

Tampa-Hillsborough County Expressway Authority

Board Meeting Packet

June 17, 2019

**TAMPA - HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY
BOARD MEETING**

June 17, 2019 - 1:30 P. M.

1104 East Twiggs Street, First Floor Board Room
Tampa, Florida 33602

AGENDA

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

I. CALL TO ORDER, INVOCATION and PLEDGE OF ALLEGIANCE

II. PUBLIC INPUT/PRESENTATIONS

III. CONSENT AGENDA

A. Approval of Minutes of the April 22, 2019 Board Meeting

B. Approval of Minutes of the May 6, 2019 Committees as a Whole Meeting

C. Upcoming Anticipated Board Member Travel- Details are included in the supporting documents (Registration, Transportation, Lodging, Meals)

- Danny Alvarez – IBTTA Annual Meeting-Halifax/September 15-17, 2019 (\$2,468.00)
- Vincent Cassidy – IBTTA Annual Meeting-Halifax/September 15-17, 2019 (\$2,693.00)

D. Parental Leave Policy Update – Details in the supporting documents

E. Task Work Orders for Capital Projects Included in the FY 2020 CPMP - Details (scopes/estimates) are included in the supporting documents. All values are not to exceed.

1. Sketch Level Traffic and Revenue Analysis Support, Stantec, \$186,000
2. Traffic and Revenue Annual Support, Stantec, \$181,000
3. Sketch Planning Support, WSP, \$195,000
4. Work Program Support, WSP, \$100,000
5. Constructability and Cost Estimate Support, WSP, \$150,000
6. Comprehensive Project Management Program (CPMP) Support, WSP, \$125,000
7. Sketch Level Planning– GEC, HNTB, \$100,000
8. Waterfront District Support – GEC, HNTB, \$150,000

9. Strategic Planning Support – GEC, HNTB, \$50,000
10. Automated/Connected Vehicle Support – GEC, HNTB, \$125,000
11. Automated/Connected Vehicle Legislative Support – GEC, HNTB, \$50,000
12. Transit Flex Lanes – GEC, HNTB, \$50,000
13. GIS Pilot Projects – GEC, HNTB, \$43,713
14. East Selmon Improvements Design Review Support-GEC, HNTB, \$165,000
15. Twiggs Street Design & PM Support – GEC, HNTB, \$123,095
16. Whiting Street SEIR Support – GEC, HNTB, \$401,280
17. 22nd & 50th Street Ramps Construction Support – GEC, HNTB, \$53,000
18. Loop Resurfacing Support – GEC, HNTB, \$50,000
19. Loop Resurfacing Construction Support – GEC, HNTB, \$15,000
20. Video Wall Upgrade Support – GEC, HNTB, \$25,000
21. Miscellaneous Paving Construction Support - GEC, HNTB, \$15,000
22. Upgrade Meridian Pedestrian Lighting Const. Support – GEC, HNTB, \$20,000
23. Warehouse Fire Control – GEC, HNTB, \$15,000
24. Candidate Roadway Support US-301 - GEC, HNTB, \$50,000

IV. DISCUSSION/ACTION ITEMS

A. Audit and Finance Committee – *Commissioner Les Miller, Chairman*

1. **Budget – Fiscal Year 2020 (July 1, 2019 – June 30, 2020) – Attachment – Amy Lettelleir, Esq, Staff**

Action: Approval of the FY 2020 (July 1, 2019 to June 30, 2020) Operating Budget and adoption of the Work Program Capital Budget

2. **Synovus Treasury Management Visa Credit Card Transition – Amy Lettelleir, Esq, Staff**

Purpose: For ease of the reconciliation and accounting process, the finance department recommends that this service be provided by THEA's existing bank provider, Synovus Bank, formerly known as Florida Community Bank. Synovus Bank recently acquired Florida Community Bank in January 2019.

Action: For Board Members to Approve the Chief Financial Officer, the authorized approver, to negotiate replacement of the existing SunTrust Bank visa card program with a \$100,000 corporate limit.

B. Planning Committee – *Shawn Oxtal, Chairman*

1. **Project Development & Environmental (PD&E) Study ~ Whiting Street Improvements Selection - (Attachment) – Bob Frey, Staff**

Purpose: PD&E Study for the Whiting Street Improvements Project. This project is to evaluate the needs, costs and effects of constructing improvements that will increase the efficiency of the Selmon Expressway with improved ramps and street

connectivity.

Funding: Capital Budget

Action: The Board selects H.W. Lochner, Inc. and directs staff to negotiate and execute a contract for a PD&E Study of the Whiting Street Improvements Project. H.W. Lochner, Inc. has allocated 15% to SBE(s). Contract execution is subject to final review and approval of THEA General Counsel.

