



Request For Proposals (RFP)

Downtown Viaduct Feasibility Analysis

THEA PROJECT No. P-0926

RESPONSIBLE DEPARTMENT

Department of Infrastructure
Bob Frey, P.E.
Planning Manager

PROCUREMENT DEPARTMENT

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Notice: This document is constructed in four (4) sections. Section A contains the general information and general conditions the respondents need to prepare an Expanded Letter of Response Package. Section B contains service-specific information and specific response requirements. Section C contains forms required to be submitted as part of the ELOR Package. Section D contains attachments incorporated into the ELOR Package for general information and reference.

**TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY
EXPANDED LETTER OF RESPONSE ~ NO. P-0926
DOWNTOWN VIADUCT FEASIBILITY ANALYSIS**

The Tampa-Hillsborough County Expressway Authority (THEA) in Tampa, Florida is soliciting a Request for Proposal ("RFP") including Expanded Letters of Response (ELOR) from Firms/Respondents that are Florida Department of Transportation (FDOT) pre-qualified to provide professional services for the project known as the Downtown Viaduct Feasibility Study, as specifically described in the "Scope of Services" in Attachment 1. The study will assess potential geometric, operational, and technology-based improvements within the downtown influence area for up to an anticipated 2055 design year. The study area generally includes the Selmon Expressway Viaduct from west of Hillsborough River to the I-4 Connector, I-4 Connector interfaces, major downtown access points, and adjacent roadway facilities influenced by viaduct operations. Selection will be made from the ELOR Package and oral presentations.

The following firms participated in the development of the scope or procurement documentation for this project and are prohibited from proposing or participating with a proposer on this project.

- HNTB Corporation

Selection will be made from the ELOR Packages and oral presentations. THEA will evaluate the ELOR Packages and will shortlist a minimum of three (3) but no more than five (5) respondents that will proceed to oral presentations. In its sole and absolute discretion, THEA intends to award a contract to the respondent who is determined to be the most responsive and responsible in accordance with the evaluation process described herein.

Responses will be evaluated and ranked on the following criteria: Understanding the Project, Objectives and Critical Issues; Relevant Firm and Team Experience; Qualifications and Availability of Key Personnel; Technical Approach and Methodology; and Project Management, Quality, Coordination and Delivery Capacity.

Interested respondents will obtain a copy of the ELOR instructions and submittal documents and submit a completed ELOR Package to THEA as referenced in Paragraph 1.4, Schedule of Events.

ELOR Packages shall include completion of the documents and required forms attached within this solicitation in Section C, Required Forms. Respondents failing to submit the Required Forms may be deemed non-responsive. The Schedule of Events containing additional important deadlines is located in the instructions and submittal documents at Section A, Paragraph 1.4.

The Instructions and Submittal Documents are available on THEA's website, and the DemandStar System (www.demandstar.com).

Questions concerning this advertisement **must** be directed by email to THEA's Procurement Office at procurement@tampa-xway.com.

SECTION A

GENERAL INFORMATION AND GENERAL CONDITIONS

1. GENERAL INFORMATION:

1.1 INSTRUCTIONS TO RESPONDENTS:

To be considered, responses must be made in accordance with the instructions and requirements as contained within this solicitation's corresponding sections.

1.2 ATTACHMENTS:

The attachments listed in Section D of this solicitation are by this reference hereby incorporated into and made a part of this solicitation as though fully set forth herein.

1.3 PROCUREMENT PROCESS:

The procurement process that will be utilized for this selection will be Expanded Letters of Response (ELOR) Packages and oral interviews. It is THEA's intention to solicit responses from potentially qualified respondents and to enter into a contract for services upon successful negotiation of a satisfactory contract with one (1) respondent whose ELOR and oral interview responses are judged, through the evaluation and negotiation process, to be in the best interest of THEA in its sole and absolute discretion.

Respondents must demonstrate to THEA that they are fully capable, staffed, and qualified to provide the services required by this solicitation. Fully qualified respondents (and/or their team assigned to provide these services) will have the qualifications (knowledge, education, training, expertise, and skills), and experience (documentation, successful, and relevant) necessary to meet the requirements of this solicitation. Determination of the respondent best qualified and experienced to perform the services required through this solicitation will be determined by THEA in its sole opinion and absolute discretion.

Respondents must submit an "Expanded Letters of Response Package" conforming to and containing all documents, forms, and information as required by the ELOR Instructions and Submittal Documents and as specifically identified in *Section B, Service Information and Expanded Letters of Response (ELOR) Requirements at Section 2.1, Expanded Letters of Response (ELOR) Package*.

THEA will evaluate and rank all responses received by the submittal date as set forth in this solicitation, or as amended by addendum, on the basis of the criteria stated herein. THEA reserves the right to request additional information and to seek clarification of any information submitted, including any omission from the original response. Additionally, THEA reserves the right to waive as informalities any irregularities in any response and to reject any and/or all responses, in its sole and absolute discretion. A minimum of three (3) and no more than five (5) top ranked respondents will proceed to oral interviews.

1.4 SCHEDULE OF EVENTS:

The selection process will adhere to the following schedule. All times given are Eastern Standard Time, except where noted. THEA reserves the right to make changes or alterations to the schedule as THEA determines in its best interest. Unless otherwise notified in writing by THEA, the dates, times, and locations indicated below for submission of items or for other actions on the part of a respondent shall constitute absolute deadlines for those activities, and failure to fully comply by the time stated shall be cause for the ELOR Package to be rejected and disqualified from further consideration.

SCHEDULE OF EVENTS

DATE	DESCRIPTION	LOCATION
Oct. 21, 2026, by 5:00 PM EDT	Solicitation Published	THEA Website & DemandStar
Nov. 11, 2026, by 9:00 AM EST	Deadline for respondent's submission of questions to THEA	Email to Procurement@tampa-xway.com
Dec. 2, 2026, by 5:00 PM EST	Deadline for THEA to respond to respondent's questions	THEA Website & DemandStar
Dec. 15, 2026, 2025, by 9:00 AM EST	Deadline for Submitting Expanded Letters of Response (ELOR)	Email to Procurement@tampa-xway.com
Jan. 13, 2027, by 12:00 PM EST	Evaluation Committee submits scoring of ELORs to THEA Procurement Office	Email to Procurement@tampa-xway.com
Jan. 20, 2027, 2025, @ 11:00 AM EST	Evaluation Committee Meets to Confirm Scoring and Recommend Proposers for Shortlisting	Authority's Office: Visionary Conference Room 1104 E. Twiggs Street Tampa, FL 33602
Jan. 20, 2027, @ 5:00 PM EST	Posting of Notice of Intended Shortlist	Authority Website & DemandStar
Jan. 25, 2027, @ 1:30 PM EST	Board Approval of Shortlist	Authority's Office: Authority Board Room 1104 E. Twiggs Street Tampa, FL 33602
Feb. 9, 2027, @ 9:00 AM – 4:00 PM EST	Oral presentations with shortlisted respondents	Authority's Office: Authority Board Room 1104 E. Twiggs Street Tampa, FL 33602
Feb. 16, 2027, by 12:00 PM EST	Evaluation Committee submits final scoring to THEA Procurement Office	Email to Procurement@tampa-xway.com
Feb. 17, 2027, @ 11:00 AM EST	Evaluation Committee Meets to Confirm Scoring & Selection	Authority's Office: Visionary Conference Room 1104 E. Twiggs Street Tampa, FL 33602
Feb. 17, 2027, by 5:00 PM EST	Posting of Notice of Intended Selection	THEA Website & DemandStar
Feb. 22, 2027, @ 1:30 PM EST	Board Approval of Intended Selection	Authority's Office: Authority Board Room 1104 E. Twiggs Street Tampa, FL 33602
Feb. 23, 2027, by 5:00 PM EST	Posting of Final Rankings	THEA Website & DemandStar

1.5 CHANGES TO SCHEDULE OR MEETING PLACE/TIME:

Any changes to paragraph 1.4 Schedule of Events or meeting place/time will be posted as an addendum and published through the DemandStar System (www.demandstar.com) and is also available through a link on the THEA website (www.tampa-xway.com) under the Procurement Notice section.

1.6 SPECIAL ACCOMMODATIONS:

Any person requiring special accommodations to attend or participate in a THEA meeting regarding this advertisement, pursuant to the Americans with Disabilities Act, should contact the THEA Procurement Manager in person at 1104 East Twiggs Street, Suite 300, Tampa, Florida 33605 or by telephone at 813-272-6740, or by email at Procurement@tampa-xway.com at least five (5) business days prior to the scheduled meeting.

1.7 ELECTRONIC DISTRIBUTION SYSTEM:

THEA advertisements for solicitations are issued electronically via the THEA Website (<https://www.tampa-xway.com/procurement/#>) and DemandStar's eProcurement distribution system. (DemandStar Contact Information: Telephone: 800-711-1712 /www.demandstar.com)

Obtaining solicitations documents through DemandStar ensures respondents have the following capabilities:

- a. Receipt of Expanded Letters of Response (ELOR) Instructions and Submittal Documents electronically;
- b. Tracking status of the procurement process;
- c. Receiving Letters of Clarification and addendum;
- d. Receiving the results of rankings and contract awards;

RESPONDENTS WHO OBTAIN SOLICITATION DOCUMENTS REGARDING THIS SOLICITATION FROM SOURCES OTHER THAN DEMANDSTAR OR THE THEA WEBSITE ARE CAUTIONED THE SOLICITATION PROCUREMENT DOCUMENTS MAY BE INCOMPLETE.

ATTACHMENTS, EXHIBITS, AND/OR REFERENCES NOT ATTACHED HERETO WILL BE SUPPLIED UPON REQUEST AND SHARED VIA A ONEDRIVE FILE OR SHAREPOINT. PLEASE CONTACT THE PROCUREMENT OFFICE AT PROCUREMENT@TAMPA-XWAY.COM TO REQUEST YOUR LINK.

1.8 QUESTIONS ABOUT THIS SOLICITATION OR THE SERVICES:

All requests for interpretation, clarification or questions about the procurement process or the services **must be in writing**, addressed to THEA, Procurement Office at Procurement@tampa-xway.com.

To be considered, such requests must be received no later than the date and time stated for the **Deadline for Respondent's Submission of Questions to THEA** referenced in Paragraph 1.4, Schedule of Events.

THEA will **not** make any oral response to requests for interpretation, clarification or questions about the procurement process or the services requested.

Any such responses or supplemental instructions by THEA to the respondents will be in the form of a Letter of Clarification or written addendum which if issued, will be posted on the DemandStar System (www.demandstar.com) and the THEA website no later than the date and time stated for the **Deadline for THEA to respond to respondent's questions** referenced in Paragraph 1.4, Schedule of Events.

Failure of any respondent to receive any such Letter of Clarification or Addendum shall not relieve said respondent from any obligations contained within this solicitation.

Respondents are required to acknowledge receipt of any such addendum issued for this solicitation. A copy of the required **ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM** is contained in Section C as **Form 6**.

All Letters of Clarification and Addendum so issued shall become part of the contract documents.

1.9 COMMUNICATIONS/CONE OF SILENCE:

Respondents to this solicitation or persons acting on their behalf may not contact members of the Evaluation Committee, other THEA staff, THEA officers or THEA Board Members, or the consultants or contractors representing THEA with this solicitation once the advertisement of the solicitation has been published and until the THEA Board of Directors has made a final decision regarding the award of the contract.

Any communications regarding this advertisement must be in writing to THEA, Attention Procurement Office at procurement@tampa-xway.com.

Violation of this provision shall be cause for the respondent's ELOR Package to be rejected and disqualified from further consideration.

1.10 MODIFICATION AND WITHDRAWAL:

ELOR Packages may be withdrawn by written request dispatched by the respondent and received by THEA at any time prior to the deadline stated for the **Deadline for submitting Expanded Letters of Response (ELOR) Package** referenced in Paragraph 1.4, Schedule of Events.

Negligence on the part of the respondent in preparing its ELOR Package confers no right of withdrawal or modification after the ELOR Package has been opened at the appointed time and place by THEA.

ELOR Packages shall remain valid and in force for a period of one hundred twenty (120) days after the opening date.

1.11 DISQUALIFICATION AND CANCELLATION OF THIS SOLICITATION:

THEA reserves the right to disqualify ELOR Packages before or after opening, upon evidence of collusion with the intent to defraud or other illegal practices upon the part of the respondent.

THEA may consider any ELOR Package unresponsive that is not prepared and submitted in accordance with the instructions as contained within this solicitation and may waive as informalities any irregularities, or reject any and all responses, at its sole and absolute discretion.

