization based on THEA feedback and reviews
- Customized Reports (monthly and annual as requested)
- In-person training and tutorials as requested by THEA staff

General Management Services

The Consultant will attend staff and Board meetings, as well as agency and stakeholder meetings as requested. WSP will develop materials for meetings with the Board, public, and stakeholders as needed.

The Consultant will manage appropriate project administrative, financial coordination, progress reports, and invoicing. Project management and control services for the project team will be performed.

Schedule

The anticipated Period of Performance start date for the tool development is July 1, 2024 and expected to terminate October 31, 2024 to provide support services for this task.

Estimate of Work

This task effort will not exceed \$109,973. Attachment A provides the estimate of work.

ATTACHMENT A: ESTIMATE OF WORK

Task Work Order: TBD
 Project Manager: Bob Frey
 Contract Number: P-00819-WSP
 Project Description: Key Performance Indicator (KPI) Tool and Tracking
 Completion Date: 31-Oct-24

DRAFT 5/20/2024

Tasks		Project Manager	Senior Planner	Senior Planner	Planner	Planner	Designer	ITS Engineer	Data Scientist	Senior Computer Programmer	Senior Computer Programmer	Computer Programmer	Computer Programmer	Chief Computer Programmer	Clerical	Staff Hours by Activity	Burdened Cost by Activity
Loaded rates based on averaged base rate per classification with overhead, fixed fee, and FCCM		\$347.11	\$191.01	\$155.34	\$131.71	\$115.41	\$195.95	\$243.84	\$129.02	\$212.07	\$189.40	\$143.60	\$155.82	\$306.82	\$117.45		
1	Key Performance Indicators Tracking																
	Monthly KPI Data Collection		4	24												28	\$4,490.44
	Data Review				16				16	4						36	\$5,019.96
	Signal 4 Data Extrapolation, upload and reporting				32											32	\$4,214.72
2	KPI Tool																
	Tool User Interface Design		12	12	12			20	92	30		96				274	\$42,631.06
	Tool Integration with CPMP and DSS Framework		12		12		40	30	42	40	30		30	6		242	\$45,125.16
	Updates and monthly maintenance								16	15						31	\$5,245.37
3	General Management Services																
	Project Management/Consultation/Oversight	8													4	12	\$3,246.29
	Total Staff Hours by Classification	8	28	36	72	0	40	50	166	89	30	96	30	6	4	655	\$109,973.00
	Total Staff Cost (Unburdened) by Classification	\$2,776.50	\$5,348.28	\$5,590.48	\$9,483.12	\$0.00	\$7,838.00	\$12,192.00	\$21,417.32	\$18,874.23	\$5,682.00	\$13,785.60	\$4,675.07	\$1,840.61	\$469.79		

Total \$109,973.00

IV. B. 13. US 301 Economic Study & Analysis, CUTR

Task Work Order: US 301 Economic Analysis and PD&E Support

Vendor: Center for Urban Transportation Research

The objective of this task work order (TWO) is to have the USF Center for Urban Transportation Research (CUTR) perform the economic impact analysis of the US 301 corridor. This TWO serves to expand the current economic analysis in support of preparation of the PD&E Study. The TWO will occur and finish concurrently with the official PD&E Study. Under this TWO, CUTR will:

- Assess the impact that the project will have on businesses and households located along the US 301 Corridor.
- Extend the analysis to consider residential and business areas south of the US 301 corridor (i.e., south of Big Bend Road).
- Assess origin/destination flows of households located within the above study areas.
- Determine the impact that not building the project will have on the local business and residential community.
- Estimate the construction and operating expenditure impacts of the proposed investment to Hillsborough County and the rest of the state of Florida.
- Study and identify construction mitigation activities.

The proposed cost of the task work order is \$175,000.00 on a fixed fee basis.

IV. B. 14. Emerging Tech & Commsignia RSU Integration, HNTB

HNTB PR 2025XXXX

HI-171-P-02

Emerging Technologies and Commsignia RSU Integration (7/1/24 - 6/30/25)

Scope Of Services

Purpose & Need

The dynamic and continually evolving nature of emerging transportation technologies requires the ongoing attention of THEA staff to maintain operation of deployed technologies and to take advantage of implementation opportunities, including applying for various grants from the USDOT and other entities. This task order provides support for Emerging Tech & Commsignia RSU Integration from July 1, 2024, through June 30, 2025.

Scope

The HNTB scope for this task order includes systems engineering, project management, and other related functions to support THEA in maintaining their existing CV deployment, identifying other new technologies relevant to future plans, and deploying and integrating Commsignia RSUs into the existing THEA CV deployment/ecosystem. HNTB engineers and CV specialists will provide support to THEA staff in performing scope tasks expected to include but not be limited to:

- 1) Supporting RSU and Onboard Unit (OBU) maintenance. This includes Security Credentialing Management System (SCMS) enrollment, Federal Communications Commission (FCC) licensing, device monitoring for operation and data generation, and other functions.
- 2) Coordination with CV Vendors, USF CUTR, and THEA customer participants to maintain the CV deployment and expansion readiness.
- 3) Identifying and evaluating emerging technologies relevant to THEA's mission and expansion plans.
- 4) Assistance in coordinating peer to peer discussions, attending meetings, and coordinating with other agencies such as USDOT, FHWA, FDOT, and City of Tampa (COT).
- 5) Supporting integration of Commsignia V2X RSUs into THEA's RSU Monitoring System (currently Yunex Concert).
- 6) Assistance in responding to grant opportunities.

Deliverables

- SCMS enrollments
- FCC license support
- Device monitoring reports
- Brief technical white/concept papers of emerging technologies and their corresponding applicability to THEA.
- Meeting notes/brief summaries for emerging technology vendor and peer agency meetings
- Commsignia RSU integration documentation
- Various grant application components including scope write-ups, cost estimates, and graphics.