Rank	Firms	Total Score	Average Score
1	H.W. Lochner, Inc.	250	83.2
2	Kissinger Campo & Associates	236	78.7

2. Project Development & Environmental (PD&E) Study Contract Approval ~ Whiting Street Improvements - (Attachment) – Bob Frey, Staff

Purpose: Enter into a contract with H.W. Lochner, Inc. to conduct a PD&E to evaluate the needs, costs and effects of constructing improvements of the Selmon Expressway with improved ramps and street connectivity.

Funding: Capital Budget – Whiting Street Improvements – not to exceed \$2,400,000

Action: The Board directs staff to execute a contract for the Whiting Street Improvements Project in an amount not to exceed the approved Capital Program PD&E project amount of \$2,400,000. Contract execution is subject to final review and approval of THEA General Counsel.

3. Miscellaneous Emerging Technology Services Selection (Attachment) – Bob Frey, Staff

Purpose: To provide miscellaneous emerging transportation technology services.

Funding: Capital Project Budget

Action: Requests the Board:

- a) Selection of the recommendations and ranking per the Evaluation Selection Committee.

Rank	Firms	Total Score	Average Score
1	Holland & Knight	279	93
2	Siemens	277	92.2
3	Via Mobility	266	88.7
4	Marlin Engineering	240	80
5	Evolve	236	78.5

- b) Authorize and direct staff to negotiate and execute push-button contracts with the top five highest ranked firms. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm. Contract execution is subject to final review and approval of THEA General Counsel.

4. Miscellaneous Planning and Traffic Services Selection *(Attachment) – Bob Frey, Staff*

Purpose: To provide miscellaneous planning and traffic services.

Funding: Capital Project Budget

Action: Requests the Board:

- a) Selection of the recommendations and ranking per the Evaluation Selection Committee.

Rank	Firms	Total Score	Average Score
1	RS&H	278	92.7
2	WSP USA	274	91.3
3	HDR Engineering	255	85
4	Pennoni Associates	252	84
5	Wantman Group	248	82.7

- b) Authorize and direct staff to negotiate and execute push-button contracts with the top five highest ranked firms. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm. Contract execution is subject to final review and approval of THEA General Counsel.

C. Operations and Maintenance Committee – Bennett Barrow, Chairman

1. Equipment and Services for the new 3 tolling sites for the Selmon West Extension (SWE)– *(Attachment) Rafael Hernandez, Staff*

Purpose: To complete Step 1 of a two-step process for the design, installation, Integration and testing of the new 3 tolling locations to be implemented for

the SWE project. Once the above design is completed, toll-operation's staff will proceed to Step 2 and request Board of Director's approval for a list of the equipment to be procured for the final installation and commissioning of the tolling systems.

VENDOR	PURPOSE	NOT TO EXCEED AMOUNT	Contracting Method
TransCore	Toll System installation	\$1,351,743.52	Existing Contract
Infotect	Toll System integration and test	\$176,000	Existing contract
Neology	Toll System component and test	\$131,485	New contract for sole source provider
Kyra	Toll System testing of images	\$9,800	Existing contract
Conduent	Back office integration and transaction payment	\$20,805.81	Existing contract
Total		\$1,689,834.33	

Funding: Capital Budget (CPMP) HI-0001 – Not to exceed \$2.2 Million

Action: Board approval to authorize THEA staff to negotiate and execute needed task orders and/or contracts with vendors for the design, installation, integration and testing of the new 3 tolling locations to be implemented for the SWE project, dependent on final review and approval by THEA's general counsel.

D. General Counsel – Patrick Maguire

1. Commercial Property Coverage Fiscal Year 2020 - Attachment

Purpose: To obtain Commercial Property Coverage for FY 2020.

Funding: Operating Budget: \$476,043 FY 2020 or \$483,929 to fix rate through 7/1/2022

Action: Authorization to bind Commercial Property Coverage for FY 2020.