THEA reserves the right to reject, at its sole and absolute discretion, an ELOR Package if the evidence submitted by the respondent or an investigation of the qualifications and/or experience of the respondent fails to satisfy THEA's Evaluation Committee that such respondent is sufficiently qualified or experienced to carry out the obligations as required in the solicitation. THEA also reserves the right to reject all ELOR Packages to the solicitation, in its sole and absolute discretion.

THEA reserves the right to reject any or all ELOR Packages as not responsible or non-responsive; to re-advertise for the services; to postpone or cancel this process; to waive irregularities in the procurement process or in the ELOR Package thereto; and to change or modify the procurement schedule at any time.

1.11.1 Examples of **not responsible** may include, without limitation, termination of a previous contract with THEA, financial weakness, or multiple legal actions taken against the respondent.

1.11.2 Examples of **non-responsive** may include, without limitation, failure to include all required information in the ELOR package, documents not properly signed, goods or services not in compliance with specifications, substitution of terms and conditions, limitation of liability, failure to comply with delivery schedule or qualification of response package contingent on another contract award.

1.12 WAIVER OF IRREGULARITIES:

THEA reserves the right to waive as informalities any irregularities contained in any ELOR Package received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other respondents. Minor irregularities are defined as those that will not have an adverse effect on THEA's interest and will not give a respondent an advantage or benefit not enjoyed by other respondents.

1.13 BINDING OFFER:

Respondent's submission of an ELOR Package will be considered a binding offer to perform the required services, assuming all terms are negotiated satisfactorily. The submission of an ELOR Package shall be taken as prima facie evidence that the respondent has familiarized itself with the contents and requirements of this solicitation.

1.14 MANDATORY PRE-PROPOSAL MEETING:

There will be no pre-proposal meeting.

1.15 COST OF PREPARATION:

The cost of preparing an ELOR Package for this solicitation will be borne entirely by the respondent.

1.16 DELIVERY OF ELOR PACKAGE:

The deadline for delivery of respondent's ELOR Package is no later than the date and time stated for the **Deadline for Submitting Expanded Letters of Response (ELOR) Package** referenced in Paragraph 1.4, Schedule of Events.

The delivery of respondent's ELOR Package to THEA prior to the deadline is solely and strictly the responsibility of the respondent.

All ELOR Packages shall be delivered using the method stated in the **Deadline for Submitting Expanded Letters of Response (ELOR) Package** referenced in Paragraph 1.4, Schedule of Events.

All ELOR Packages must be submitted in accordance with the instructions set forth within the Advertisement Instructions and Submittal Documents and specifically in accordance with the requirements of Section B.

Any ELOR Package received after the date and time stated for the **Deadline for Submitting Expanded Letters of Response (ELOR) Package** referenced in Paragraph 1.4, Schedule of Events, will not be considered.

1.17 OPENING OF ELOR PACKAGES:

ELOR Packages will be received and opened on the date and time and at the location specified for the **Deadline for Submitting Expanded Letters of Response (ELOR) Package** referenced in Paragraph 1.4, Schedule of Events. The Procurement Office will conduct examinations of ELOR Packages for responsiveness to requirements of the RFP.

Those determined to be non-responsive and not responsible will be automatically rejected. Responsive packages will be delivered to the Evaluation Committee to be evaluated.

1.18 ELOR EVALUATIONS:

Respondents will be evaluated preliminarily on whether the respondent is responsible and responsive to this solicitation and then evaluated based on criteria that will be used by THEA for final ranking of the respondents.

An Evaluation Committee consisting of representatives of THEA will be established to review and evaluate all ELOR Packages submitted in response to this solicitation. THEA reserves the right to request additional information and clarification of any information submitted, including any omission from the original response.

The Evaluation Committee will meet to confirm their scores of the ELOR Packages and shortlist a minimum of three (3) and no more than five (5) respondents on the date, time and location stated for the **Evaluation Committee meets to confirm ELOR Package scores** referenced in Paragraph 1.4, Schedule of Events. In the event THEA receives fewer than three ELOR Packages, all respondents will be shortlisted. Respondents are not required to attend; however, the meeting is open to the public.

Criteria for evaluating the ELOR Packages to shortlist respondents are as follows:

	ELOR EVALUATION CRITERIA	Maximum Points
1.	<u>Understanding of THEA's Project, Objectives, and Critical Issues</u> Demonstrates a thorough understanding of the Downtown Viaduct Feasibility Analysis, including mobility, reliability, safety, operational performance, technology opportunities, implementation challenges, and stakeholder considerations. The firm's understanding of project-specific risks, opportunities, and constraints.	20
2.	<u>Relevant Firm and Team Experience</u> Evaluates the experience of the prime consultant and subconsultants on similar assignments involving urban expressways, system interaction with local street networks, elevated structures, feasibility studies, corridor planning, VISSIM modeling, toll facilities, bridge concepts, interchange analyses, ITS planning, active traffic management, emerging technologies, implementation planning, stakeholder coordination, and executive decision support.	25
3.	<u>Qualifications and Availability of Key Personnel</u> Evaluates experience, certifications, qualifications, and availability of the proposed Project Manager, Deputy Project Manager, and technical leads for traffic, transportation planning, forecasting, structures, safety, ITS, technology, implementation planning, and QA/QC. Organizational structure, workload, continuity, and ability to dedicate resources to the project will be evaluated.	20
4.	<u>Technical Approach and Methodology</u> Evaluates the proposed methodology for data collection, modeling, forecasting, safety evaluation, technology assessment, alternatives development, alternatives screening, performance measurement, estimating, implementation planning, and reporting.	25

5.	<u>Project Management, Quality, Coordination, and Delivery Capacity</u> Evaluates project controls, schedule management, quality assurance and quality control procedures, risk management, stakeholder coordination, communication protocols, and ability to effectively manage a complex multidisciplinary study.	10
	TOTAL:	100

The 100 total points are for scoring of the shortlist firms only and will not carry over to the Evaluation Criteria in Section 1.20.

After ranking of the respondents by the Evaluation Committee, the results will be posted no later than the date, time and at the locations stated for the **Posting of Notice of Intended Shortlist** referenced in Section A, Paragraph 1.4, Schedule of Events.

The ranking of respondents based on the Evaluation Committee's evaluation will be presented to THEA's Board of Directors for consideration and approval, with a recommendation, that the top ranked respondents (minimum of 3 and no more than 5) be shortlisted to advance to oral interviews as described in Paragraph 1.19.

1.19 PRESENTATIONS:

Presentations will be used to select the successful respondent from an initial Shortlist.

The order of presentations will be established by random drawing by the Procurement Office. A representative of the Procurement Office shall facilitate the presentations, be the timekeeper during the meeting, and ensure the respondents adhere to the time constraints set forth in this section.

The respondents will be responsible for bringing their own electronic devices to connect to THEA's conference room equipment via an HDMI port. Approximately 5 minutes will be allowed for set-up and breakdown of respondents' equipment for the presentation. The respondent will be required to submit their presentation to the Procurement Office prior to the scheduled presentation. Set-up and breakdown are not included in the time limit for presentation or Question-and-Answer. Each shortlisted respondent will be allotted 5 minutes for opening statements, followed by a 30-minute presentation. A 15-minute Question-and-Answer session for clarifying questions by the Evaluation Committee will be held until the end of the presentation.

No additional handouts or visual aids other than the presentation and business cards are permitted before, during, or after the presentation. Respondents are not permitted to use any other clocks, smartphones, laptops, or tablets during the presentation outside of the equipment used for the presentation.

1.20 EVALUATION CRITERIA:

The Evaluation Committee will meet to confirm their scores and final ranking of the respondents on the date, time and at the location stated for **Evaluation Committee Meets to Confirm Scores and Final Ranking of Respondents** referenced in Section A, Paragraph 1.4, Schedule of Events. Respondents are not required to attend; however, the meeting is open to the public.

The oral presentations will be scored by the Evaluation Committee per the criteria provided below. The maximum points to be earned in the evaluation are one hundred (100) points per evaluator.

The evaluation committee reserves the right to request additional information and clarification of any information submitted, including any omission from the original response.

The following evaluation criteria will be used to determine the best qualified respondents:

Criteria for shortlist respondents presentations are as follows:

	PRESENTATION EVALUATION CRITERIA	Maximum Points
1.	<u>Relevant Firm and Team Experience</u> Evaluates the team's demonstrated experience delivering comparable feasibility studies. Experience with toll agencies, urban expressways, system interaction with local street networks, elevated structures, corridor studies, feasibility analyses, alternatives screening, traffic forecasting, VISSIM modeling, ITS planning, active traffic management, emerging technologies, implementation strategy development, and executive-level decision support will be evaluated.	25
2.	<u>Demonstrated Understanding of Project Issues and Objectives</u> Evaluates the team's understanding of THEA's project goals, operational challenges, constraints, opportunities, stakeholder environment, implementation considerations, technology integration and future system needs.	15
3.	<u>Technical Approach and Project Execution Strategy</u> Evaluates how the team intends to perform the work, including data collection, forecasting, VISSIM modeling, transportation planning, alternatives development, safety analysis, technology assessments, agency coordination, implementation planning, and development of recommendations.	25
4.	<u>Key Personnel, Team Integration, and Availability</u> Evaluates the qualifications, communication abilities, collaboration skills, and technical competence of the actual personnel proposed for the assignment.	15
5.	<u>Project Management, Risk Management, Quality, and Stakeholder Coordination</u> Evaluates the team's ability to manage schedule, risk, quality, project reviews, agency coordination, stakeholder engagement, technical integration, and decision-making throughout the study.	10
6.	<u>Responses to Evaluation Committee Questions</u> Evaluates the accuracy, completeness, clarity, professionalism, and responsiveness of answers to committee questions. The team's ability to explain technical concepts, defend recommendations, identify risks, demonstrate sound professional judgment, and communicate effectively under questioning will be evaluated.	10
	TOTAL:	100

After ranking of the respondents oral presentations by the Evaluation Committee, the results will be posted no later than the date, time and at the locations stated for the Posting of Notice of Intended Final Ranking referenced in Section A, Paragraph 1.4, Schedule of Events.

1.21 FINAL SELECTION:

The ranking of respondents based on the Evaluation Committee's evaluation will be presented to the THEA's Board of Directors for consideration and approval with a recommendation that the highest-ranked respondent be selected on the date, time and at the location stated for the **Board Approval of Final Ranking and Award of Contract** referenced in Section A, Paragraph 1.4, Schedule of Events. Respondents are not required to attend; however, the meeting is open to the public.

THEA's Board of Directors has the right to correct any errors in the evaluation and selection process that may have been made. THEA is not obligated to award the contract and THEA's Board of Directors may decide to reject all proposals.

After approval of the final ranking of the respondents and award of the contract by THEA's Board of Directors, the results will be posted no later than the date, time and at the locations stated for the **Posting of Notice of Board Approval of Final Ranking and Award of Contract** referenced in Section A, Paragraph 1.4, Schedule of Events.

1.22 AWARD OF CONTRACT:

The award of the contract by THEA's Board of Directors, if made, will be within one hundred and twenty (120) days after the opening of the ELOR Packages.

Upon approval of the final ranking by the THEA Board of Directors, THEA will begin negotiations with the top ranked respondent. Negotiations will include scope clarification, discussion of miscellaneous fees and other charges, insurance requirements and any other negotiable terms and conditions of the contract. Should THEA and the selected respondent not be able to negotiate a satisfactory contract THEA may negotiate and enter into a contract with the second highest ranked respondent.

2. GENERAL CONDITIONS:

2.1 QUALIFICATIONS OF RESPONDENT:

Each respondent shall be a FDOT Pre-Qualified Consultant for the following PD&E Work Types

Major Work (FDOT Prequalified):

- 2.0 Project Development & Environmental (PD&E) Studies
 - 4.1.1 Miscellaneous Structures
 - 4.1.2 Minor Bridge Design
- 6.1 Traffic Engineering Studies
- 6.2 Traffic Signal Timing
 - 6.3.1 Intelligent Trans Systems Analysis & Design
 - 6.3.2 Intelligent Trans Systems Implementation
 - 6.3.3 Intelligent Trans Traffic Engin. Communications
- 7.1 Signing, Pavement Marking & Channelization

7.2	Lighting
7.3	Signalization
8.1	Control Surveying
8.2	Design, Right-of-Way, Construction Surveying
8.3	Photogrammetric Mapping
9.1	Soil Exploration
9.2	Geotechnical Classification Lab Testing
9.3	Highway Materials Testing
9.4.1	Standard Foundation Studies
13.3	Policy Planning
13.4	Systems Planning
13.5	Sub/Corridor Planning
13.7	Transportation Statistics
15.0	Landscape Architect

The pre-qualification requirements can be met with a combination of qualifications between the prime consultant and sub-consultants of the respondent's team within the identified work categories.