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. HNTB PR 2025XXXX
 HI-171-P-02

HNTB PR 2025XXXX
Emerging Technologies and Commsignia RSU Integration (7/1/24 - 6/30/25)

PRIME CONSULTANT: **HNTB Corporation**

ACTIVITY	Project Manager 3		Project Manager 2		Chief Engineer 1 Sr. Proj. Eng.		Sr. Designer		Engineer 2		Planner		GIS Specialist		Secretary/Clerical		TOTAL		Avg. Hourly Rate		
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity			
CV & Emerging Technologies Support	47	\$5,115.48	120	\$12,422.40	120	\$11,440.80	121	\$9,525.12	120	\$8,332.80	87	\$5,089.50	16	\$743.68	12	\$271.92	643	\$52,941.70	\$82.34		
Total Man Hours	47	\$5,115.48	120	\$12,422.40	120	\$11,440.80	121	\$9,525.12	120	\$8,332.80	87	\$5,089.50	16	\$743.68	12	\$271.92	643	\$52,941.70	\$82.34		
																		Basic Activities Maximum Limiting Fees (Salary Costs)		\$52,941.70	
																		Cost Elements & Additives			
																		(a) 2.80258 Multiplier		\$148,373.35	
Direct Expenses	3.07%		\$ 1,625.31														SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$148,373.35		
																		(d) Direct Reimbursables		\$1,625.31	
																		Total Project Cost:		\$149,998.66	
																		Maximum Limiting Amount:		\$150,000.00	

IV. B. 15. Road User Safety Technology, HNTB

HNTB PR 2025XXXX

HI-0171-P-03

Road User Safety Technology (includes V2X) (7/1/24 - 6/30/25)

Scope Of Services

Purpose & Need

THEA remains invested in and committed to creating a safer experience on their roadways. Leveraging and deploying various emerging technologies (including connected Vehicle to Everything/V2X) to enhance safety provides opportunities to identify promising technologies and evaluate which should be implemented. This task order provides support for Road User Safety Technology from July 1, 2024, through June 30, 2025.

Scope

The HNTB scope for this task order includes systems engineering, project management, and other related functions to build upon and expand deployment of Road User Technologies including connected vehicles (V2X). The work includes investigation and research into emerging technologies for complementary integration with V2X that will ultimately make progress towards implementation of smart, connected roadways. HNTB engineers and specialists will serve as an extension of THEA staff to perform scope tasks expected to include but not be limited to:

- 1) Identification and evaluation of novel road user safety technologies and their suitability for integration into THEA's evolving V2X ecosystem.
- 2) Introducing THEA to road safety technology vendors and conducting meetings to investigate THEA-focused deployment opportunities.
- 3) Coordinating and conducting demonstrations of road user safety technologies.
- 4) Coordinating and conducting peer agency discussions and meetings to gauge technology performance, lessons learned, cost, and other implementation considerations.

Deliverables

- Brief technical white/concept papers of novel road user safety technologies and their corresponding applicability to THEA.
- Documentation and photos of demonstrations.
- Meeting notes/brief summaries for technology vendor and peer agency meetings
- E Providing Consultant Project Management and Development support

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. HNTB PR 2025XXXX
 HI-0171-P-03
 PRIME CONSULTANT: **HNTB Corporation**

HNTB PR 2025XXXX
Road User Safety Technology (includes V2X) (7/1/24 - 6/30/25)

ACTIVITY	Project Manager 3		Project Manager 2		Chief Engineer 1 Sr. Proj. Eng.		Sr. Designer		Engineer 2		Planner		GIS Specialist		Secretary/Clerical		TOTAL		Avg. Hourly Rate		
	Man Hours	Hourly Rate \$ 108.84	Man Hours	Hourly Rate \$ 103.52	Man Hours	Hourly Rate \$ 95.34	Man Hours	Hourly Rate \$ 78.72	Man Hours	Hourly Rate \$ 69.44	Man Hours	Hourly Rate \$ 58.50	Man Hours	Hourly Rate \$ 46.48	Man Hours	Hourly Rate \$ 22.66	Manhours By Activity	Salary Cost By Activity			
CV & Emerging Technologies Support	16	\$1,741.44	40	\$4,140.80	240	\$22,881.60	250	\$19,680.00	200	\$13,888.00	123	\$7,195.50	16	\$743.68	14	\$317.24	899	\$70,588.26	\$78.52		
Total	16	\$1,741.44	40	\$4,140.80	240	\$22,881.60	250	\$19,680.00	200	\$13,888.00	123	\$7,195.50	16	\$743.68	14	\$317.24	899	\$70,588.26	\$78.52		
Basic Activities Maximum Limiting Fees (Salary Costs) \$70,588.26 Cost Elements & Additives (a) 2.80258 Multiplier \$197,829.25																					
Direct Expenses	3.07%		\$ 2,167.06		SUBTOTAL (Cost Elements applied to Basic Activities Fee):													\$197,829.25			
(d) Direct Reimbursables \$2,167.06																					
Total Project Cost: \$199,996.31																					
Maximum Limiting Amount: \$200,000.00																					

IV. B. 16. Intelligent Decision Support System & Data Management, HNTB

HNTB PR 2025XXXX

HI-0209-P-19

Intelligent Decision Support System (IDSS) & Data Management (7/1/24 - 6/30/25)

Scope Of Services

Purpose & Need

THEA has initiated the development of a system to enable data-driven decision-making to support the development and maintenance of the 30 year work program. The data needs for this system are cross-cutting of all THEA functions and data sources. This task order provides support for development of an Intelligent Decision Support System (IDSS) & Data Management development from July 1, 2024, through June 30, 2025.

Scope

In fiscal year 24, THEA established the first phase of the IDSS and the basics to develop cross-departmental data and spatial capabilities. This task order builds on FY 24 progress to provide additional functionality, increased integration with Esri products such as ArcGIS, data from the Regional Integrated Transportation Information System (RITIS), and other data sources. The IDSS development will also focus on enhancing the data management/storage capabilities and data business planning.