2. Annual Board Officer Elections

- **Chair**
- **Vice-Chair**
- **Secretary**

V. STAFF REPORTS

A. Operations & Maintenance (*Dave May, P.E.*)

B. Communications (*Sue Chrzan*)

C. Toll Operations (*Rafael Hernandez*)

D. Financial/Traffic & Revenue (*Amy Lettelleir*)

VI. EXECUTIVE REPORTS

A. Executive Director (*Joe Waggoner*)

B. General Counsel (*Patrick Maguire*)

C. Chair (*Vincent Cassidy, Chair*)

1. Upcoming Meetings – 2019 Board Meeting Schedule (Attachment)

- **THEA Committees as a Whole – July 8, 2019**
- **THEA Board Meeting – July 22, 2019**

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. ADJOURNMENT

III. A.
CONSENT AGENDA

Approval of Minutes of the April 22, 2019 Board Meeting

DRAFT

Tampa-Hillsborough County Expressway Authority
Minutes of April 22, 2019 Board Meeting
1104 E. Twiggs Street
Tampa, FL 33602

The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on April 22, 2019, at the Authority's Transportation Management Center, 1104 E. Twiggs Street, Tampa, Florida. The following were present:

BOARD:

Vincent Cassidy, Chairman
Bennett Barrow, Vice Chair
Danny Alvarez, Secretary
Shaun Oxtal, Member
FDOT D-7 Secretary David Gwynn, Member

STAFF:

Joe Waggoner, Patrick Maguire, Amy Lettelleir,
David May, Sue Chrzan, Christina Kopp, Rafael
Hernandez, Debbie Northington, Man Le, Max
Artman, Brian Ramirez, Lisa Pessina, Anna
Quinones, Carl Shack, Julie Aure, Shari Callahan,
Diane Stull, Elizabeth Gray

APTIM ENVIRONMENTAL:
BANK OF AMERICA/MERRILL
FR ALEMAN
HALL ENGINEERING GROUP
HILLTOP SECURITIES:
HDR:
HNTB:
INFOTECH:
JP MORGAN
MASTERSON ADVISORS:
PLAYBOOK PR:
REICH
QUEST:
RAYMOND JAMES:
STOKES:
VOLKERT:
WGI:

Kristin Dobbins
Coleman Cordell
Akram Hussein
Keith Hall
Matthew Sansbury, Joel Tindal
Mari Bonbrest, Stefanie McQueen
Jim Drapp, Alphonse Stewart
Karen Herisse
Nathanial Johnson
Ed Stull
Sally Dee, Carlos Ramos
Steve Reisch
Diane Hackney
Rick Patterson
John Melendez
Roger Menendez
Kim DeBosier, Paul Staes

I. CALL TO ORDER, INVOCATION and PLEDGE OF ALLEGIANCE

Chairman Vincent Cassidy called the meeting to order at 1:30 P.M., followed by General Counsel Maguire leading in the Invocation and recitation of the Pledge of Allegiance.

Chairman Cassidy read into the record that Mayor Buckhorn would not be in attendance due to schedule conflicts and that Commissioner Leslie Miller would be in attendance due to a Dr. appointment. Mr. Cassidy also expressed his thanks to Mayor Buckhorn stating he had done an outstanding job with Tampa and his service to the THEA Board, as well as wishing him well in his future endeavors. Mr. Cassidy also said Mayor Buckhorn would be missed.

II. PUBLIC INPUT/PRESENTATIONS

There were no individuals signed up to publicly address the Board at this meeting of March 25, 2019.

III. Consent Agenda

A. Approval of the Minutes of the March 25 Meeting and Upcoming Board Member Travel

A motion was made by Danny Alvarez and seconded by Mr. Bennett Barrow to approve the Minutes of the March 25, 2019 Board Meeting and the Board member travel requests. There was no discussion; the vote was called, and the motion carried.

B. Environmental Advisory Services

There was no discussion on this item as there was no money involved.

IV. INFORMATIONAL/DISCUSSION/ACTION ITEMS

A. Operations & Maintenance Committee

1. Replacement of Existing Asphalt Roadway Surfaces with Concrete Pavement of the Lee Roy Selmon Expressway's 22nd Street and 50th Street Ramps – David May, P.E., Staff

Mr. May addressed the Board seeking approval to hire PTIM coastal Planning and Engineering, Inc. to replace the asphalt ramps as 22nd Street and 50th Street ramps. The asphalt is coming up. The Chairman called for a motion to discuss.

Danny Alvarez moved to discuss, and Shaun Oxtal seconded the motion.

The Chairman asked for clarification from Mr. May of why concrete is better. Mr. May stated that concrete was stronger and better able to handle the weight of a truck as it de-accelerates. Asphalt, over time, is pushed or shoved out of the way, causing dips in the pavement, creating a hazard by allowing water to pool in the dips.

With no further clarification or questions, the vote was called, and the motion carried.