2.2 PERSONNEL:

ELOR Packages submitted for this solicitation will be evaluated, in part, based upon the qualifications of the respondent's team and upon the qualifications of key personnel presented in the ELOR Package.

By submitting an ELOR Package, the respondents agree and acknowledge that they will provide the full complement of staff required to perform the services, including the specific individuals named in the respondent's proposal.

The specific key personnel named in the respondent's ELOR Package shall remain assigned for the duration of the services, unless otherwise agreed to in writing by THEA.

After the award of the resulting contract from this solicitation, in the event that the selected respondent proposes to substitute any of the key personnel, the individual(s) proposed as substitute(s) must demonstrate equal or superior qualifications and experience as required to successfully perform such duties. THEA shall have the sole right to determine whether key personnel proposed as substitutes are accepted and qualified to provide the services.

2.3 AVAILABILITY OF PERSONNEL:

Personnel described in the respondent's ELOR Package shall be available to perform the services as described. All personnel shall be considered to be, at all times, the employees, or agents of a respondent and not employees or agents of THEA.

2.4 PROJECT MANAGER:

The respondents shall designate from its staff a qualified "Project Manager" having experience in performing and/or administering similar types of work as this engagement.

The “Project Manager” shall be the single point of contact as liaison with THEA during the procurement process and during performance of the awarded contracts. THEA desires that the Project Manager be located in the Tampa Bay area to be able to respond to requests and/or meetings in a timely manner.

The “Project Manager” shall be the responsible person in charge of coordinating day to day work activities on task assignments, directing consultant’s work forces, reports, day to day administrative matters, coordinating the SBE policy to achieve the established goals and other related items necessary to fulfill the requirements of the contract.

2.5 CONTRACT:

The selected respondent shall enter into a contract with THEA for these services with the terms and conditions as specified within this solicitation’s instructions and submittal document.

2.6 CONTRACT DURATION:

The contract duration will be for three (3) years plus two (2) one (1) year renewal options.

2.7 CONTRACT ASSIGNMENT:

The selected respondent may not make any assignments of their obligations resulting from this solicitation without the prior written authorization of THEA.

2.8 NON-EXCLUSIVITY OF CONTRACT:

The selected respondent understands and agrees that any resulting contractual relationship is non-exclusive and THEA reserves the right to seek similar or identical services elsewhere if deemed in the best interest of THEA and to cancel any contract with a 30-day written notice from THEA.

2.9 COMPLIANCE:

THEA has the right to reject the ELOR Package or annul the award in the event respondent’s ELOR Package does not comply with any of the requirements outlined herein.

2.10 OWNERSHIP OF DOCUMENTS:

All documents resulting from this procurement process and subsequent contracts will become the sole property of THEA.

2.11 PUBLIC RECORDS LAW:

In accordance with Florida Statutes Chapter 119, and, except as may be provided by other applicable State and Federal Laws, all respondents should be aware that this solicitation and all the responses thereto are in the public domain and are available for public inspection.

The respondents are requested, however, to identify specifically any information contained in their ELOR Package which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exemption law.

All ELOR Packages received in response to this advertisement will become the property of THEA and will not be returned.

2.12 INDEMNIFICATION:

The contract will contain an indemnification clause wherein the selected respondent agrees as follows: “To the fullest extent permitted by law, consultant shall indemnify and hold harmless the Authority, its elected officials, officers and employees, from any and all liabilities, any and all claims, including claims for equitable or injunctive relief, damages, losses and costs, including but not limited to reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of

consultant, its employees, agents, officers, subcontractors and other persons employed or utilized by consultant in the performance of this agreement. It is the specific intent of the Parties hereto that the foregoing indemnification provision comply with section 725.08, Florida Statutes. It is further the specific intent and agreement of the Parties that all the contract documents of any project for which consultant provided services be hereby amended to include the foregoing indemnification. Consultant expressly agrees that it will not claim, and waives any claim, that this article violates section 725.08 Florida Statutes, or is unenforceable pursuant to section 725.08, Florida Statutes. This indemnification obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section, including but not limited to any immunity from or limitation of liability to which the Authority is entitled to pursuant to the doctrine of sovereign immunity or section 768.28, Florida Statutes. This indemnification provision shall include claims made by an employee of consultant against the Authority and consultant waives any entitlement to immunity under section 440.11, Florida Statutes. This indemnification provision shall survive the termination of this agreement however terminated.”

2.13 PUBLIC ENTITY CRIMES STATEMENT:

A person, affiliate, or corporation who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, consultant, subcontractor, or contractor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for a period of 36 months from the date of being placed on the convicted vendor list.

Any such person, affiliate, or corporation wishing to propose on this solicitation must include a current sworn statement pursuant to Section 287.133 (1) Florida Statutes, on public entity crimes. A copy of the required **EXHIBIT 2 - PUBLIC ENTITY CRIMES** is contained in Section C.

THEA may make inquiries regarding alleged convictions or public entity crimes. The failure of the respondent to promptly supply information in connection with an inquiry or the failure to comply with the requirement contained within this section will cause the rejection of any submitted bid, offer, response, or proposal, at the sole discretion of the THEA.

2.14 INSURANCE REQUIREMENTS:

For the term of these services and agreement, during contract award the respondent shall procure and maintain insurances of the types and limits specified in **EXHIBIT 9 INSURANCE REQUIREMENTS, COVERAGES AND LIMITS**.

2.15 BID SECURITY:

A Bid Security is not required for this solicitation.

2.16 PAYMENT AND PERFORMANCE BOND:

A Payment and Performance Bond is not required for this solicitation.

2.17 SUBMITTALS:

This project will require the successful firm to provide electronic and hard copies of the required submittals as directed in the Scope of Work.

2.18 COMPUTER ANIMATION:

The selected firm shall have the capability to develop this project utilizing Computer Aided Drafting and Design (CADD) systems and provide a 3D model to the THEA general engineering consultant ("GEC"). It is the responsibility of the selected firm to meet the requirements in the *FDOT CADD Manual* and coordinate with the THEA GEC to determine the 3D model requirements. The selected firm will submit final documents and files as described therein. The selected firm will find additional related information in the *FDOT Design Manual*.

2.19 CONFLICTS OF INTEREST:

The respondent shall state if it represents clients that may present conflicts or potential conflicts with representation of THEA. Respondent shall provide a list of any potential conflicts by description. Respondent need not identify a particular client. If conflicts are listed, the respondent shall address how these conflicts will be resolved. A copy of the required **CONFLICTS OF INTEREST STATEMENT** is contained in Section C as **EXHIBIT 3**.

2.20 SCRUTINIZED COMPANIES:

Section 287.135 of the *Florida Statutes* prohibits governmental entities from contracting for goods and services of \$1 million or more with companies with Activities in Sudan List, (b) it is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, (c) it is not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, (d) that it does not have Business operations or is engaged in business in Cuba or Syria, and (e) that it is not engaged or engaging in a Boycott of Israel, and that all such certifications were true at the time it submitted its ELOR Package.

A company that, at the time of bidding or submitting a proposal for a new contract is on the Scrutinized Companies with Activities in Sudan List, (b) it is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, (c) it is not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, (d) that it does not have Business operations or is engaged in business in Cuba or Syria, and (e) that it is not engaged or engaging in a Boycott of Israel, is ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local government entity for goods or services of \$1 million or more.

Respondents must certify that it is not listed on the Scrutinized Companies with Activities in Sudan List, (b) it is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, (c) it is not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, (d) that it does not have Business operations or is engaged in business in Cuba or Syria, and (e) that it is not engaged or engaging in a Boycott of Israel.

The resulting contract from this solicitation shall contain a provision that allows for immediate termination of the contract by THEA if the respondent is found to have submitted a false statement or if the respondent during the term of the resulting contract is placed on the Scrutinized Companies with Activities in Sudan List, (b) it is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, (c) it is not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, (d) that it does not have Business operations or is engaged in business in Cuba or Syria, and (e) that it is not engaged or engaging in a Boycott of Israel.

Respondents are required to complete and submit the Certification Regarding Scrutinized Companies Lists with its ELOR Package. A copy of the required **EXHIBIT 4 - CERTIFICATION REGARDING SECURITIZED COMPANIES LIST** is contained in Section C.

2.21 E-VERIFY SYSTEM:

The respondent shall comply with all applicable provisions of sections 448.09 and 448.095, Florida Statutes, as may be amended. The definitions in section 448.095(1), Florida Statutes, as may be amended, apply to this solicitation. The respondent shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees of respondent. The respondent may not enter into a contract with a subcontractor to perform work under the awarded respondent agreement unless and until the subcontractor registers with and uses the E-Verify system. If the respondent enters into a contract with a subcontractor to perform work, the respondent must obtain a properly executed affidavit from the subcontractor stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The respondent must maintain copies of all such affidavits for the duration of these Services. THEA may terminate the executed agreement for cause if THEA determines that respondent or respondent's subcontractor has not complied with any applicable provision of sections 448.09 or 448.095, Florida Statutes, as may be amended. THEA will terminate the agreement for cause if THEA has a good faith belief that respondent has knowingly violated subsection 448.09(1), Florida Statutes, as may be amended. If the THEA has a good faith belief that a subcontractor knowingly violated section 448.09(1), Florida Statutes, as may be amended, but THEA determines that respondent otherwise complied with section 448.09(1), Florida Statutes, as may be amended, THEA will notify the respondent as such, and the respondent must immediately terminate the respondent's contract with said subcontractor. If the executed agreement is terminated under section 448.095(c), F.S.: (a) such termination is not a breach and may not be considered as such; (b) respondent may not be awarded a public contract for at least one (1) year after the date on which the agreement is terminated; and (c) respondent is liable for any additional costs incurred by THEA as a result of the termination of the agreement.

The selected respondent and all its subconsultants shall provide proof of registration and required certificate (as of January 1, 2021) in the E-Verify system to THEA upon execution of a contract.

2.22 NOTICE OF PROTEST:**2.22.1 Protests Prior to Notice of Award:**

Any person wishing to protest THEA's procurement process or its solicitation documents for the procurement of services must file a Notice of Intent to Protest accompanied by a protest bond in the amount of \$5,000 within 72 hours of THEA's publication of the procurement documents, (excluding Saturdays, Sundays, and legal holidays). Within five (5) calendar days of the filing of the Notice of Intent to Protest and posting of bond, the protesting party must file a written protest stating with particularity the facts and law upon which the protest is based. The protest should: (1) state the specific provision(s) of the bid or proposal package or process applicable to the protest; (2) state the specific manner or method in which the protesting party alleges that THEA erred in its interpretation or implementation of its procurement process, procedures or statutory provisions; (3) state the basis upon which the protest is premised; and (4) state the protesting party's position and arguments of law, including any evidence supporting the position.

2.22.2 Protests After Notice of Award:

Any person wishing to protest THEA's actions leading up to a notice of recommendation to either reject any or all bids, or to make a selection or award ("Notice of Decision"), must file a Notice of Intent to Protest, accompanied by a protest bond in the amount of \$5,000 with THEA within 72 hours of THEA's

publication of its Notice of Decision, (excluding Saturdays, Sundays, and legal holidays). The protest bond required herein shall be in addition to the protest bond referenced in Paragraph 2.27.1 above. Within five (5) calendar days of the filing of the Notice of Intent to Protest and posting of bond, the protesting party must file a written protest stating with particularity the facts and law upon which the protest is based. The protest should: (1) state the specific provision(s) of the bid package or process applicable to the protest; (2) state the specific manner or method in which the protesting party alleges that THEA erred in its interpretation or implementation of its procurement process, procedures or statutory provisions; (3) state the basis upon which the protest is premised; and (4) state the protesting party's position and arguments of law, including any evidence supporting the position.

2.23 EXPANDED LETTERS OF RESPONSE (ELOR) PACKAGE REVIEW:

To assist respondents in preparing and submitting a complete ELOR Package, a checklist is included for respondent's use.

The RESPONDENT'S Expanded Letters of Response **(ELOR) PACKAGE REVIEW CHECKLIST** is contained in Section C as **EXHIBIT 5**.