HNTB technology engineers and data specialists will support THEA staff to perform scope tasks expected to include but not be limited to:

- 1)Updating the Phase 1 IDSS Concept of Operations (ConOps) and developing a Data Business Plan to accommodate new/proposed system elements and data sources.
- 2)Exploring and integrating additional real-time or near real-time data sources.
- 3)Exploring and integrating additional historical data sources, such as RITIS.
- 4)Create/Update dashboards to visualize the data consumed.
- 5)Support and review THEA Data Governance Policies (by others).
- 6)Identifying and evaluating data vendors/providers.
- 7)Conduct routine IDSS progress and coordination meetings.
- 8)Assistance with internal/external data management and business planning.
- 9)Support in creating and implementing Key Performance Indicators (KPIs) and documenting expected KPI-based outcomes.

Deliverables

- Updated IDSS ConOps and Data Business Plan
- Research summaries on potential real-time (or near-real time) and historical data sources/vendors.
- Dashboards visualizing integrated data.
- Review, comments, and edits to THEA Data Governance Policies (by others).
- IDSS progress and meeting summaries.
- KPIs.

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. HNTB PR 2025XXXX
 HI-0209-P-19
 PRIME CONSULTANT: **HNTB Corporation**

HNTB PR 2025XXXX
Intelligent Decision Support System (IDSS) & Data Management (7/1/24 - 6/30/25)

ACTIVITY	Project Manager 3		Project Manager 2		Chief Engineer 1		Sr. Designer		Engineer 2		Planner		GIS Specialist		Secretary/Clerical		TOTAL		Avg. Hourly Rate		
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity			
IDSS & Data Management Support	13	\$1,414.92	99	\$10,248.48	280	\$26,695.20	280	\$22,041.60	220	\$15,276.80	160	\$9,360.00	60	\$2,788.80	18	\$407.88	1130	\$88,233.68	\$78.08		
Total Man Hours	13	\$1,414.92	99	\$10,248.48	280	\$26,695.20	280	\$22,041.60	220	\$15,276.80	160	\$9,360.00	60	\$2,788.80	18	\$407.88	1,130	\$ 88,233.68	\$78.08		
																		Basic Activities Maximum Limiting Fees (Salary Costs)		\$88,233.68	
																		Cost Elements & Additives			
																		(a) 2.80258 Multiplier		\$247,281.95	
Direct Expenses		3.07%	\$	2,708.77														SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$247,281.95	
																		(d) Direct Reimbursables		\$2,708.77	
																		Total Project Cost:		\$249,990.72	

IV. B. 17. MultiModal ITS Project Support, HNTB

HNTB PR 2025XXXX
HI-0227-P-05
MultiModal ITS (MMITSS) (7/1/24 - 6/30/25)
Scope Of Services

Purpose & Need

Initiated through the THEA CV Pilot, the Multi Modal Intelligent Traffic Signal System (MMITSS) developed by Dr. Larry Head at the University of Arizona (UAZ), is in the process of being applied to manage queues along Meridian Ave. and other THEA off-ramp locations. Due to THEA's small staff size, support is required to provide guidance and oversight of this implementation. This task order provides support for MMITSS development and implementation from July 1, 2024, through June 30, 2025.

Scope

The HNTB scope for this task order includes project management and limited systems engineering support for overseeing Dr. Head and his team in implementing MMITSS (under a separate THEA-University of Arizona contract). HNTB engineers and project managers will support THEA staff to perform scope tasks expected to include but not be limited to:

- 1)Review all UAZ deliverables and provide written comments and edits.
- 2)Oversee schedule for adherence and critical path activities.
- 3)Serve as an interface between UAZ and the City of Tampa (as required).
- 4)Represent THEA in all project meetings; including those held at the University of Arizona.
- 5)Provide technical support for MMITSS design, testing, and implementation.

Deliverables

- Written comments and comment resolution documentation.
- Gather and provide information/documentation requested by Dr. Head/UAZ.
- Brief meeting summaries.
- Independent Verification and Validation test plan and results.

IV. B. 18. Implementable Data-Driven Pedestrian Safety, HNTB

O-00121

HI-0253 P-XX

Implementable Data Driven Pedestrian Safety (7/1/24 – 6/30/25) Scope of Services

Purpose & Need

The safety of vulnerable road users, including pedestrians, is paramount and a central component of the Tampa region's vision zero initiatives. Of particular focus of this task work order are improvements at the termini of THEA facility off-ramps where pedestrians are particularly vulnerable to the relatively higher speeds of Selmon/REL exiting traffic. Other THEA facilities including parks and greenways are also included. This task applies a data-driven approach to identify, prioritize, and recommend strategies to address pedestrian and bicycle safety needs at THEA's ramp terminals. THEA's in-house staff requires assistance for project management, engineering, and liaison support with other agencies for pedestrian safety sustainability improvements from 7/1/24 to 6/30/25.

Scope

The following services to sustain pedestrian safety will be provided under this task work order.

1. Identify and prioritize locations for candidate pedestrian safety improvements, including the areas of Selmon/REL off-ramps, parks, and the greenway.
2. Research and coordinate innovative technology strategies for improving safety of pedestrian and other vulnerable road users.
3. Ensuring that pedestrian treatments are sustainable and resilient.
4. Provide engineering and project management support for piloting and/or implementing pedestrian safety improvements.
5. Provide support to THEA staff in participating in related vulnerable road user safety improvement initiatives of agencies such as the City of Tampa, Hillsborough County, and the Florida Department of Transportation.
6. Assist THEA staff in developing outreach and educational materials for stakeholders and the community at large.