2. Collections and Citations Additional Services – Rafael Hernandez Staff

Mr. Hernandez started by apologizing for not being able to meet with Mr. Barrow to present the information regarding the proposal of additional customer service and customized collection-related services for delinquent Toll-By-Plate accounts. Before continuing, Mr. Hernandez gave the THEA Board background information. The Board approved the staff's recommendation to negotiate and approve a contract with ETAN industries in April 2016. ETAN was to provide THEA with customer service and revenue collection services related to Toll-By-Plate delinquent accounts. The contract would allow for turnkey services by ETAN, who would be compensated by retaining toll customer collection fees on paid invoices.

The Toll-By-Plate delinquent accounts were established after they were invoiced at least twice by THEA's first party financial back-office service provider and no payment had been received for at least 60 days from the date of the first Toll-By-Plate invoice.

The proposed additional services will allow THEA to continue to pursue payment of delinquent tolls without administration or collection fees for the first two invoice cycles of 60 days. The proposed budget will be used to compensate ETAN for its turnkey services needed to process, invoice and collect THEA's Toll-By-Plate delinquent accounts, not to exceed \$150,000 for two months. Inserts will be included with invoices that customers are only paying for tolls until the due date listed on the invoice.

Mr. Hernandez said THEA is now in the process of receiving toll transactional data from Florida's Centralized Customer Service System (CCSS), for accumulated unpaid Toll-By-Plate tolls from June 2018-January 2019. The unpaid tolls were invoiced, by CCSS, at least three times over a 90-day period, starting in January 2019.

At this time, Chairman Cassidy called for a motion to discuss. It was so moved by Bennett Barrow and seconded by Danny Alvarez.

Chairman Cassidy asked Mr. Hernandez for a walk-through of the process. Mr. Hernandez explained that there were 340,000 delinquent Toll-By-Plate accounts totaling approximately \$8.6 million, based on an average delinquent amount of \$25.00. To date, \$18.2 million was sent to CCSS of which the \$8.6 million is 47%. ETAN's first collection notice is \$8.55 with the second at \$14.25, a capped amount. To reach the ETAN monthly payment of \$150,000, there would have to have 17,500 collected accounts at \$8.55 or 6,000 at the average amount of \$25.00.

The Chairman clarified that for the two months, THEA would pay more than it retains. At this point, Mr. Waggoner stated that if we were not invoicing with ETAN, then there would be no invoicing for two months. Currently there are no fees to be charged through June. ETAN would be able to add administrative fees beginning July 1. This process should allow THEA to start a normal cycle of data and collection. Collections consistent with the Florida Department of Transportation. Chairman Cassidy asked if there was any possibility of the July 1 date for adding fees changing, which would mean new analysis. Mr. Waggoner said it was possible as the date had already been changed twice before this year.

With no further questions or discussion, a vote was called, and the motion passed.

V. STAFF REPORTS

A. Operations & Maintenance - (*Dave May, P.E.*)

Mr. May showed updated progress on the Selmon West Extension, starting with photos of the casting yard. Chairman Cassidy asked if some segments were damaged and it was noted there were some segments not up to par and were to be destroyed. Mr. May pointed out that the interchanges were progressing, and the ponds were being sodded. The flyover had beams in place. The ramp from Dale Mabry to Gandy had been realigned. Also, the gantry had been moved to Pier 3.

B. Communications (*Sue Chrzan*)

Ms. Chrzan noted that the listing of articles and presentations was mailed to the Board members and would be emailed going forward. There were several speaking engagements regarding the CV Pilot to the American Planning Association, Alliance for Energy and TEAMFL. Ms. Chrzan also stated there were engagements with the Westshore Yacht Club and the Optimist Club regarding the Selmon Extension.

There was also a presentation at the IBTTA Tech Talk from Rafael Hernandez regarding Machine Learning and all Electronic Tolling. The EDC Small Group CEO Luncheon focused on the CV Pilot and the Selmon Extension. There was also a presentation regarding the Selmon Greenway to the American Planning Association. In addition to the presentation, THEA also had booths at the Taste of South Tampa to promote Shop Gandy and the Selmon Extension and Open Doors, promoting SBE.

The Alliance to Save Energy 50x50 Commission was meeting in Tampa and Bob Frey was attending on behalf of THEA to present information regarding CV vehicles. On April 23, the group was going to be at THEA for more information and a demonstration of the CV vehicles. Ms. Chrzan also noted that THEA received an invitation to speak at the Automated Connected Electrical Shared (ACES) forum in Washington, regarding the CV Pilot. This could lead to new policies and procedures regarding connected vehicles.

Finally, Ms. Chrzan wanted everyone to mark his or her calendars for the Lee Roy Selmon statue dedication, which would be Friday, June 7 from 9:30 a.m. – 12:00 noon. The dedication would be at the Lee Roy Selmon Park with the program to be at USF's Center for Advanced Medical Learning and Simulation (CAMLs).