2.24 RESTRICTION ON RESPONDENTS' ELIGIBILITY TO COMPETE FOR THIS PROJECT

A respondent, its affiliate, or sub-consultant that is under contract with THEA for the development of this solicitation cannot be part of a respondent's team proposing to this solicitation.

[END OF SECTION A – GENERAL INFORMATION AND GENERAL CONDITIONS]

SECTION B

Expanded Letters of Response (ELOR) Package

ELOR Packages must be submitted using the method stated in the **Deadline for Submitting Expanded Letters of Response (ELOR) Package** referenced in Section A, Paragraph 1.4, Schedule of Events.

Submittal Deadline - The deadline for delivery of respondent's ELOR Package is no later than the date and time stated for the **Deadline for Submitting Expanded Letters of Response (ELOR) Package** referenced in Section A, Paragraph 1.4, Schedule of Events.

Submittal Quantities - One (1) electronic copy of the ELOR Package in Adobe PDF shall be delivered to THEA by the date, time, and at the location stated for the **Deadline for Submitting Expanded Letters of Response (ELOR) Package** referenced in Section A, Paragraph 1.4, Schedule of Events.

Format - The response should be submitted on 8½-inch by 11-inch pages unless otherwise authorized. Each page should be typewritten and single-spaced with a font size of 10. Text should be presented single-sided on each separate page. Graphics and photographs shall be held to a minimum.

ELOR Packages must be submitted as a single document attached to an e-mail, submitted electronically to the indicated address as referenced in Section A, Paragraph 1.4, Schedule of Events. The ELOR Packages must not exceed 8 MG in size in Adobe PDF format and unzipped. Failure to comply with the submittal requirements may cause the ELOR Packages to be considered non-responsive.

Signature - All responses must be either manually or digitally signed by an authorized officer, principal or partner (as applicable).

Content - In order to ensure a uniform review process and to obtain the maximum degree of understanding of the respondent's abilities, experience and qualifications, it is **required** that respondent's ELOR Package be organized, tabbed and submitted as follows:

1. Table of Contents
2. Expanded Letters of Response

A maximum of **five (5) pages** will be allowed for the "Expanded Letter of Response" element. The five-page limit does not include organizational chart, resumes, forms, or staff hour estimate. The ELOR shall contain the following:

- a) Minimum Requirements:
 - State the RFP name and number;
 - Name of Firm;
 - Firm address;
 - Firm telephone number;
 - Project Manager's name (Project Manager will be considered the primary contact for the respondent during the procurement process **and** during performance of the scope of services);
 - Project Manager's address;
 - Project Manager's telephone number;
 - Project Manager's email address;

- Statement indicating Project Manager's number of years' experience in support of this RFP or similar services;
- A brief statement of interest;
- A brief statement of qualifications of respondent's team;
- Statement confirming respondent's ability to meet the requirements of this RFP.
- Statement confirming respondent and its Project Manager providing the services meets the minimum qualifications and minimum requirements of this RFP.

3. Respondent's THEA's Project, Objectives, and Critical Issues

Respondents detailed approach to the Downtown Viaduct Feasibility Analysis, including mobility, reliability, safety, operational performance, technology opportunities, implementation challenges, and stakeholder considerations. The firm's understanding of project-specific risks, opportunities, and constraints

4. Team

Please explain your team membership and each organization's roles and lead(s) by area of expertise. PD&E-type projects are an inter-disciplinary exercise that requires a mix of disciplines and areas of expertise. Being able to bring that expertise to the project and work with THEA is an important quality of the successful firm, this is more than an organizational chart.

Organizational Chart

Attach an organizational chart that includes the following:

- Identify key members of respondent's team including the proposed Project Manager and names and roles of other key personnel;
- State firm name for key members of respondent's team (if from a Subconsultant);
- State office location (city and state) for key members of respondent's team.

Only those members of the team who will **actively** participate under the potential work assignments should be included. Individuals who would be available on an "as-needed" basis should be omitted.

A maximum of 1 page will be allowed for the "Organizational Chart" element. The Organizational Chart may be submitted on paper sized larger than 11" x 17" if folded neatly to 11" x 17".

5. Technical Approach and Methodology

Please describe your proposed methodology for the project, to include any unique aspects of data collection, modeling, forecasting, safety evaluation, technology assessment, alternatives development, alternatives screening, performance measurement, cost estimating, implementation planning, and/or reporting your team brings to THEA.

6. Project Management, Quality, Coordination, and Delivery Capacity

Please describe your approach to project controls, schedule management, quality assurance and quality control procedures, risk management, stakeholder coordination, communication protocols, and ability to effectively manage a complex multidisciplinary study.

7. SBE Participation

Please describe your approach to meaningful integration of SBEs into study tasks and deliverables. THEA has a goal of 13%, how does your team meet this goal?

8. Resumes

Include **one (1) page** resume for the Project Manager and each of the lead staff of respondent's team.

[END OF SECTION B – RESPONSE REQUIREMENTS]

SECTION C

Required Forms

Required forms to be completed, signed, notarized when indicated and included in Respondent's ELOR Package:

- EXHIBIT 1: Declaration of Respondent
- EXHIBIT 2: Public Entity Crimes Form
- EXHIBIT 3: Conflicts of Interest Statement
- EXHIBIT 4: Certification Regarding Scrutinized Companies Lists
- EXHIBIT 5: Respondent's Response Package Review Checklist
- EXHIBIT 6: Acknowledgment of Receipt of Addendum
- EXHIBIT 7: THEA Exempt Documents Request Form
- EXHIBIT 8: Drug Free Workplace Form
- EXHIBIT 9: Insurance Requirements

Note: Failure to submit the required forms may result in respondent's ELOR Package being determined non-responsive and rejected.

EXHIBIT 1

DECLARATION OF RESPONDENT

1. Name of Respondent: ____

(RESPONDENT, CORPORATION, BUSINESS OR INDIVIDUAL)

2. Name of Contact Person: _

3. Our local (to Tampa, Florida) business and mailing address is: _

4. Professional License Number is: _

5. The Project Manager assigned to this contract has a current Professional License

Number of ____ issued by the State of _____.

6. Federal I.D. Number: _____

7. Our primary business address is: _____

8. Our present business phone number is: _

9. Our present fax number is: _____

10. Our present e-mail address is: _

11. Our business has been operating under its present name since: _____

The below named respondent affirms and declares:

(1) That the respondent has contractual capacity and that no other person, respondent, or corporation has any interest in this response.

(2) That this response is made without any understanding, agreement, or connection with any other person, respondent or corporation making a response for the same purpose, and is in all respects fair and without collusion or fraud.

(3) That the respondent is not in arrears to the Tampa-Hillsborough County Expressway Authority (THEA) upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to THEA.

(4) That the respondent is not in litigation or been disbarred from doing business with THEA.

(5) That no officer or employee or person whose salary is payable in whole or in part from THEA is, shall be, or become interested, directly or indirectly, as surety or otherwise in this response; in the performance of the contract; for the supplies, materials, equipment, and work or labor to which they relate; or in any portion of the profits thereof.

(6) That by submitting a proposal, the respondent agrees and acknowledges that it will provide the full complement of staff required to perform the scope of services, including the specific individuals named in the its proposal and the specific key personnel named in its proposal shall remain assigned for the duration of the project, unless otherwise agreed to in writing by the THEA.

(7) By submitting this response, respondent accepts and acknowledges that respondent can comply with all terms and conditions set forth in the solicitation including, without limitation, the insurance and performance/payment bond requirements and the indemnification provisions.

(8) The person signing hereby warrants that they are duly authorized to sign and bind on behalf of the respondent.

IN WITNESS WHEREOF, this response is hereby signed and sealed as of the date indicated below.

ATTEST: RESPONDENT:

(Witness Signature) Respondent Name

By: ____ (Printed Name of Witness) (AUTHORIZED SIGNATURE)

(Witness Signature)

(Printed Name of Signer)

(Printed Name of Witness)

(Title of Signer)

(Date Signed)

NOTE: The person signing for the respondent shall in his/her own handwriting, sign the company's name, his/her own name and his/her title. Where the person signing for a corporation is other than the President or Vice-President, he/she must by affidavit, show his/her authority to bind the Company. Said affidavit shall be attached to this Declaration of Respondent.

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____ 20____, by

_____. (Name of Individual Signing)

Signature of Notary Public

My Commission Expires: ____

[Apply Notary Seal Here]

[END OF EXHIBIT 1 - DECLARATION OF RESPONDENT]

EXHIBIT 2

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Tampa-Hillsborough County Expressway Authority
by _____

[print individual's name and title]

for _____

[print name of entity submitting sworn statement]

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this
sworn statement: _____.)

2. I understand that a "public entity crime" as defined in a Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjunction of guilt in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:

- i. A predecessor or successor of a person convicted of a public entity crime; or
- ii. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the

provision of goods or services let by a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on the information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent of July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent of July 1, 1989. However, there has been a _____ subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____ OR Produced identification _____

Notary Public – State of _____

My commission expires _____

(Type of Identification)

(Printed, typed or stamped Commissioned Name of Notary Public)

[END OF EXHIBIT 2- PUBLIC ENTITIES CRIME STATEMENT]

EXHIBIT 3

CONFLICTS OF INTEREST STATEMENT

Check one of the boxes below:

☐ To the best of our knowledge, the undersigned respondent has no potential conflict of interest due to any other clients, contracts, or property interest for this solicitation and project.

OR

☐ The undersigned respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interest for this solicitation and project.

RESPONDENT:

By: _____ (AUTHORIZED SIGNATURE)

(Printed Name of Signer)

(Title of Signer)

(Date Signed)

[END OF EXHIBIT 3 – CONFLICTS OF INTEREST STATEMENT

CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS

This certification is required pursuant to Florida Statute, Section 287.135.

By executing this form and each and every renewal hereof (if renewal is separately provided for herein), pursuant to section 287.135, Florida Statutes, Consultant certifies, represents, and warrants that: (a) it is not on the Scrutinized Companies with Activities in Sudan List, (b) it is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, (c) it is not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, (d) that it does not have Business operations or is engaged in business in Cuba or Syria, and (e) that it is not engaged or engaging in a Boycott of Israel, and that all such certifications were true at the time it submitted its bid or proposal for this Agreement, as of the Effective Date of this Agreement, and as of the effective date of any renewal of this Agreement. Notwithstanding anything contained in this Agreement to the contrary, the Authority may terminate this Agreement immediately for cause if: (1) Consultant is found to have submitted a false certification regarding (a) – (e) above in accordance with section 287.135(5), Florida Statutes, (2) Consultant is found to have been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is or has been engaged in Business operations in Cuba or Syria or a Boycott of Israel, or (3) Consultant is found to have been placed on a list created pursuant to section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran. Such termination shall be in addition to any and all remedies available to the Authority at law or in equity. The terms “Boycott of Israel” and “Business operations” used in this section are defined as in Section 287.135, Florida Statutes. The Lists referred to in this section are those Lists in and maintained pursuant to section 287.135, Florida Statutes.

Firm: _____

Firm FID or EIN: _____

Address: _____

City: _____ State: _____ Zip: _____

I hereby warrant that I am duly authorized to sign and bind on behalf of the company listed above as the “Firm”. I hereby certify and affirm that the company listed above as the “Firm” certifies, represents, and warrants that: (a) it is not on the Scrutinized Companies with Activities in Sudan List, (b) it is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, (c) it is not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, (d) that it does not have Business operations or is engaged in business in Cuba or Syria, and (e) that it is not engaged or engaging in a Boycott of Israel, and that all such certifications were true at the time it submitted its bid or proposal for this Agreement, as of the Effective Date of this Agreement, and as of the effective date of any renewal of this Agreement. I understand pursuant to Florida Statute, Section 287.135, the submission of a false certification may subject the Respondent/Bidder to civil penalties, attorney’s fees and/or costs.

Firm:

By: _____
(Authorized Signature)

(Printed Name of Signer)

(Title of Signer)

(Date Signed)

EXHIBIT 5**RESPONDENT'S EXPANDED LETTERS OF RESPONSE (ELOR) PACKAGE REVIEW CHECKLIST**

Respondent's ELOR Package **must be** organized and labeled following the instructions as contained in **Section B**, Paragraph 2.1, ELOR Package.

Proposal Format	Section Title
	1. Table of Contents
	2. ELOR
	3. Organizational Chart
	4. Resumes
	5. Completed Exhibits
	Form 1 - Declaration of Respondent
	Form 2 - Public Entity Crimes Statement
	Form 3 - Conflicts of Interest Statement
	Form 4 - Certification Regarding Scrutinized Companies List
	Form 5 – Respondents Response Package Review Checklist
	Form 6 – Acknowledgement of Receipt of Addendum
	Form 7 – THEA Exempt Documents Request Form
	Form 8 – Drug Free Workplace Form

By submitting this response, we accept and acknowledge that we can comply with all terms and conditions set forth in the ELOR including, without limitation, the insurance and performance/payment bond requirements and the indemnification provision.