SUMMARY FEE SHEET																			
ATTACHMENT "A"																			
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority																	
GEC CONTRACT NO.:		O-00121																	
		HI-0253 P-XX																	
PRIME CONSULTANT:		HNTB Corporation																	
		HNTB PR 2025XXXX																	
		Implementable Data Driven Ped Safety (7/1/24 - 6/30/25)																	
ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity	
Implementable Data Driven Ped Safety Support	8	\$1,386.96	48	\$6,937.92	60	\$6,131.40	65	\$5,196.75	64	\$3,943.68	46	\$2,217.66	15	\$584.25	7	\$158.62	313	\$26,557.24	\$84.85
Total Man Hours	8	\$1,386.96	48	\$6,937.92	60	\$6,131.40	65	\$5,196.75	64	\$3,943.68	46	\$2,217.66	15	\$584.25	7	\$158.62	313	\$26,557.24	\$84.85
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$26,557.24
																		Cost Elements & Additives	
																		(a) 2.78 Multiplier	\$73,829.13
Direct Expenses		4.37%		\$ 1,160.55														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$73,829.13
																		(d) Direct Reimbursables	\$1,160.55
																		Total Project Cost:	\$74,989.68
																		Budget Amount:	\$75,000.00

IV. B. 19. Resiliency & Sustainability, HNTB

HNTB PR 2025XXXX
HI-0253-P-02-IE
Resiliency & Sustainability (7/1/24 - 6/30/25)
Scope Of Services

Purpose & Need

Transportation infrastructure resiliency and sustainability are key to leveraging existing investments and serving THEA customers and the community into the future. Furthermore, resiliency and sustainability demand innovative solutions that crosscut many of THEA functions including project planning, design, and operations. Support to THEA's small staff is required to ensure resiliency and sustainability is integrated into existing and emerging initiatives from July 1, 2024, through June 30, 2025.

Scope

In this task order, HNTB will support THEA staff with engineering, technical, and project management expertise to ensure resiliency and sustainability is considered and integrated into projects. This includes developing innovative solutions to address challenges associated with climate change as well as social and economic equity for THEA customers and the Tampa community. HNTB engineers and specialists will support THEA staff in performing scope tasks expected to include but not be limited to:

- 1) Identification and evaluation of innovative resilient and sustainable strategies and their suitability, in coordination with other contractors, for integration into THEA's existing and emerging infrastructure projects.
- 2) Identification of economically disadvantaged communities impacted by THEA facilities and performing planning to address community needs, in coordination with other contractors.
- 3) Assist THEA staff in coordinating with other agencies and community associations.
Attend and/or represent THEA in meetings.

Deliverables

- Develop technical white/concept papers on resiliency and sustainability strategies and their applicability to THEA projects and initiatives
- Economically disadvantaged community impact assessment and planning documentation.
- Agency and community association meeting summaries.

IV.B.20. Vulnerable Road User Support Services, HNTB

HNTB PR 2025XXXX
HI-0271 P-06
VRU Pilot Support Services (7/1/24 - 6/30/25)
Scope Of Services

Purpose & Need

Vulnerable Road Users (VRU) are non-motorists and include pedestrians, roadside workers, cyclists, and wheelchair users. Addressing the unique needs of VRUs is critical to a “Zero Fatality” vision and foundational to THEA’s safety culture. Augmenting THEA’s small staff is required to incorporate VRU safety improvement considerations and strategies. This task order provides support for VRU Pilot development, implementation, and other services from July 1, 2024, through June 30, 2025.

Scope

THEA has initiated planning for VRU pilot project along Meridian Ave. and potentially other locations. The pilot is expected to include CV applications to improve bicyclist and scooterist safety. HNTB’s scope for this task order includes systems engineering, project management, and other related functions to support THEA in further planning, design, testing, and implementing the VRU pilot. HNTB engineers and CV specialists will provide support to THEA staff in performing scope tasks expected to include but not be limited to:

- 1) Integration support for Commsignia and other vendor Onboard Units (OBUs).
- 2) Oversight of installation fo Commsignia Central Application Software
- 3) Oversight of Commsignia RSU installation and connection to Commsignia Central Application Software
- 4) Support in fine-tuning VRU applications (developed by others).
- 5) Support with Meridian and other location VRU Pilot systems engineering, testing, and demonstration(s).
- 6) Coordination with the City of Tampa (pilot location dependent).

Deliverables

- VRU application (by others) comments documentation.
- Independent Verification and Validation test plan and results.
- Coordination documentation

IV. B. 21. Emerging Tech THEA System Evaluation & Solution Concepts, MITRE

Tampa Hillsborough Expressway Authority Task Order 1: General Emerging Technology Support

SCOPE OF WORK JULY 1, 2024

A. Overview

Tampa Hillsborough Expressway Authority (THEA) seeks to increase the safety, stability, and security of its expressway operations with emerging technologies. THEA has research interests in vehicle connectivity, intelligent transportation systems, smart infrastructure, electric vehicles and other alternative fuels, mobility as a service, and autonomous systems. MITRE will work with THEA and its partners to plan, evaluate, and determine implementation steps for innovative, data-centered solutions.

B. Services to be Performed

MITRE will provide THEA planning staff with ongoing support services to evaluate existing conditions of the THEA system to develop concepts, requirements, and implementation plans for technical innovations that improve operations, deliver new capabilities, and create a more sustainable and resilient transportation network in alignment with its 5-year work program. Work will involve research and analysis, prototyping, testing, and validation in technical areas and may involve collaborating with THEA partners. Throughout this work, MITRE will facilitate a collaborative environment with THEA and various consultants engaged in different, yet interconnected, projects for information exchange. MITRE will also work closely with THEA to ensure the project is delivering the expected value and whether any changes or adjustments need to be made to the project's scope, schedule, budget, or resources.

Emerging Technology Research and Analysis

- Assess THEA's operations, priorities, and decision-making capabilities through document review, personnel interviews, data analysis, and site visits.
- Build tools, capabilities, processes to inform analysis and decision making on emerging technology.
- Research and analyze industry opportunities and scenarios to apply emerging technologies to THEA's operations.
- Develop technical information to inform THEA decisions about advanced technologies that improve THEA operations; recommend activities to pursue them consistent with the direction of the emerging technologies and THEA's priorities.
- Define and assess alternative solutions.

- Analyze economic, performance, and efficiency aspects of THEA operations and potential impacts of technology applications.
- Analyze and define requirements to reduce risk related to emerging technology applications.
- Prototype and test technology applications and support technology transition to operations.