C. Toll Operations (*Rafael Hernandez*)

Mr. Rafael Hernandez went over the Customer Base for Toll Operations for February 2019. There was a 20.3% growth over the 2018 breakdown for the combined unique SunPass accounts and unique Toll-By-Plate accounts. Indicated SunPass and Toll-By-Plate counts were at a 4.4% increase. The average daily traffic (Tuesday-Thursday) for February 2019

also showed increases. The East group and the REL increased 4.8%, while the West group increased 4.8%.

D. Financial / Traffic & Revenue (*Amy Lettelleir*)

Ms. Amy Lettelleir started her presentation with a chart of the increased transactions in 2019 over those in 2018, accounting for a 6.3% increase. The Operations and Maintenance expenditures were aligned with the \$52.6 million toll revenue v. the budget of \$59.5 million. The discrepancy was due to the toll collection deficiency. Ms. Lettelleir showed the Toll-By-Plate collections through the end of March.

As of April 16, THEA had \$11 million due from Toll-By-Plate customers. Those customers invoiced three times by CCSS have been turned over to THEA for collection and the reconciliation of SunPass and Toll-By-Plate with CCSS is ongoing.

The Chairman asked if the discrepancy would influence THEA's bonds and the answer was no. The Chairman also asked about a specific customer complaint and Ms. Chrzan answered that the complaint was handled.

VI. EXECUTIVE REPORTS

A. Executive Director (*Joe Waggoner*)

1. Contract Extension Close-out Report

Mr. Waggoner reported two contracts were to be extended. The first was for Road Ranger services with Anchor Towing and the second with Corcoran & Johnston Government Relations

B. General Counsel (*Patrick Maguire*)

Mr. Maguire had nothing new to report.

C. Chair (*Vincent Cassidy, Chairman*)

1. Upcoming Meetings

Chairman Cassidy noted the THEA Committees as a Whole meeting is scheduled for May 6, 2019 to go over the budget for FY 2020. The next THEA Board Meeting is May 13, 2019 where the budget would be approved..

VII. ADJOURNMENT

There being no further business to come before the Board, Chairman Cassidy adjourned the meeting at 1:59 p.m.

APPROVED: _____
Chairman: Vincent J. Cassidy

ATTEST: _____
Vice Chair: Bennett Barrow

DATED THIS 13th DAY OF May 2019

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III. B.
CONSENT AGENDA

Approval of Minutes of the May 6, 2019
Committees as a Whole Meeting

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Tampa-Hillsborough County Expressway Authority
Minutes of May 6, 2019 Board Committees as a Whole Meeting
1104 E. Twiggs Street
Tampa, FL 33602

The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on May 6, 2019, at the Authority's Transportation Management Center, 1104 E. Twiggs Street, Tampa, Florida. The following were present:

Board: Bennett Barrow, Vice Chairman
Mayor Jane Castor
Shaun Oxtal – by telephone

Staff: Joe Waggoner, Patrick Maguire, Amy Lettelleir, David May, Bob Frey, Sue Chrzan, Christina Kopp, Rafael Hernandez, Man Le, Carl Shack, Brian Ramirez, Elizabeth Gray, Anna Quinones, Judith Villegas,

HTNB Jim Drapp, Al Stewart
Masterson Advisors Ed Stull

I. Introduction/Workshop Purpose

Meeting called to order at 1:34 p.m. by Joe Waggoner who began the meeting by introducing and welcoming Mayor Jane Castor and asking everyone to introduce themselves, starting with Mr. Bennett Barrow, Vice Chairman. Mr. Waggoner then explained the purpose of the meeting was to present the FY2020 work plans and budget. It was noted the May Board Meeting would be cancelled and the information would be presented to the Board Members and the June Board Meeting, Monday, June 17.

At that point he turned the meeting over to Bob Frey and Christina Kopp.

II. Planning Committee – Shaun Oxtal, Chair/Bob Frey and Christina Kopp, Staff

Bob Frey, Director of Planning and Innovation started the presentation with a Work Program overview by explaining that the Work Program identifies capital projects and resource commitments. It provides an annual snapshot of THEA's budgeting needs. The Work Program is based on fiscal year (FY) of July 1-June 30, for budgetary expenditures. Mr. Frey explained the reporting was for six years; the existing fiscal year, the budget year and four (4) planning years, with expenditures figured on a 10-year horizon. The reporting continues with ongoing preservation needs and planned enhancements for the next 30 years.