Name of Person Responsible

Date

Title of Person Responsible

Company Name

**[END OF EXHIBIT 5 - RESPONDENT'S EXPANDED LETTERS OF RESPONSE (ELOR)
PACKAGE REVIEW CHECKLIST]**

EXHIBIT 6

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM

Were Addenda issued on this Solicitation?

☐ Yes

☐ No

Were Letter of Clarification issued on this Solicitation?

☐ Yes

☐ No

I (We) hereby acknowledge receipt of the following Addendum/Addenda issued in reference to this solicitation by listing the Addenda by number, date and signing the form:

Addendum _____	Date: _____
Addendum _____	Date: _____
Addendum _____	Date: _____
Addendum _____	Date: _____
Letter of Clarification _____	Date: _____
Letter of Clarification _____	Date: _____
Letter of Clarification _____	Date: _____
Letter of Clarification _____	Date: _____

RESPONDENT:

By: _____
(AUTHORIZED SIGNATURE)

(Printed Name of Signer)

(Title of Signer)

(Date Signed)

[END OF EXHIBIT 6 - ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM]

THEA EXEMPT DOCUMENTS REQUEST FORM

TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY
**EXEMPT DOCUMENTS / SECURITY SYSTEM PLAN
DISTRIBUTION FORM**

THEA MODIFIED 050-
020-26 STATE
HIGHWAY ENGINEER
07/22 Page 1 of 2

Exempt Documents being requested or received are included in those exempt from public disclosure as provided by Section 119.071(3)(b), Florida Statutes (Attached). **Security System Plans** being requested are confidential and exempt as provided by Section 119.071(3)(a), Florida Statutes (Attached). The Exempt Documents relate to work being performed for or required by the Tampa-Hillsborough County Expressway Authority (THEA) or work related to the Authority's structures. The following information is being provided as a record of this request or receipt, the Proposer's certifications herein, and distribution of the Exempt Documents or Security System Plans.

Completion of this form and a signature is required before information will be released (* Indicates Required to Obtain Security System Plans):

A. Entity Requesting/Receiving Documents: (Provide Full Name of Entity)

Architect: _____

Engineer: _____

Contractor: _____

Other: _____

B. Name of person receiving Exempt Documents / Security Plans: (Printed): _____

Title: _____

Signature: _____ **Date:** _____

Email: _____ **FL PE License No. (if applicable):** _____

Drivers License or photo identification number of recipient: _____

C. Name of Entity intending to Propose on RFP O-0726: _____

D. Relationship of Person receiving Exempt Documents if not employee of Entity intending to Propose on RFP: _____

E. Reason for Request/Intended Use: _____

F. RECIPIENT CERTIFICATION: I, personally, and as authorized representative of the above Proposer entity, fully understand (check the applicable certification block)

☐ the exempt nature of the Exempt Documents I am receiving and agree to maintain the exempt status of this information in accordance with Florida law.

☐ the confidential and exempt nature of the Security System Plans I am receiving and agree to maintain the confidential and exempt status of these Security System Plans in accordance with Florida law.

G. THEA Employee Providing Exempt Documents or Security Plans:

THEA Office: _____ **Employee Name:** _____

H. Signature of THEA Employee Authorizing Distribution: _____ **Date:** _____

Provider's Signature (if different than person authorizing distribution): _____

I. Method of delivery: _____ **Pick-up by Requestor**

Date Provided: _____

TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY
**EXEMPT DOCUMENTS / SECURITY SYSTEM PLAN
DISTRIBUTION FORM**

THEA MODIFIED 050-
020-26 STATE
HIGHWAY ENGINEER
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EXEMPT DOCUMENTS - Section 119.071(3)(b), Florida Statutes, provides:

Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency are exempt from s. 119.07(1) and s.24(a), Art. I of the State Constitution. This exemption applies to building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency before, on, or after the effective date of this act. Information made exempt by this paragraph may be disclosed to another governmental entity if disclosure is necessary for the receiving entity to perform its duties and responsibilities; to a licensed architect, engineer, or contractor who is performing work on or related to the building, arena, stadium, water treatment facility, or other structure owned or operated by an agency; or upon a showing of good cause before a court of competent jurisdiction. The entities or persons receiving such information shall maintain the exempt status of the information.

SECURITY SYSTEM PLAN - Section 119.071(3)(a), Florida Statutes, provides:

As used in this paragraph, the term "security system plan" includes all Records, information, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations, or consultations or portions thereof relating directly to the physical security of the facility or revealing security systems; Threat assessments conducted by any agency or any private entity; Threat response plans; Emergency evacuation plans; Sheltering arrangements; or Manuals for security personnel, emergency equipment, or security training. A security system plan or portion thereof for: Any property owned by or leased to the state or any of its political subdivisions; or Any privately owned or leased property held by an agency is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. This exemption is remedial in nature and it is the intent of the Legislature that this exemption apply to security system plans held by an agency before, on, or after the effective date of this paragraph. Information made confidential and exempt by this paragraph may be disclosed by the custodian of public records to The property owner or leaseholder; or Another state or federal agency to prevent, detect, guard against, respond to, investigate, or manage the consequences of any attempted or actual act of terrorism, or to prosecute those persons who are responsible for such attempts or acts.

EXHIBIT 8

DRUG FREE WORKPLACE FORM

The undersigned firm, in accordance with Florida Status 287.087 hereby certifies that
_____ does:

Name of Business

1. Publish a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of a statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction of, or require the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies with the above requirements.

Firm's Signature

Date

[END OF EXHIBIT 8 - DRUG FREE WORKPLACE FORM]

**INSURANCE REQUIREMENTS, COVERAGES and LIMITS
for
Tampa-Hillsborough County Expressway Authority**

Contractors and Vendors, hereinafter referred to collectively and individually as “INSURED” conducting business with the Tampa-Hillsborough County Expressway Authority, (“THEA”) are required to maintain adequate insurance coverages and provide insurance certification to THEA.

A. INSURANCE REQUIREMENTS:

- 1) All insurance shall be from responsible insurance companies eligible to do business in the State of Florida and having an AM Best rating of A- or better and a financial size category of VII or better. Utilization of non-rated companies or companies with AM Best ratings lower than A- or a financial size category lower than VII may be approved on a case-by-case basis. If the insurer does not meet these requirements, THEA retains the right to approve or disapprove the use of the insurer.
- 2) INSURED’S liability policies, other than the Workers' Compensation and Professional Liability, shall provide that THEA, its officials, officers and employees are additional named insured as to the operations of the INSURED under the contract.
- 3) INSURED’S liability policies, other than the Workers' Compensation and Professional Liability, shall provide the "Severability of Interest" provision (a/k/a "Separation of Insured" provision).
- 4) The INSURED’S Certificate of Insurance(s) shall provide THEA as an additional certificate holder for all policies issued.
- 5) The INSURED’S Certificate of Insurance(s) shall state the description of the operations, i.e., “Name of Contract” between THEA and “Name of Insured” and shall state the Contract Number assigned for the contract between THEA and the INSURED.
- 6) The INSURED shall deliver to THEA, within ten (10) days from the receipt of a Notice of Award of the contract, properly executed Certificate(s) of Insurance on insurance industry standard certificate of insurance form(s) (example: ACORD form) setting forth the insurance coverages and limits required herein. All of the required insurance coverages shall be issued as required by law and shall be endorsed, where necessary, to comply with the minimum requirements contained herein.
- 7) Except as otherwise specified in the contract, the insurance will commence on or prior to the effective date of the contract and will be maintained in force throughout the duration of the contract. Three years completed operations coverages may be required to be maintained on specific commercial general liability policies and/or professional liability policies effective on the date of substantial completion or the termination of the contract, whichever is earlier.
- 8) Aggregate Policy Limits on policies required of INSURED shall apply exclusively for the contract.
- 9) INSURED authorizes THEA to verify its insurance information with its insurance agents, brokers, surety, and insurance carriers. At THEA’s request, INSURED shall

provide copies of the policies at no cost to THEA, subject to redaction by the INSURED of any proprietary information.

- 10) All insurance coverages of the INSURED shall be primary to any insurance or self-insurance programs carried by THEA; and any THEA insurance or coverages shall not be contributory to INSURED'S insurance requirements in the contract.
- 11) The insurance coverages and limits required of the INSURED under the contract are designed to meet the minimum requirements of THEA. They are not designed as a recommended insurance program for the INSURED. The INSURED alone shall be responsible for the sufficiency of its own insurance program.
- 12) All policies of insurance required herein will be specifically endorsed to require the insurer provide THEA with thirty (30) day notice prior to any cancellation, intent not to renew any policy and/or any change that will reduce the insurance coverages required in the contract, except for the application of the Aggregate Limits Provisions.

The endorsement will specify that such notice will be sent to:

Tampa-Hillsborough Expressway Authority,
(THEA) PROCUREMENT DEPARTMENT
1104 East Twiggs St, Suite 300
Tampa, FL 33602

- 13) THEA accepts no responsibility for determining whether the INSURED'S insurance is in full compliance with the insurance required by the contract. Neither the approval by THEA nor the failure to disapprove the insurance furnished by the INSURED will relieve the INSURED of their full responsibility to provide the insurance required by the contract.
- 14) If the INSURED fails to provide or maintain the insurance coverages required in the contract, THEA may terminate or suspend the contract, or, at THEA's sole discretion, may obtain such coverages and invoice the INSURED and include a 15% administrative cost. If not paid within 45 days, the amount will be deducted from INSURED'S invoice. The decision of THEA to purchase such insurance coverages shall in no way be construed as a waiver of its rights under the contract.
- 15) INSURED shall fully comply with the insurance requirements of the contract unless excused in writing by THEA. Any deductible applicable to any claim shall be the responsibility of the INSURED.
- 16) Any liability insurance aggregate limits are to be confirmed in writing by the respective insurance company that to their knowledge, as of the date of the contract, there are no pending claims or legal actions against the INSURED, which if resolved in favor of the claimant would impair the insurance company's ability to cover the minimum insurance limits stated herein.
- 17) Current Insurance Service Office (ISO) policies, forms, and endorsements or broader shall be used where applicable. Notwithstanding the foregoing, the wording of all policies, forms, and endorsements must be acceptable to THEA without restrictive endorsement.
- 18) The INSURED will not commence work, use or occupy THEA premises in connection with the contract until the required insurance is in force, preliminary evidence of insurance acceptable to THEA has been provided to THEA and THEA

has granted permission to the INSURED to commence work or use or occupy the premises in connection with the contract.

- 19) Upon request, the INSURED shall promptly make available a certified, true and exact copy of the insurance policy and endorsements issued to the policy and any renewal thereof for THEA's review and inspection. In the event of cancellation or non-renewal of this insurance, the INSURED agrees to purchase the maximum "extended claims reporting period" permitted under the policy within the time allowed, unless replacement coverages is obtained with retroactive coverages applicable as of the date the INSURED services started under the contract.
- 20) All insurance minimum coverages limits extend to any subcontractor and the prime INSURED is responsible for all Subcontractors.

B. INSURANCE COVERAGES and LIMITS:

For the term of the contract the INSURED shall procure and maintain insurances of the types and limits specified herein.

- 1) **Workers' Compensation and Employers' Liability Insurance** - The minimum limits of Worker's Compensation/Employer's Liability Insurance (inclusive of any amount provided by an umbrella or excess policy) are:

Workers' Compensation Requirements	Florida	Statutory
Employers' Liability		
Each Accident		\$500,000
Disease – Policy Limit		\$500,000
Disease - Each Employee		\$500,000

- 2) **Commercial General Liability Insurance** - The minimum limits of Commercial General Liability Insurance (inclusive of any amount provided by an umbrella or excess policy) are:

General Aggregate	\$1,000,000
Per Person	\$1,000,000
Each Occurrence	\$2,000,000
Personal Injury	\$1,000,000
Property Damage	\$1,000,000
Products & Completed Operations	\$1,000,000

The General Aggregate Limit must be specifically applicable to the contract between THEA and the INSURED.

The Certificate must reflect whether the policy is "claims made" or "occurrence".

Products & Completed Operations coverages to be maintained for three (3) years after final completion of the work under the contract.