Stakeholder Engagement

MITRE will maintain consistent communication with THEA and its partners, including Southwest Research Institute, Deloitte Consulting, HNTB Corporation, CDM Smith, and other agencies. The objective of this engagement is to ensure the work executed by each consultant takes into account the potential impact on other projects, to effectively integrate the technical skills of various experts from differing fields, and that any concepts formulated by MITRE can be smoothly transitioned into separate project tasks. This process may include organizing meetings, review panels, leading workshops, providing training, and presenting results from experiments, analytical reports, and project outcomes. Additionally, in collaboration with THEA, MITRE will develop and execute a stakeholder management strategy to ensure all parties are adequately informed and remain involved throughout the duration of the contract and relevant projects.

General Management

MITRE will provide general project support and deliver monthly progress reports. These reports will include updates on active initiatives, completed tasks, planned activities, and issues or risks identified. The reports will also cover financial aspects such as budget status, resource utilization, and cost performance.

C. Deliverables

Deliverables anticipated under this general emerging technology support task order may include: Concepts and frameworks for decision-making, processes, and capability building.

- Operational scenario descriptions.
- Technical presentations and materials.
- Concept descriptions for alternative solutions.
- Analysis and test results.
- Draft requirements for technologies and applications.
- Roadmap of priority investments in emerging technologies over time.
- Monthly progress reports

D. Resources

MITRE core project team, Laboratories and Innovation Centers: Integrated Transportation, Data-Driven Policy, Connected Government, Enterprise Modernization, and Cyber Security.

E. Schedule

Period of Performance for this task order is July 1, 2024 through June 30, 2025. Efforts that extend beyond this duration will be provisioned by a supplement agreement or separate task order.

	NTP			
	Q3 2024	Q4 2024	Q1 2025	Q2 2025
Emerging Technology Research & Analysis	assess	creative solutioning & execution		
Stakeholder Engagement	plan	engage	engage	engage
General Management	setup	monitoring and reporting		

F. Fee Estimate

The estimate shall not exceed the maximum fee of amount shown in the table below. The hours billed shall only be for hours worked. The estimate assumes hour allocations are flexible to be reallocated between resources and tasks when necessary.

TASK ORDER	LABOR	EXPENSES	MAXIMUM FEE AMOUNT
Task Order 1: General Emerging Technology Support	\$139,989.39	\$10,000.40	\$149,989.79

G. Assumptions

- Assignments will be directed by the Director of Innovation and THEA Project Manager (or delegate) up to the funding limits estimated in this work order.
- Assumes THEA staff availability in defining, reviewing, and providing input when necessary.

IV. B. 22. Roadside Toll Collection System Support, HNTB

Tampa Hillsborough Expressway Authority
On-Call Toll Operation Services
Contract No.: XXXXXXXX
HNTB Task Order X

RTCS RFP Development, Procurement and Installation Assistance

July 1, 2024 – June 30, 2025

Scope of Work

Purpose and Need

The Tampa Hillsborough Expressway Authority (THEA) desires the creation of a Request for Proposals (RFP) document and procurement assistance for a Roadside Toll Collection System (RTCS). The RTCS is anticipated for use on the Selmon West Extension project and other Selmon Expressway and THEA projects which may include both traditional All-Electronic Tolling (AET) and reversible managed lane (RML) and components. The RFP will be created to allow THEA the flexibility to procure systems and services from toll system vendors to bring the best value to THEA. This Scope of Work describes the work efforts required to create the technical requirements and support THEA with the procurement process through the selection, vendor negotiations and contract award. It is anticipated that an additional Scope of Work will be assigned for implementation oversight of the RTCS once a preferred vendor is awarded notice to proceed (NTP).

Description of Services

Task 1 – Prepare Scope of Work Document

HNTB will work with THEA's Tolls, Legal and Administrative staff in development of the technical requirements and scope of work for the procurement. THEA standard procurement methods and procedures will be utilized to the greatest extent possible. HNTB will use existing relevant templates to author the technical requirements sections of the RFP.

Deliverable: Development and delivery assistance for the entire, complete procurement package

Task 2 – Project Management and Procurement Support (Ongoing throughout Procurement Phase)

- Ongoing maintenance of the project files and records
- Project schedules development and maintenance
- Project budget oversight and maintenance
- QA/QC Management
- Support for procurement-related questions and meetings throughout the procurement phase
- Task 2 meetings: Up to twelve monthly coordination meetings and miscellaneous additional four (4) one-hour meetings as needed.

Deliverables: Monthly schedule updates

Task 3 – Support Pre-Proposal Meeting

- Assist in development of pre-proposal meeting presentation and materials
- Support and attend pre-proposal meeting

Deliverables: Assistance preparing pre-proposal meeting agenda; assist with THEA-lead pre-proposal meeting, and preparation with meeting documentation

Task 4 – Support Proposer Questions and Addenda Period

- Track and compile Proposer questions received in approved form
- Coordinate with THEA team to develop responses to proposer questions
- Develop RFP addenda and update RFP for re-posting
- Task 4 meetings: Up to eight (8) three-hour meetings