Christina Kopp, Deputy Director of Planning and Innovation continued with an explanation of the basic Work Programs of preservation, which included safety, inspections, maintenance and replacements. The enhancements included added capacities, expansions, such as the Selmon West and other projects. Each program was divided into categories, such as the roadway;

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Intelligent Transportation Systems (ITS), which included connected and automated vehicles; tolls and facilities, which does include the administration offices.

Ms. Kopp added that the programming process starts at the beginning of the calendar year. The work program is developed with cost updates in January-February, while project updates are reviewed from February through April. The draft Work Program is presented and approved by THEA's Board of Directors in May-June. The approved Work Program is then incorporated into THEA's fiscal year budget on July 1. The program is monitored and updated throughout the year as needed.

FY2020 Work Program was then presented by Mr. Frey. It was stated that money shifts throughout the projects and the Work Program was more of a living document than a typical budget. Mr. Frey then went through the program summary by year. The six-year total was \$785,114,000, which included a preservation total of \$25,508,000 and \$759,606,000 for total enhancements. The ten-year planning horizon was \$1.28 billion, which included inflation and other contingencies.

Mr. Frey continued with the draft FY 2020 compared to what was adopted in FY 2019. The shift in money comes from projects which were changed from FY 2019 to FY 2020. Some examples mentioned by Mr. Frey, included replacing pier uplighting fixtures at \$5.2 million, which was moved to FY2020; the replacement of the 22nd and 50th Street east bound exit ramps at \$1.5 million for FY 2019-2020; upgrades to ITS dynamic message sign and VMS at \$1 million, begun in FY 2019 and extended to FY2020; strategic blueprint support at \$900,000, added to FY 2020 and the video wall upgrade in the amount of \$700,000 and advanced to FY 2020.

Moving forward, the Gandy Trail and Park will be new for FY 2021/2022 at a cost of \$2.2 million. FY 2024 will start the cycle for the steel bridge painting at \$6.7 million. Mr. Frey reviewed the projects for FY 2019-2026, which were multi-year bonded projects. Those new projects included:

- Selmon South Capacity Project (NEW, FY 2019-2026) – \$256M
- Whiting Street Improvements (NEW, FY 2020-2023) – \$36M
- Nebraska Improvement (NEW, FY 2020-2023) – \$14.5 M
- Selmon East Phase 1 (NEW, FY 2020-2025) – \$177M
- Selmon East Phase 2 (NEW, FY 2022-2026) – \$152M
- Selmon East Phase 3 (NEW, FY 2024-2028) – \$188M

Continuing, Mr. Frey discussed the FY 2019-2023, multi-year, non-bonded projects, which consisted of Selmon Greenway improvements, a new project for FY 2019-2022 at \$4.8 million and the Downtown Meridian Connector, notice of funding opportunity (NOFO) and another new project for FY 2019-2023 at \$14.9 million with a FHWA Grant. Also, in this category was the THEA Headquarters renovation at \$3 million, which was extended from FY 2019-2020 to FY

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2019-2022. The major Capital Reserve was updated to cover potential bonding for FY 2020-2024.

Ms. Kopp explained the South Selmon Capacity Project, which goes from Gandy to the downtown area is mainly to add capacity with three continuous lanes and not just planning. Mr. Waggoner stated that this project was among new projects that were identified as needed and added to the budget. For the South Selmon project, the construction should begin during the summer of 2022.

The Whiting St. Project has several components. It is to evaluate the costs and impacts of extending whiting street east to Meridian Ave and realigning a segment from Jefferson St. to Brush St. There is also a component to reconfigure the Jefferson St. on-ramps and the Florida St. off ramps. The Florida St. off-ramp would have two lanes. Ms. Kopp mentioned the construction would begin the Winter of 2021. Mayor Castor asked about the planning, development and environment study (PD&E) for this project. Ms. Kopp stated the project would be brought before the Board at the June Board Meeting for approval and the project would begin this summer.

The next project described by Ms. Kopp was the Nebraska Improvement. The study area includes Nebraska from just south of Twiggs St. to just north of Cass. The goal is to provide an additional lane. Many drivers exit the REL and turn right on Twiggs to immediately turn right onto Cass. Mr. Waggoner said the goal was to provide relieve the traffic flow as the back up on the REL for those wanting to turn right onto Twiggs can be up to a mile. Mr. Waggoner continued by stating the challenge for this project is the historical status of the train station and the impact of adding another lane. The PD&E would begin during the summer and construction during the summer of 2022.