- 3) **Business Automobile Liability Insurance** - The minimum limits of Business Automobile Liability Insurance (inclusive of any amount provided by an umbrella or excess policy) covering ownership, maintenance, use, loading and unloading of all its owned, non-owned, leased or hired vehicles are:

Bodily Injury	
Each Person	\$1,000,000
Each Accident	\$1,000,000
Property Damage	\$1,000,000
Bodily Injury & Property Damage Combined	\$1,000,000

- 4) **Umbrella Liability Insurance or Excess Liability Insurance** – Umbrella Liability Insurance or Excess Liability Insurance must provide the same coverages as required for the underlying Commercial General, Business Automobile and Employers' Liability Coverages with no gaps in continuity of coverages or limits.

Bodily Injury & Property Damage Combined	
Each Occurrence	\$2,000,000
Aggregate (specific to the contract)	\$2,000,000
Aggregate (not specific to the contract)	\$1,000,000

- 5) **Professional Liability Insurance, also known as “Errors and Omissions”.**

The minimum limits of Professional Liability Insurance covering all work of the INSURED without any exclusions unless approved in writing by THEA are:

Each Claim	\$1,000,000
Aggregate	\$1,000,000

Any deductible applicable to any claim shall be the responsibility of the INSURED and shall not be greater than \$100,000 unless approved by THEA in writing. This coverages shall be maintained by the INSURED for a period of not less than three (3) years from the date the INSURED has completed and THEA has accepted the services under the contract.

- 6) **Fiduciary Liability Insurance** - The minimum limits of Fiduciary Liability Insurance covering all work of the INSURED without any exclusions unless approved in writing by THEA are:

Each Claim	\$5,000,000
Aggregate	\$5,000,000

Any deductible applicable to any claim shall be the responsibility of the INSURED and shall not be greater than \$100,000 unless approved by THEA in writing. This coverages shall be maintained by the INSURED for a period of not less than three (3) years from the date the INSURED has completed and THEA has accepted the services under the contract.

- 7) **Environmental Impairment (Pollution) Liability, (if required)** – Environmental Impairment (Pollution) Liability insurance is required only if specifically stated in the ELOR Instructions and Submittal Documents Package.

If required, the minimum limits of Environmental Impairment (Pollution) Liability insurance coverages (inclusive of any amount provided by an umbrella or excess policy) for liability resulting from pollution or other environmental impairment in connection with operations performed by or on behalf of INSURED under the contract or the use or occupancy of THEA premises by or on behalf of the INSURED are:

Each Occurrence	\$1,000,000
Annual Aggregate	\$1,000,000

SECTION D
ATTACHMENTS

ATTACHMENT 1: Scope of Services



**SCOPE OF SERVICES
FOR
DOWNTOWN VIADUCT FEASIBILITY ANALYSIS**

1. PURPOSE:

The Tampa-Hillsborough County Expressway Authority (THEA) is soliciting qualified firms to complete a Downtown Viaduct Feasibility Analysis. The study will evaluate short-term, mid-term, and long-term opportunities to improve mobility, reliability, safety, and operational performance of the Selmon Expressway Downtown Viaduct and adjacent Downtown Tampa roadway network over an approximately 50-year planning horizon.

The study will assess potential geometric, operational, and technology-based improvements within the downtown influence area. The study area generally includes the Selmon Expressway Viaduct from west of Hillsborough River to the I-4 Connector, I-4 Connector interfaces, major downtown access points, and adjacent roadway facilities influenced by viaduct operations.

The study is anticipated to include transportation planning, traffic engineering and operations analysis, along with concept development, technology assessments, agency coordination, implementation planning, and related professional services necessary to complete the study.

The successful firm and their team will have professionals for the broad range of disciplines and expertise needed for performing the services. The successful firm shall use professionals and technicians who are licensed, certified and qualified to perform the work. THEA has a goal of 13.5% SBE participation.

Pre-qualification by the Florida Department of Transportation (FDOT) in all of the identified categories of work is required. The prime consultant must be pre-qualified in or provide a sub-consultant who is pre-qualified in the identified work categories. The pre-qualification requirements can be met with a combination of qualifications between the prime consultant and sub-consultants of the firm's team within the identified work categories.

The work categories for this solicitation are:

2.0 Project Development and Environmental Studies

3.2 Major Highway Design

3.3 Controlled Access Highway Design

4.2.1 Major Bridge Design - Concrete

4.2.2 Major Bridge Design - Steel

6.1 Traffic Engineering Studies

6.2 Traffic Signal Timing

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6.3.1 Intelligent Transportation Systems Analysis and Design

6.3.2 Intelligent Transportation Systems Implementation

6.3.3 Intelligent Transportation Traffic Engineering Systems Communications

6.3.4 Intelligent Transportation Systems Software Development

7.1 Signing, Pavement Marking, and Channelization.

13.4 Systems Planning

13.5 Subarea/Corridor Planning

13.7 Transportation Statistics

The Scope of Services describes and defines the services that are required.

2. SCOPE:

THEA intends to engage a firm in accordance with THEA's Procurement Policy to perform the following services:

Task 1 – Project Management and Coordination

The consultant will provide overall project management, coordination, scheduling, budgeting, quality assurance, and progress reporting necessary to successfully complete the study. The consultant will maintain regular communication with THEA and ensure that technical work products are completed in accordance with the approved schedule, budget, and quality management procedures. Coordination activities shall include project meetings, technical reviews, progress reporting, and support for project administration throughout the study duration.

Project Administration

The consultant will manage all study activities throughout the project duration.

Activities shall include:

- Project Administration
- Schedule management
- Budget management
- Coordination meetings with THEA
- Quality assurance and quality control (QA/QC)
- Progress reporting
- Deliverable management

Task 1 Deliverable(s):

- Monthly Progress Reports
- Meeting Agendas and Summaries

Task 2 – Existing Conditions Assessment

The consultant will evaluate and document existing transportation conditions within the study area along Selmon Expressway from west of Hillsborough River to I-4 Connector and all the downtown intersections within the influence area of the Viaduct operations. This is to establish a baseline understanding of current system performance and operating characteristics. The

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assessment shall leverage available data, previous studies, and targeted supplemental data collection, as needed, to evaluate roadway operations, traffic patterns, reliability, safety performance, freight activity, multimodal connectivity, existing ITS infrastructure and existing technology deployments. The findings will be used to identify existing deficiencies, operational constraints, and opportunities for improvement.

Review of Existing Information and Traffic Data

The consultant will review available information including previous studies, traffic analyses, operational studies, planning documents, corridor studies, ITS plans, available transportation datasets, and existing traffic data from prior planning studies. The consultant will maximize the use of available information and limit supplemental data collection to locations where significant data gaps exist.

Data to be reviewed and/or collected includes:

- Traffic volumes/counts
- Travel times
- Origin-destination data
- Incident data
- Crash data/history
- Toll transaction information

The consultant will evaluate existing traffic data to support the study analyses and determine whether additional data collection is required. The consultant must collect additional data for the study area if data gaps are identified. Previous analysis from planning studies with data older than twenty-four (24) months should be validated and checked for reasonableness. If the traffic validation reveals that the existing counts available are not valid anymore, then a methodology should be developed to update the traffic data. Furthermore, a field inspection should be conducted to confirm existing roadway, operational, and traffic characteristics within the study area. Supplemental data collection shall be conducted where necessary to address identified data gaps.

Traffic Analysis Methodology

The consultant will perform traffic analysis in accordance with guidance from the FDOT's *PD&E Manual*, *Traffic Analysis Handbook*, and *Project Traffic Forecasting Handbook*. The consultant will prepare and submit forecast and analysis methodology which must be agreed upon by THEA. It is highly recommended that the consultant coordinate with THEA, FDOT, City of Tampa, and Hillsborough County prior to beginning any analysis to understand the development plans and data needs. The consultant, in coordination with THEA, will establish the performance Measures of Effectiveness (MOE) for conducting a comparative evaluation of alternatives. The methodology will evaluate the study area as a network including major intersections within area of influence of the Selmon Expressway. The development of future forecast data must use the currently adopted version of the Transportation Planning Organization (TPO) *Long Range Transportation Plan* (LRTP) travel demand model - Tampa Bay Regional Planning Model (TBRPM) version 10.1.1, or latest available. The consultant will validate the travel demand model at a subarea level.

Capacity analysis will be based on the latest *Highway Capacity Manual* procedures. The advanced microsimulation traffic analysis model PTV VISSIM will be used, and calibration and validation is required. Calibration of the microsimulation model should be consistent with the *FHWA Traffic Analysis Toolbox*. Traffic Operational Analysis Procedures and Estimation

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of MOEs shall also be documented. Data should be gathered in accordance with the *FDOT Traffic Analysis Handbook*.

In addition, the consultant, in consultation with THEA, will develop the methodology for conducting the safety analysis in accordance with Part 2, Chapter 2 of the *PD&E Manual* and the *Safety Analysis Guidebook for PD&E Studies* to evaluate safety performance of the project alternatives.

The consultant must submit all traffic analysis files with assumptions, inputs, outputs, network data, calculations, and results to THEA for approval.

Traffic Counts

The consultant will obtain the available initial traffic data from THEA, FDOT, City of Tampa, and Hillsborough County. Such data may include:

- Current corridor traffic counts
- Historic traffic counts with K, D and T factors
- Heavy vehicle traffic data; trucks (medium and heavy) and buses

The following interchanges along Selmon Expressway within the project limits include:

- S Tampa Street & Selmon Expressway
- S Florida Avenue & Selmon Expressway
- S Morgan Street & Selmon Expressway
- S Jefferson Street & Selmon Expressway
- W Kennedy Boulevard & Selmon Expressway
- N Nebraska Avenue & Selmon Expressway
- S Meridian Avenue & Selmon Reversible Expressway
- N 21st Street & Selmon Expressway
- I-4 Selmon Connector & Selmon Expressway

Counts should only be done Tuesday, Wednesday, and Thursday. No counts will be allowed Monday or Friday.

All counts used in this study will be less than one year old from the time of collection. The count locations and type will be agreed upon by THEA. Additionally, the consultant will need to coordinate with FDOT, City of Tampa, and Hillsborough County prior to beginning the count program to understand if these agencies have recent data that could be used for the project.

In addition, the consultant will review the existing multimodal data for completeness and coordinate with the THEA Project Manager if additional data is needed.

Calibration and Validation Data Collection

The consultant will collect calibration and validation data for the project analysis in accordance with Part 2, Chapter 2 of the *PD&E Manual* and the *Traffic Analysis Handbook* and methodology as agreed upon in the analysis methodology.

- The consultant will obtain signal timings for all signalized intersections
- The consultant will obtain/collect existing Roadway Characteristics Inventory data including number of lanes, turning lane storage lengths, speed limits, lane width, presence of lighting and sidewalks
- The consultant will collect operational data including travel time runs within the project limits during the peak periods for the AM and PM, queue length

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- observations at the ramp terminal intersections, and off-peak (for desired speed) and peak (for calibration) spot travel speed data at select locations within the project limits
- The consultant will observe the queue lengths at the study intersections during the peak hours when the travel time runs and turning movement counts are performed
- The consultant will utilize StreetLight O/D data to supplement and validate the Bluetooth detection O/D data for travel patterns.
- The consultant will process collected data and prepare summaries

Existing System Performance Assessment

The consultant will assess existing mobility, reliability, safety, and operational performance throughout the study area. Key issues, including constraints, bottlenecks, and opportunities affecting the Downtown Viaduct and adjacent transportation network will be identified and documented.

Evaluate:

- Congestion
- Reliability
- Bottlenecks
- Queueing
- Incident impacts
- Safety trends
- Multimodal performance

Existing Traffic Operational Analysis

The consultant will conduct an existing (2026 base year) traffic operational analysis and report the operational performance measures as agreed upon in the analysis methodology. The consultant will evaluate all the interchanges along Selmon Expressway from west of Hillsborough River to I-4 Connector and all the downtown intersections within the influence area of the Viaduct operations. The consultant will use the VISSIM microsimulation program to conduct the traffic analysis. The consultant may use SYNCHRO for preliminary timing scheme optimization for the signalized intersections within the study limits.

The existing conditions VISSIM model will be based on existing as-built plans, aerial photography, photographs, signal timing parameters, existing traffic volumes, and operational characteristics. Once the existing conditions simulation models are constructed, they will be calibrated to reasonably match traffic operations observed in the field.

Documentation will include the basic methodology, coding, and output for Selmon Expressway from west of Hillsborough River to I-4 Connector and all the downtown intersections within the influence area roads speed profiles, travel timetables, tables showing volume, speed, and density.