Deliverables: Completed RFP addenda as necessary

Task 5 – Proposal Review

- Plan the proposal review process with technical review team onsite
- Develop Technical Review Summary template
- Set-up preparation meetings with evaluation teams (see key meetings below)
- Review, summarize, and compile technical proposals using template
- Review and develop summary of Conformance Matrix responses
- Highlight any areas requiring clarifications or follow-up questions for vendors Work with THEA Legal to review terms and conditions exceptions responses
- Review Technical Proposal Summaries with Selection Committee
- Support post-oral interviews evaluation finalization by Selection Committee
- Support review/analysis of Price Proposal by the Price Review committee
- Task 5 key meetings:
 - **Selection Committee (SC) Kickoff Briefing** – Discuss the RFP overview and the evaluation process [*1 hour WebEx meeting*]
 - **All-Committees Meeting** – Discuss the overall evaluation process with all committee participants: Selection Committee (SC), Pass/Fail Committee (PFC), Technical Review Committee (TRC), and Pricing Committee (PC) [*1 hour WebEx meeting*]
 - **Committee Break Out Meetings** – (if necessary) Provide a more detailed summary of committee responsibilities and procedures [*1 hour WebEx meeting*]
 - **Pass/Fail Committee Review Outcome** – Provide the Selection Committee with an overview of the Pass/Fail Committee findings to inform them of what Proposer’s continued through to technical evaluation or were rejected [*1 hour WebEx meeting*] (**To be scheduled upon completion of Pass/Fail review**).
 - **Technical Review Summary for Selection Committee** – Provide an overview of the Technical Review Summaries for the Selection Committee and facilitate discussion on findings contained in the summary documentation [*Minimum of one (1) eight-hour onsite meeting*] (**Final week before shortlisting is required**).
 - **Technical Review Summary for Selection Committee – Follow-up After Oral Presentations/Demos** – Provide an update of the Technical Review Summaries for the Selection Committee [*Minimum 4 hour onsite/WebEx meeting*] (**Within one week following Orals/Demos are completed**).

- Task 5 meetings: Three (3) four-hour preparation meetings, three (3) weeks of onsite technical reviews at THEA, and two (2) four-hour follow-up meetings as needed.

Deliverables: Proposal review templates, pass/fail summary, Technical Proposal summary, summary of conformance matrix, and analysis of Price Proposals.

Task 6 – Preparations for Oral Interviews / Demonstrations

- Develop interviews / demos agenda with THEA team (Demos should include Image Processing and Dynamic Processing capabilities at a minimum.)
- Develop demo script if applicable
- Develop additional clarification questions to be sent to Proposers based on Proposal reviews
- Develop additional questions/concerns to cover at interviews
- Task 6 meetings: Three (3) four-hour preparation meetings, up to one (1) week of interviews dependent on number of proposals.

Deliverables: Orals agendas; prepare questions to be sent and provided at interviews, demo script, summary of orals and follow-up questions.

Task 7 – Post Orals/Demonstration Evaluation

- Demo/interview follow-up and summary preparation
- Support updates to technical evaluation by Selection Committee for updated evaluation and re-ranking of proposers based on Oral/Demonstrations
- Task 7 meetings: Two (2) four-hour follow-up meetings as needed.

Task 8 – BAFO and Negotiations

- Support development of negotiation documents
- Attend negotiation and BAFO meetings
- Review and analyze negotiation items
- Review and summarize BAFO proposals if applicable
- Document results and changes from the negotiations
- Update scope of work and technical requirements document and conform final specifications
- Task 8 meetings: Up to five (5) one-day meetings to cover BAFO and negotiations as needed.

Deliverables: Updated documents and conformed specifications as needed.

Task 9 – Contract Finalization and Award

- Task 9 meetings: Up to four (4) four-hour meetings as needed to support THEA regarding any contract finalization associated with the scope of work and technical requirements.

Deliverables: Finalized document package and supporting materials as needed.

SUMMARY FEE SHEET

ATTACHMENT "A"

HNTB PR 2025XXXX

Roadside Toll Collection System Support (7/1/24-6/30/25)

PROJECT DESCRIPTION: Tampa Hillsborough Expressway Authority

GEC CONTRACT NO. O-00121

CPMP HI-0096 P-XX

PRIME CONSULTANT: HNTB Corporation

ACTIVITY	Sr. Technical Advisor		Project Manager		Senior Specialist		Sr. Eng./Planner/		Proj. Engineer/ Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours By Activity	Salary Cost By Activity	
Prepare RFP Document	4	\$499.00	8	\$1,007.60	8	\$723.12	0	\$0.00	8	\$484.80	0	\$0.00	0	\$0.00	4	\$90.64	32	\$2,805.16	\$87.66
Project Management	8	\$998.00	4	\$503.80	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	4	\$90.64	16	\$1,592.44	\$0.00
Support during procurement process	8	\$998.00	8	\$1,007.60	21	\$1,898.19	0	\$0.00	16	\$969.60	0	\$0.00	0	\$0.00	8	\$181.28	61	\$5,054.67	\$0.00
Support Pre-Proposal Meeting	16	\$1,996.00	8	\$1,007.60	20	\$1,807.80	0	\$0.00	8	\$484.80	0	\$0.00	0	\$0.00	16	\$362.56	68	\$5,658.76	\$83.22
Support Proposer Questions and Addenda Period	32	\$3,992.00	8	\$1,007.60	48	\$4,338.72	0	\$0.00	30	\$1,818.00	0	\$0.00	0	\$0.00	16	\$362.56	134	\$11,518.88	\$85.96
Proposal Review	40	\$4,990.00	18	\$2,267.10	80	\$7,231.20	0	\$0.00	40	\$2,424.00	0	\$0.00	0	\$0.00	32	\$725.12	210	\$17,637.42	\$83.99
Preparation for Oral Interviews / Demonstrations	16	\$1,996.00	4	\$503.80	40	\$3,615.60	0	\$0.00	24	\$1,454.40	0	\$0.00	0	\$0.00	24	\$543.84	108	\$8,113.64	\$75.13
Post Orals/Demonstration Evaluation	16	\$1,996.00	8	\$1,007.60	24	\$2,169.36	0	\$0.00	8	\$484.80	0	\$0.00	0	\$0.00	16	\$362.56	72	\$6,020.32	\$83.62
BAFO and Negotiations Support	20	\$2,495.00	2	\$251.90	40	\$3,615.60	0	\$0.00	4	\$242.40	0	\$0.00	0	\$0.00	8	\$181.28	74	\$6,786.18	\$91.71
Contract Finalization and Award Support	16	\$1,996.00	2	\$251.90	16	\$1,446.24	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	8	\$181.28	42	\$3,875.42	\$92.27
Total Staff Hours	176	\$21,956.00	70	\$8,816.50	297	\$26,845.83	0	\$0.00	138	\$8,362.80	0	\$0.00	0	\$0.00	136	\$3,081.76	817	\$69,062.89	\$84.53
																			Total
																			Basic Activities Maximum Limiting Fees (Salary Costs)
																			\$69,062.89
																			Cost Elements & Additives
																			\$0.00
Direct Expenses		4.37%		\$3,018.05															(a) 2.78 Multiplier
																			\$191,994.83
																			SUBTOTAL (Cost Elements applied to Basic Activities Fee):
																			\$191,994.83
																			(d) Direct Reimbursables
																			\$3,018.05
																			Total Project Cost:
																			\$195,012.88
																			Budget Amount:
																			\$195,000.00