Mr. Frey discussed the Selmon East Planning/Feasibility Study is broken down to three phases. Phase 1 is the Selmon expressway from Meridian to 50th St. to cost over \$164 million. The construction is expected to begin the summer of 2022. The second phase would be from 50th Street to the beginning of the REL and would cost about \$148 million. Phase 3 would go to I-75 and construction is anticipated to begin 2025. Mr. Waggoner confirmed the costs with Mr. Frey for each phase with the final phase to be \$187 million. This would be part of the six year plan and into the 10-year plan.

The final project discussed was the Downtown Meridian Connector (DMC). Mr. Frey said that THEA has submitted a response to the US Department of Transportation's (USDOT) NOFO to demonstrate connected (CV) and autonomous vehicles (AV). It is a \$15 million project of which USDOT would fund \$10 million. If successful, the goal would be to see how AVs and rideshare in downtown Tampa would interact with the traffic flow and how much connectivity is needed for safety and efficiency. There is a lot of information and Mr. Frey stated that THEA would operate three to five vehicles to judge the impact. It is an intermediary step toward more

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complete rideshare and further utilizing THEA's assets, such as the REL and parking. Mr. Waggoner reiterated that it is a nationwide, competitive process and would build on the CV pilot project that THEA won several years ago.

Finally, Mr. Frey presented the Capital Planning Model showing projected net revenues and the bonding capacity. The model also included future work programs.

III. Finance and Accounting Committee – Commissioner Les Miller, Chair / Amy Lettelleir, Esq. Staff

A. Proposed FY 2020 Operating Budget

Amy Lettelleir, THEA's Chief Financial Officer was introduced to present the proposed FY2020 operating budget. For Toll Operations, the total FY 2020 budget is \$7,680,328. Ms. Lettelleir explained the toll collections operations budget is for THEA's managed service for image review and per the contract there is not an increase this fiscal year. The tolling systems maintenance budget has no changes as it is a flat contract.

The budgets are for image processing IT hardware maintenance, software licensing, solar power and maintenance. Open road tolling (ORT) in-lane, software, hardware maintenance and support budget have no changes as the contract is also a flat rate for FY2020. Ms. Lettelleir stated there was a new line item of \$10,000 for generator costs, including in-lane hardware, software and spare parts. Other toll operations' expenses decreased by \$10,000 on contingency.

For the toll system operations, the costs are increasing by 5% from FY2019 to FY2020 for direct costs associated with expected traffic increases. Costs were adjusted last year with the CCSS and were to be offset by revenue, but this year, the offset is not included within this budget. Ms. Lettelleir said any revenues received will be reported separately in the toll revenue collections.

The Roadway Maintenance and Operations' total FY 2020 Proposed budget is \$4, 687,500, which includes a 4.2% increase in roadway and facilities maintenance. This increase is associated with the overall traffic increase. Ms. Lettelleir said most of the items in the category are negotiated contracts for services such as Road Rangers, HNTB, Ferrovial and others needed to maintain the roadways, railroad tracks and the buildings.

The landscaping and hardscaping costs for the Brandon Parkway and Meridian are planned for a 6.8% increase. This is due to a larger budget for any anticipated change orders as well as a slight increase in costs consistent with the terms of previously negotiated contracts. The contracts are for the outside service vendors needed to maintain the landscaping along the Brandon Parkway and Meridian Avenue.

DRAFT

Tampa-Hillsborough County Expressway Authority
Minutes of May 6, 2019 Board Committees as a Whole Meeting
1104 E. Twiggs Street
Tampa, FL 33602

Ms. Lettelleir continued by explaining that for Intelligent Transportation System Maintenance, THEA would be moving into the maintenance phase in FY 2020 following the completion of the capital projects. This would account for the \$45,000 increase. This budget is used to hire outside ITS services including maintenance and licensing, purchasing spare parts, tools and equipment.

There is an annual rate adjustment for Maintenance Support Services. For the FDOT Bridge Inspection, an annual expected increase in cost was budgeted at 11% higher. There are no major additions to cover under the Bridge, Property and Business Interruption Insurance. The new properties are just land and require little covers. As a result, the cost is estimated at a 5% increase.

The overall Maintenance budget shows a 5.1% decrease for FY 2020 over the FY 2019 budget.

The Salaries, Taxes and Benefits portion of the FY 202 budget for Administration shows a 6.4% increase. This includes a 3% cost of living increase for all employees, which is consistent with Hillsborough County Civil Service. Contribution rates to the Florida Retirement System continue to increase. THEA will transfer an estimated \$410,000 of total salaries/benefits to Capital Projects calculated on the percentage of staff time allocated to the projects.