Existing Safety Analysis

The consultant will perform a safety analysis in accordance with the *Safety Analysis Guidebook for PD&E Studies* and Safety Crash Data Guidance. The consultant will obtain the most recent five (5) years of available data from THEA's crash database and other local sources for this project for the existing conditions analysis. The crash data will include the number and type of crashes, crash locations, number of fatalities and injuries, and estimates

Downtown Viaduct Feasibility Analysis

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of property damage and economic loss. In addition to crash data, field observations, stakeholder input, and other information on existing operations may be necessary.

Task 2 Deliverables:

- Existing Conditions Assessment
- Traffic Analysis Methodology
- Calibration Report
- Traffic Data Files

Task 3 – Future Conditions and Needs Assessment

The consultant shall evaluate anticipated future transportation conditions based on adopted regional forecasts, planned development, demographic growth, and emerging transportation trends. The assessment shall identify future mobility, reliability, safety, operational, and technology-related needs that may affect the performance of the Selmon Expressway Downtown Viaduct and surrounding transportation network.

The consultant shall evaluate future transportation conditions and identify anticipated transportation needs for the following planning horizons:

- Short-term
- Mid-term
- Long-term

The results will help define the transportation challenges the study alternatives are intended to address and support the development of a long-term vision for the Selmon Expressway Viaduct.

Growth and Development Assessment

The consultant will review adopted regional forecasts, planned development activity, land use trends, and transportation plans to identify factors expected to influence future travel demand. The assessment will consider anticipated changes in population, employment, freight activity, and mobility patterns.

Review:

- TBRPM forecasts
- Review adopted plans
- Land use projections
- Downtown Tampa development trends
- Regional travel demand considerations
- Emerging mobility trends

Future Demand Forecasting

No-Build Volumes: The consultant will develop opening year and design year design hourly volumes for the No-Build Alternative in accordance with the FDOT's *Project Traffic Forecasting, Procedure No. 525-030-120*. The need for interim year and any other year analysis will be determined in the Traffic Analysis Methodology.

Build Alternatives Volumes: The consultant will develop opening year and design year design hourly volumes only for viable or feasible build alternatives. The need for interim year and any other analysis will be determined in the Traffic Analysis Methodology.

Future Traffic Operations Analysis

The consultant shall evaluate future transportation conditions and identify anticipated transportation needs for the following planning horizons:

- Short-term
- Mid-term
- Long-term

No-Build Alternative Operational Analysis

The consultant will include the existing configuration of the study limits for the existing year and existing plus committed improvements for future analysis years. The consultant will analyze the operational performance of the No-Build Alternative for the opening-year and design-year analysis periods to identify deficiencies related to the purpose and need for the project. The operational effectiveness of the No-Build Alternative will be evaluated using agreed-upon MOEs, including multimodal performance for pedestrian, bicycle, modes, as appropriate.

VISSIM models shall be developed for the analysis years with the No-Build scenarios during the AM and PM peak periods. The models shall be developed as a network consistent with the approved Traffic Analysis Methodology and shall be run for a minimum of three hours, excluding model loading periods, utilizing multiple random seed values to account for the stochastic nature of simulation modeling. A minimum of ten simulation runs shall be completed for each analysis scenario.

Measures of Effectiveness shall include, but not be limited to:

- Volume
- Speed
- Density
- Travel time
- Delay
- Queue length
- Network throughput
- Reliability

Task 3 Deliverables:

- Traffic Forecasting Memorandum
- No-Build Operational Analysis (w/ VISSIM models)

Task 4 – Capacity and Roadway Build Alternatives

The consultant shall develop a range of short/mid/long-term alternatives that address the needs identified during the study. Alternatives may include low-cost operational improvements, roadway and ramp modifications, and other concepts intended to improve network performance. The consultant shall establish an evaluation framework and conduct a screening process to identify alternatives that warrant more detailed technical evaluation. The consultant will use the information from previous planning studies, the existing conditions assessment, and the future conditions analysis to identify alternatives in the study area.

Alternatives Development

The consultant will identify, develop, assess, and refine preliminary project alternatives that would satisfy study goals. Development of alternatives shall consider previously completed planning products, stakeholder input, existing conditions findings, and future transportation needs.

The consultant shall evaluate a comprehensive range of project build alternatives categorized across short-term, medium-term, and long-term implementation horizons to address current and future operational and capacity deficiencies. The following geometric and capacity improvements shall be evaluated as build alternatives, supplemented by necessary provisions to satisfy long-term corridor demands:

- Add a westbound (WB) auxiliary exit lane approaching the Kennedy Blvd exit and reconfigure the WB Kennedy exit into a two-lane exit ramp, establishing a four to three/two lane split configuration at the ramp exit.
- Add an additional through lane in both the eastbound (EB) and WB directions between the downtown exit and entrance ramps and the Selmon Connector.
 - This improvement will likely necessitate relocating the Ramp 3 WB slip ramp from the Reversible Express Lanes (REL) to the local lanes west of the REL bridge, connecting it to the local lane viaduct west of the final straddle bent prior to the Kennedy exit.
- Convert the WB Brorein St exit into a two-lane exit ramp, establishing a three to two/two lane split configuration at the ramp exit.

The following categories should also be evaluated:

- **Ramp concepts:** Configuration, lane allocation, geometry, and deceleration/acceleration lengths for system and service interchanges, including modifications to slip ramps, exit/entrance splits, and lane drop/add balancing.
- **Auxiliary lane concepts:** Addition, extension, and drop configurations for weaving, merging, and diverging segments to enhance mainline operational flow and reduce turbulence.
- **Through-lane concepts:** Cross-section adjustments, mainline capacity additions, lane balancing, and shoulder utilization strategies for both eastbound and westbound directions.
- **Viaduct modifications:** Structural adaptations, width constraints, lane arrangements, and geometric adjustments required at straddle bents, elevated structures, and viaduct bottlenecks.
- **Access management concepts:** Review and optimization of access points, interchange spacing, weave lengths, and slip ramp relocations (such as the Ramp 3 transition from the REL to local lanes) to minimize friction and improve safety.
- **Corridor operations concepts:** Integration of active traffic management strategies, signing and pavement marking plans, queue management, and bottleneck mitigation measures to optimize overall network performance during peak periods.

The consultant shall evaluate phased implementation concepts, where appropriate, to support short-term, medium-term, and long-term investment strategies.

Screening Criteria Development

The consultant shall establish a performance-based evaluation framework and screening methodology to assess and compare alternatives. Screening criteria shall consider agreed-upon Measures of Effectiveness (MOEs) such as operational effectiveness, ability to achieve goals, safety, constructability, cost, community compatibility, environmental impacts, implementation feasibility, mobility, reliability, travel time, queueing, freight mobility, multimodal performance, and other relevant operational characteristics.

Project goals, objectives, and evaluation criteria will be defined in coordination with project stakeholders and THEA and be applied to the alternatives and segments to measure the relative performance of each alternative/segment as it relates to their merits as well as their potential impacts.

Project goals may include:

- Mobility
- Safety
- Reliability
- Multimodal accessibility
- System resiliency

Recommended Alternative(s) Identification

The consultant shall conduct a planning-level screening of all developed alternatives using the approved evaluation framework and identify alternatives that warrant more detailed consideration.

Alternatives shall be evaluated using agreed-upon MOEs. Alternatives deemed not viable due to fatal flaws, prohibitive costs, or failure to meet project goals shall be removed from further consideration, and the rationale for their elimination shall be documented in support of future project development and environmental review requirements.

Based on the screening results, stakeholder input, and coordination with THEA, the consultant shall identify recommended short-term, medium-term, and long-term improvement strategies for future study and implementation.

The screening process, evaluation findings, and recommended alternatives shall be documented in the Draft/Final Feasibility Report.

Build Alternative Operational Analysis

The consultant will analyze the operational performance of the alternatives for the opening-year and design-year analysis periods to identify deficiencies related to the purpose and need for the project. The operational effectiveness of the build alternatives will be evaluated using agreed-upon MOEs, including multimodal performance for pedestrian, bicycle, modes, as appropriate.

VISSIM models shall be developed for the analysis years with the build scenarios during the AM and PM peak periods. The models shall be developed as a network consistent with the approved Traffic Analysis Methodology and shall be run for a minimum of three hours, excluding model loading periods, utilizing multiple random seed values to account for the stochastic nature of simulation modeling. A minimum of ten simulation runs shall be completed for each analysis scenario.

Future Safety Assessment

The consultant shall evaluate the future safety performance of the No-Build and Build Alternatives to assess the potential safety benefits and tradeoffs associated with each alternative. The analysis shall consider projected traffic volumes, proposed geometrics, modal needs, traffic control conditions, operational performance, design context, and anticipated users of the facility.

The consultant shall conduct the analysis using the approved Traffic Analysis Methodology and may utilize Crash Modification Factors (CMFs), Highway Safety Manual (HSM) predictive methodologies, or other approved safety analysis techniques. Additional data, including roadway characteristics and traffic volumes, may be collected as necessary to support the analysis.

The future safety assessment shall also consider ongoing and committed transportation projects within or near the study area that may affect future safety and operations. The evaluation shall include comparative assessments of No-Build and Build Alternatives, including multimodal safety considerations where appropriate, and document the anticipated safety benefits and potential safety tradeoffs associated with each alternative.

Environmental Screening and Categorical Exclusion Documentation Support

The consultant shall perform a planning-level environmental evaluation of the build alternatives and recommended alternatives to identify environmental constraints, opportunities, risks, and potential permitting considerations. The environmental evaluation shall be conducted consistent with applicable portions of the current FDOT Project Development and Environment (PD&E) Manual, the National Environmental Policy Act (NEPA), and applicable federal and state environmental regulations.

The purpose of this task is to determine the environmental feasibility of the alternatives, identify issues that may influence alternative selection or implementation, and provide documentation sufficient to support the future preparation of a Categorical Exclusion (CE) determination if the project advances beyond the feasibility stage.

Environmental Screening

The consultant shall review available environmental information within the study area and identify environmental resources that may be affected by the project alternatives.

The environmental screening shall include, as appropriate:

- Land use and community considerations
- Sociocultural effects
- Potential Right-of-Way requirements
- Relocation considerations
- Public facilities and community resources
- Section 4(f) and Section 6(f) resources
- Cultural resources and historic properties
- Archaeological resources
- Protected species and habitat
- Wetlands and other surface waters
- Floodplains
- Water quality considerations
- Essential Fish Habitat, if applicable
- Coastal resources, if applicable

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- Hazardous materials and contamination concerns
- Noise-sensitive land uses
- Air quality considerations
- Permitting considerations
- Environmental justice considerations
- Cumulative environmental concerns

The consultant shall utilize available databases, GIS information, aerial photography, environmental resource mapping, previously completed environmental studies, and publicly available agency data to perform the screening.

Agency Coordination

The consultant shall coordinate with THEA and assist in identifying agencies that may have jurisdiction or an interest in environmental issues associated with the project.

Potential coordination agencies may include:

- FDOT District 7
- FHWA
- Florida Department of Environmental Protection (FDEP)
- Southwest Florida Water Management District (SWFWMD)
- U.S. Army Corps of Engineers (USACE)
- Florida Fish and Wildlife Conservation Commission (FWC)
- U.S. Fish and Wildlife Service (USFWS)
- State Historic Preservation Officer (SHPO)
- City of Tampa
- Hillsborough County
- Other agencies as identified during the study

Formal environmental agency coordination is not anticipated as part of this task unless specifically authorized by THEA.

Environmental Constraints Evaluation

The consultant shall assess each Build Alternative to identify potential environmental constraints that may influence design feasibility, implementation sequencing, project cost, schedule, and future environmental approvals.

The evaluation shall:

- Identify areas of environmental concern.
- Identify potential fatal flaws.
- Compare relative environmental impacts among alternatives.
- Identify opportunities to avoid, minimize, or mitigate impacts.
- Identify alternatives that may warrant elimination from further consideration based on environmental constraints.
- Document environmental advantages and disadvantages of each alternative.

The consultant shall coordinate with the alternatives screening process and incorporate environmental findings into the overall evaluation framework.

Categorical Exclusion Documentation Support

For the recommended alternative(s), the consultant shall prepare documentation summarizing environmental considerations and provide an assessment of the anticipated NEPA class of action.