IV. B. 23 - OBOS System Support, HNTB

Tampa Hillsborough Expressway Authority
On-Call Toll Operation Services
Contract No.: XXXXXXXX
HNTB Task Order X

OBOS RFP Development and Procurement Assistance

July 1, 2024 – June 30, 2025

Scope of Work

Purpose and Need

The Tampa Hillsborough Expressway Authority (THEA) desires the creation of a Request for Proposals (RFP) document and procurement assistance for an Operational Back Office System (OBOS). The OBOS will replace the current THEA's Back Office System (TOBS). HNTB's role in the project, as requested by THEA, is to provide peer review services in the development of the procurement document and support to THEA Team up to the notice to proceed (NTP) for the selected OBOS Contractor. This Scope of Work includes peer review support in the creation of the technical requirements and support THEA with the procurement process through selection, vendor negotiations and contract award. It is anticipated that THEA will contract additional support from consultants once a preferred vendor is awarded a contract.

Description of Services

Task 1 – Project Management

- Periodic project meetings with THEA and project team
- QA/QC Management of HNTB Work
- Peer review of presentations and correspondence
- Management of HNTB resources

Task 2 – Establish Baseline Requirements

- Attendance at kickoff meeting and THEA Stakeholder meetings to establish goals, needs and baseline functionality and requirements
- Peer review support of approach documents
- Review of Business Rules, policies, operational documents
- Develop data performance standards

Task 3 – Preparation of OBOS Requirements

- Complete peer review of Administrative Requirements
- Provide peer review of Technical Requirements
- Lead the collection and documentation of external interfaces (UFM and Interface with CFX for E-ZPass)
- Complete peer review of the Maintenance Plan

Task 4 – Draft Scope of Work

- Complete peer review of Draft Scope of Work

Task 5 – Review Scope of Work with THEA

- Participate in review meetings with THEA on the Draft Scope of Work

Task 6 – Final Scope of Work

- Complete peer review of Final Scope of Work

Task 7 – Procurement Support

- Provide support to contract boilerplate as requested
- Provide support to pre-proposal conference
- Provide peer review of engineers estimate
- Provide peer review of addendums to technical requirements
- Provide peer review of draft and final briefing presentations
- Provide support to BAFO activities
- Provide support to negotiations
- Review technical proposals from vendors
- Provide SME support to technical review and selection teams

Task 8 – Installation Support

- Provide support to THEA as requested
- Provide installation support to contractor
- Attend meetings and respond to RFI's
- Review testing and certification results

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. O-00121
 CPMP HI-0096 P-XX
 PRIME CONSULTANT: HNTB Corporation

HNTB PR 2023XXXX
 Operational Back Office System Support (7/1/24-6/30/25)

ACTIVITY	Sr. Technical Advisor		Project Manager		Senior Specialist		Sr. Eng./Planner/		Proj. Engineer/ Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours	Hourly Rate \$	Staff Hours By Activity	Salary Cost By Activity	
Project Management	0	\$0.00	4	\$503.80	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	4	\$504	\$125.95
Establish Baseline Requirements	2	\$249.50	2	\$251.90	0	\$0.00	0	\$0.00	2	\$121.20	0	\$0.00	0	\$0.00	0	\$0.00	6	\$623	\$103.77
Preparation of OBOS Requirements	4	\$499.00	4	\$503.80	4	\$361.56	0	\$0.00	4	\$242.40	0	\$0.00	0	\$0.00	2	\$45.32	18	\$1,652	\$91.78
Draft SOW	0	\$0.00	2	\$251.90	2	\$180.78	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	4	\$433	\$108.17
Review SOW with THEA	0	\$0.00	8	\$1,007.60	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	8	\$1,008	\$125.95
Final SOW	10	\$1,247.50	12	\$1,511.40	20	\$1,807.80	0	\$0.00	10	\$606.00	0	\$0.00	0	\$0.00	5	\$113.30	57	\$5,286	\$92.74
Procurement Support	10	\$1,247.50	40	\$5,038.00	10	\$903.90	0	\$0.00	10	\$606.00	0	\$0.00	0	\$0.00	8	\$181.28	78	\$7,977	\$102.27
Installation Support	29	\$3,617.75	354	\$44,586.30	320	\$28,924.80			301	\$18,240.60					21	\$475.86	1025	\$95,845	\$93.51
Total Staff Hours	55	\$6,861.25	426	\$53,654.70	356	\$32,178.84	0	\$0.00	327	\$19,816.20	0	\$0.00	0	\$0.00	36	\$815.76	1,200	\$113,326.75	\$94.44
																			Total
																			Basic Activities Maximum Limiting Fees (Salary Costs)
																			\$113,326.75
																			Cost Elements & Additives
																			\$0.00
																			(a) 2.78 Multiplier
																			\$315,048.37
																			SUBTOTAL (Cost Elements applied to Basic Activities Fee):
																			\$315,048.37
																			(d) Direct Reimbursables
																			\$4,952.38
																			Total Project Cost:
																			\$320,000.75
																			Budget Amount:
																			\$320,000.00

IV.B.24 US 301 Preliminary PD&E Services - Stakeholder Listening & Data Collection