The documentation shall:

- Summarize existing environmental conditions.
- Identify anticipated environmental effects.
- Describe avoidance and minimization opportunities.
- Identify anticipated permits and approvals.
- Evaluate potential impacts to environmental resources.
- Assess consistency with applicable CE criteria.
- Identify additional environmental studies likely required during future PD&E or design phases.
- Document environmental commitments and considerations that should be carried forward into future project development.

The consultant shall prepare information sufficient to support future development of a Categorical Exclusion package; however, preparation and approval of a formal CE document is not included unless specifically authorized by THEA.

Environmental Commitments Matrix

The consultant shall prepare an Environmental Commitments and Risk Matrix identifying:

- Environmental resources of concern
- Potential project impacts
- Proposed avoidance and minimization measures
- Anticipated permit requirements
- Recommended future studies
- Potential schedule and implementation risks
- Responsible agencies

The matrix shall be developed as a planning tool for use during future PD&E and design phases.

Task 4 Deliverables:

- Environmental Screening Technical Memorandum
- Environmental Constraints Mapping (GIS Format)
- Environmental Commitments and Risk Matrix
- Categorical Exclusion Documentation Support Memorandum
- Environmental Input for Alternatives Screening and Feasibility Report
- Alternatives Development and Screening Technical Memorandum
- Build Alternatives Operational and Safety Analysis (w/ VISSIM models)

Task 5 – Technology Opportunities Assessment

The consultant shall assess opportunities for technology-based improvements that could enhance mobility, reliability, incident management, and operational performance within the study area. The assessment shall evaluate existing ITS infrastructure, identify operational gaps, and review emerging technologies and transportation management strategies that could improve system performance. The consultant shall identify feasible implementation

opportunities, planning-level costs, and deployment considerations appropriate for future project development.

Existing Technology Assessment

The consultant shall inventory and assess existing intelligent transportation systems, communications infrastructure, and roadway technology assets within the study area.

Before introducing new systems, the consultant must establish a comprehensive baseline of the Selmon Expressway's current capabilities. This involves a physical and operational audit of the following existing assets inventory:

- Fiber network: Assess the current/planned capacity, redundancy, age, and overall health of the fiber optic backbone to ensure it can handle increased data loads.
- CCTV: Evaluate current/planned camera coverage gaps, and integration capabilities for traffic monitoring.
- Detection systems: Analyze the accuracy, reliability, and maintenance needs of current traffic sensors (e.g., microwave radar, loop detectors) used for volume and speed data.
- Dynamic message signs (DMS): Review the placement, visibility, and operational status of the signs currently in-place/planned for traveler information.
- Tolling systems: Examine the existing/planned electronic tolling infrastructure to identify opportunities for data sharing or integration with advanced traffic management systems.
- Communications infrastructure: Assess the network hardware (switches, routers, firewalls) supporting secure and rapid data transmission back to the Traffic Management Center (TMC).

Design plans for the South Selmon Capacity, ITS Infrastructure for East Selmon and West Selmon, and Roadside Toll Collection System Replacement projects will be provided to the consultant for use in assessing existing/planned technology.

Technology Opportunities

The consultant will investigate forward-looking solutions to modernize operations, categorizing them into three primary focus areas for the corridor:

Advanced Traffic Operations Technologies

- AI-powered traffic management: Evaluating artificial intelligence platforms that can learn traffic patterns and autonomously optimize flow.
- Predictive analytics: Utilizing historical and real-time data to forecast congestion and incidents before they occur, allowing for proactive management.
- Automated incident detection: Implementing software that instantly alerts TMC operators to crashes, debris, or stalled vehicles.
- Computer vision systems: Leveraging advanced camera analytics for detailed, automated data collection (e.g., vehicle classification, wrong-way driver detection).
- Digital twin technologies: Exploring the creation of a virtual, real-time replica of the expressway to simulate, test, and validate operational changes safely.

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Active Traffic Management Strategies

- Dynamic speed management: Assessing the feasibility of adjusting speed limits in real-time based on weather, congestion, or incidents to harmonize traffic flow.
- Lane use control: Managing lane availability using overhead gantries to direct drivers around blocked lanes.
- Queue warning systems: Automatically alerting drivers to upcoming slowdowns to prevent secondary rear-end collisions.
- Dynamic rerouting: Developing automated protocols to provide drivers with alternative routes during major expressway closures.
- Ramp management concepts: Evaluating strategies like ramp metering to smooth the flow of vehicles entering the mainline expressway.

Other Technology Considerations

- V2X infrastructure: Planning for Vehicle-to-Everything roadside units (RSUs) to communicate safety messages directly to smart vehicles.
- Freight applications: Tailoring technologies to improve safety, efficiency, and routing specifically for commercial trucks utilizing the corridor.
- Future readiness considerations: Ensuring that current investments and physical infrastructure are adaptable to upcoming, unforeseen technological leaps.

Technology Deployment Strategy

The consultant will develop a comprehensive deployment strategy containing the following components:

- Concept of Operations (ConOps): Defining exactly how the proposed systems will function, who will operate them, and what the user experience will be.
- Systems Engineering Framework: Applying a rigorous, standardized methodology to ensure the chosen technologies meet THEA's specific performance requirements and integrate seamlessly.
- Benefit-Cost Considerations: Quantifying the expected return on investment—such as travel time reliability, crash reductions, and emissions decreases—weighed against procurement and maintenance costs.
- Phased Deployment Plan: Creating a logical, step-by-step timeline for implementing the technologies. This will prioritize high-impact, low-barrier deployments while scheduling complex integrations for later phases.
- Funding Opportunities Assessment: Identifying potential federal (e.g., USDOT ATAIN grants), state, or regional funding mechanisms to support the financial feasibility of the deployment.

Task 5 Deliverable:

- Technology Opportunities Assessment Memorandum

Task 6 – Agency Coordination

The consultant shall support collaboration with agencies and transportation partners throughout the study process. Stakeholder engagement activities shall focus on gathering input regarding transportation challenges, operational priorities, future growth considerations, and potential improvement opportunities. The consultant shall document stakeholder

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feedback and incorporate relevant input into the development/evaluation of alternatives and development of recommendations.

Agencies that will be included are:

- FDOT District 7
- City of Tampa
- Hillsborough County
- Hillsborough County TPO
- Port Tampa Bay
- Other stakeholders identified during study development

Task 6 Deliverable(s):

- Presentation materials, exhibits, and meeting summaries

Task 7 – Feasibility Report

The consultant shall synthesize study findings into a feasibility report that assesses potential roadway and technology-based improvement alternatives for the Selmon Downtown Viaduct and surrounding transportation network. Capacity and roadway alternatives will be developed and evaluated for short-term, mid-term, and long-term planning horizons, while the technology-based investment opportunities shall be assessed based on their ability to improve system operations, reliability, anticipated benefits, constraints, costs, and implementation considerations. Based on the results of the evaluation, the consultant will provide a recommended program of improvements that identifies a phased approach for advancing feasible capacity and operational investments.

The feasibility report will document study methodology, existing and future conditions assessments, alternatives development and evaluation process, recommended program of improvements, and an implementation roadmap outlining potential next steps, funding considerations, phasing strategies, and project development activities. The report will provide THEA with a decision-making framework to guide future investments and engineering studies.

Recommended Program of Improvements

Recommend improvement for the following time frames:

- Short-Term: Operational and technological solutions.
- Mid-Term: Targeted capital improvements and operational enhancements
- Long-Term: Major viaduct capacity and network investment strategies

Implementation Roadmap

Prepare:

- Prioritization matrix
- Funding opportunities
- Phasing strategy
- Future project development recommendations

Task 7 Deliverables:

- Draft Feasibility Report
- Final Feasibility Report
- Executive Presentation
- GIS, CADD, and Traffic Modeling Files

3. LENGTH OF SERVICE:

The contract shall begin with a purchase order and written notification to proceed by THEA.

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 contract, coordinate closely with THEA to minimize rescheduling of consultant activities due to changes in scheduling.

4. ITEMS TO BE FURNISHED BY THEA:

Contract Documents

THEA will furnish contract documents. These documents may be provided in either paper or electronic format.

Project Documentation

THEA will furnish documentation for other projects that will influence this feasibility study. These project documents include design plans for the South Selmon Capacity, ITS Infrastructure for East Selmon and West Selmon, and Roadside Toll Collection System Replacement projects.

5. ITEMS TO BE FURNISHED BY THE CONSULTANT:

Office Automation:

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

The consultant shall retain responsibility for risk of loss or damage to said equipment during performance of the contract. Field office equipment should be maintained and operational at all times.

Vehicles:

Vehicles will be equipped with appropriate safety equipment and must be able to effectively carry out the requirements of the contract. Vehicles shall have the name and phone number of the consulting respondent visibly displayed on both sides of the vehicle, if used in the performance of site visits.

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.

6. PERSONNEL:

General Requirements:

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

Personnel Qualifications:

Provide competent personnel qualified by experience and education. Submit in writing to THEA 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.

Personnel identified in the consultant technical proposal are to be assigned as proposed and are committed to performing services under the contract.

Personnel changes will require written approval from THEA. Staff that have been removed shall be replaced by the consultant within one week of THEA notification. Any additional personnel not submitted with all required information per the contract will not be eligible for payment.

Staffing:

Once authorized, the consultant shall establish and maintain appropriate staffing throughout the duration of the project.

7. QUALITY ASSURANCE (QA) PROGRAM:

Quality Assurance Plan:

Within thirty (30) days after receiving the award of the contract, furnish a Quality Assurance (QA) Plan to the THEA project manager. The QA Plan shall detail the procedures, evaluation criteria, and instructions of the consultant's organization for providing services pursuant to the contract. Unless specifically waived, no payment shall be made until THEA approves the 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 QA Plan shall include, but not be limited to, the following areas:

Organization:

A description is required of the consultant quality assurance organization and its functional relationship to the part of the organization performing the scope of services under the contract. The authority, responsibilities and autonomy of the quality assurance organization shall be detailed as well as the names and qualifications of personnel in the quality control organization.

Quality Assurance Reviews:

Detail the methods used to monitor and achieve organization compliance with contract requirements for services and products. Conduct semi-annual quality assurance reviews to ensure compliance with the requirements of the contract.

Quality Assurance Records:

Outline the types of records which will be generated and maintained during the execution of the quality assurance program. Maintain adequate records of the quality assurance actions performed by the organization (including Subcontractors and vendors) in providing services and products under the contract. Specifically, a "Change Log" must be kept on technology assignments documenting any changes from the agreed upon or industry specifications for the services. All records shall be available to THEA, upon request, during the contract term. All records shall be kept and shall be subject to audit review.

Quality Control of Subconsultants and Vendors:

Detail the methods used to control subconsultant and vendor quality.

8. CONTRACT MANAGEMENT:

General:

With each monthly invoice submittal, the consultant will provide a status report for the contract. This report will provide an accounting of an estimate of the contract completion date, and an estimate of the consultant funds expiration date per the contract schedule for the prime consultant and for each subconsultant. The consultant will provide a printout showing the previous month's payments made to subconsultants and the SBE percentage to date. Invoices not including this required information may be rejected.

When the consultant identifies a condition that will require an amendment to the contract, the consultant will communicate this need to the THEA project manager for acceptance. Upon acceptance, prepare and submit an amendment request and all accompanying documentation for approval and further processing. The amendment request is to be submitted in sufficient time to allow THEA to process, approve, and execute the amendment request. The content and format of the amendment request and accompanying documentation shall be in accordance with the instructions and format to be provided by THEA.

The consultant is responsible for performing activities to determine the status of each amendment request submitted to THEA.

Invoicing Instructions:

Monthly invoices shall be submitted to THEA in a format and distribution schedule approved by THEA, no more than thirty (30) calendar days after the end of the billing period.

If the monthly invoice cannot be submitted on time, notify THEA prior to the due date stating the reason for the delay and the planned submittal date. Once submitted, the consultant project manager shall notify the THEA 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 THEA in accordance with THEA's procedures.

All charges to the individual projects 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 THEA.

A final invoice will be submitted to THEA no later than the 30th day following final acceptance of the individual project or as requested by THEA.

9. CONTRADICTIONS:

In the event of a contradiction between the provisions of this Scope of Services and the consultant's proposal as made a part of the contract, the provisions of the Scope of Services shall apply.

10. THIRD PARTY BENEFICIARY:

It is specifically agreed between the parties executing the contract that it is not intended by any of the provisions of any part of the contract to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to the contract to maintain a claim, cause of action, lien or any other damages or any relief of any kind pursuant to the terms or provisions of the contract.

11. TAMPA HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY (THEA) AUTHORITY:

THEA shall be the final authority in considering modifications to the contract for time, money or any other consideration.