TAMPA HILLSBOROUGH
EXPRESSWAY
AUTHORITY



US 301 Extension Pre-PD&E Study



813.961.4700



ConsultVistra.com



18315 N US Hwy 41
Lutz, FL 33549

Submitted to:

Tampa Hillsborough Expressway Authority
Keisha Pickett-Boyd
Director of Strategy, Communications, and
Community Engagement
813.272.6740 Ext. 211
Keisha.Boyd@Tampa-Xway.com

Submitted by:

Vistra Communications, LLC
Deborah K. Miller,
VP of Contracts & Compliance
813.968.1846
DeborahM@ConsultVistra.com

Vistra Communications, LLC (Vistra) the pleased to partner with Tampa Hillsborough Expressway Authority (THEA) for the Selmon US 301 Express Toll Lanes Extension Planning and Preliminary PD&E Study Project. Vistra will be a part of the project team alongside WSP, Playbook PR and THEA's internal team to conduct a pre-PD&E study and gather feedback on the potential project. The community engagement strategy is broken down into four (4) phases, with Vistra executing in the first two (2) phases.

Phase One: Listening and Data Collection

This initial communications outreach focuses on strategic grassroots activities to listen to key stakeholders and the public about their needs, project opportunities, and gather feedback. In this process, the team will collect necessary data to understand the issues and opportunities that will lead to successful community plan coordination in Phase Two. Community groups, including homeowners' associations (HOAs), civic groups and the business community (Chambers of Commerce) will be engaged. Outreach activities may include presentations or discussions at and/or visits to the groups, either at their regularly scheduled meetings or as a part of a larger community event. In partnership with the project team, Vistra's role will be as follows:

- Develop public preferences survey
- Support public meeting coordination
- Public meeting presentation
- Fact Sheet and Q&A documents
- Printing
- Bilingual services

Phase Two: Active Collaboration

Public feedback and data collection details will be incorporated into presentations to larger stakeholder groups to engage with Hillsborough County in the Community Plan process. Outreach activities may include virtual and in-person townhall meetings as a prelude to initiation of a PD&E study, with a focus on collaborating with the updates of the community plans. In partnership with the project team, Vistra's role will be as follows:

- Tabulate and organize survey results and feedback
- Organize and conduct in person town hall meetings
- Develop meeting presentations for town hall sessions

SCOPE OF SERVICES

Vistra is pleased to provide this Quote for THEA (Customer). This scope includes:

Labor Funding: \$106,160.00

- Project management, meetings and reporting
- Develop customized public preference survey for project website
- Tabulate post survey results for project
- Prepare, support and execute in person and virtual public and town hall meetings for Phase One and Two (potentially Phase Three and Four)
- Produce stakeholder fact sheet, Q&A documents, and additional collateral when requested
 - Files to be styled and branded to align with THEA and Project
- Translation services of materials

ODCs Funding: \$ 9,190.00

- Mileage
- Printed materials
- ZoomPro license subscription for virtual community meetings
- One (1)-year SurveyMonkey premium account to conduct feedback surveys

Total: \$115,350.00

Vistra will provide separate quotes for printing and delivery for printed materials. Zoom and SurveyMonkey premium accounts are for one (1)-year subscriptions and will be customized for the phase of the project, and only obtained if needed.

PERIOD OF PERFORMANCE

Vistra will begin services promptly after receipt of a fully executed copy of this agreement and expects to complete all reviews no later than December 31, 2024.

PRICE

The price quote for the above outlined Scope of Services is as follows and is valid for ten (10) days from the date of receipt of this quote.

Total Price Quote: \$115,350.00

PAYMENT TERMS & VALIDITY

Payment Terms

Vistra will invoice monthly for services and costs rendered in the previous month. Payment is due within fifteen (15) days of Vistra's invoice date.

Other Terms & Conditions

The quoted price above is based on the Scope of Services listed above. If changes are made to the proposed Scope of Services, the fixed price will be revised to accommodate said changes. All items are quoted as standard regarding specifics to quality, style and dimensions. Any upgrades will increase the price of this Quote.

In the event the Customer chooses to terminate its contractual relationship with Vistra prior to the completion of all the deliverables, Vistra will be entitled to receive payment for all work completed up to and including the date of termination.

If the Customer is non-responsive to requests for information which are deemed necessary to complete the project, Vistra reserves the right to terminate services early and invoice and be paid for any work completed up to and including the termination date.

Signature below indicates acceptance of the pricing and terms and conditions outlined in this Quote.

This Quote is valid for thirty (30) days from the submission date listed above.

Please email this signed Quote to Deborah Miller at DeborahM@ConsultVistra.com.

Acceptance

THEA:

PRINTED NAME: Keisha Boyd-Pickett

TITLE: Director of Strategy, Communications,
and Community Engagement

SIGNATURE: _____

DATE: _____

VISTRA COMMUNICATIONS, LLC:

PRINTED NAME: Deborah K. Miller

TITLE: VP of Contracts & Compliance

SIGNATURE: _____

DATE: _____

CUSTOMER POINTS OF CONTACT:

Technical/Program

Name: _____

Title: _____

Phone: _____

Email Address: _____

Invoicing

Name: _____

Title: _____

Phone: _____

Email Address: _____

V. A. 1. Contract Renewals and Expirations

**CONTRACT RENEWAL
and
EXPIRATION REPORT
(> \$30,000)**

Report month: May - June, 2024

Project Manager	Firm	Description of Services	Contract Effective Date	Contract Expiration Date	Term of Contract (Years)	Bid / Renew / End	Initial Services Date
Tim	Gannett Fleming, Inc.	Miscellaneous Toll Operations Support Services	11/8/2021	11/8/2024	3-yr, 2 Optional 1-yr Renewals	Renew (1st one-year renewal ~ 11/8/24 - 11/8/25)	7/5/2016
Shari	Infotect Design Solutions	General Information Technology Services	12/1/2021	12/1/2024	3-yr, 2 Optional 1-yr Renewals	Renew (1st one-year renewal ~ 12/1/24 - 12/1/25)	10/16/2014