For FY 2020, THEA anticipates a 11.6% increase in Professional Services line item of the Administration Budget. The Biennial Inspection Report due this year accounts for a part of the increase. Ms. Lettelleir said increased costs associated with the implementation of a new accounting workflow program and a new document management program was budgeted. There were also small annual increases in provider contracts included.

Ms. Lettelleir continued by stating the FY 2020 budget shows a minor Office Expenditure increase of 3.6%. While there were some increases for maintaining capital projects that were brought on during FY 2019, there are also some decreases in expenses for some costs being included in the renovation budget. There is an increase in the continuing education and training budget since several new staff members have been added and there is potentially 2-3 more to be added. Similarly, as the staff count increases, the associated costs for travel to conferences will require an increased budget.

Communications and Public Relations budget does not change from FY 2019 to FY 2020.

The total Operations, Maintenance and Administration proposed budget for FY 2020 is 23.3% higher than FY 2019 primarily due to the CCSS revenues no longer offsetting expenses in this category.

DRAFT

Tampa-Hillsborough County Expressway Authority
Minutes of May 6, 2019 Board Committees as a Whole Meeting
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Tampa, FL 33602

III. B. FY2020 Revenue

Moving on to FY2020 Revenue, Ms. Lettelleir shared the source of funds for THEA is primarily toll revenue at \$95,219,000. The proposed FY 2020 budget is \$98,169,000, which includes leases and other investments. It does not include any potential revenue from CCSS.

III. C. Flow of Funds

Ms. Lettelleir continued with the Flow of Funds and Debt Service Ratios per bond. As mentioned previously, the toll revenue for FY 2020 was projected to be \$95,219.00 and other income was \$2,950,000, totaling \$98,169,000. The operating expenses included toll operations, maintenance, administration and other expenses totaled \$19,203,292. Bond covenants fund requirements had no change from FY 2019 and still are at \$500,000. Net revenue is projected to be \$78,465,708. Ms. Lettelleir outlined the debt services payments for FY 2020 as \$38,526.328 for a net amount available for System Projects of \$39,939,360.

III. D. FY 2020 Cap Budget

Following the Flow of Funds, Ms. Lettelleir outlined the Capital, Renewal and Replacement Work Program. The roadway projects included the Selmon West Extension, South Selmon Safety and Meridian Improvement Projects and the FY 2020 proposed amount was \$105,125, a lower amount than for FY 2019. Ms. Lettelleir also reviewed the budget for tolls and facilities. The improvement projects included the full cost for the CV Pilot and DMC Project as costs are up front and the federal funds are subsequently reimbursed. The renewal and replacement category of the Work Program for FY 2020 was \$8,210,000 and included roadway, ITS, tolls and facilities. The total Work Program for FY 2020 totaled \$121,538,000, which was less than for FY 2019.

III. E. Capital Planning Model

Ms. Lettelleir then presented the Capital Planning Model, which was also explained previously by Mr. Frey. It was explained that the budget was all funded by tolls. There were some investments included and the increases were conservative. There were also some 30-year work programs focusing on replacement and/or renewal.

Vice Chairman Bennett Barrow had a question regarding the Flow of Funds and Ms. Lettelleir reviewed both the Flow of Funds, the debt ratio and the net available for system projects.

VII. ADJOURNMENT

DRAFT

Tampa-Hillsborough County Expressway Authority
Minutes of May 6, 2019 Board Committees as a Whole Meeting
1104 E. Twiggs Street
Tampa, FL 33602

There being no further business to come before the Board Committee Meetings as a Whole,
the meeting was adjourned at 2:24 p.m.

APPROVED: _____
Chairman: Vincent J. Cassidy

ATTEST: _____
Vice Chair: Bennett Barrow

DATED THIS 17th DAY OF June 2019

III. C.

CONSENT AGENDA

Upcoming Anticipated Board Member Travel –
IBTTA Annual Meeting, September 15-17, 2019 – Details including registration, hotel, airfare, meals are attached.

- **Daniel Alvarez, THEA Board Member = \$ 2,468.00**
- **Vincent Cassidy, THEA Board Member = \$2,693.00**

**Request For Travel and Professional Development, CLE, Seminar, Workshop,
Course Work, Non-reimbursed Speaking Engagement - ("Event")**

Date: May 2, 2019

Employee Name: Danny Alvarez - Board Member

Destination (city, state): Halifax, Nova Scotia, Canada

Date of Departure: September 13, 2019

Date of Return: September 18, 2019

Name of Event IBTTA Annual Meeting

Event Type:

Professional Development _____

CLE _____

Seminar _____

Workshop _____

Other Moderator of Segment

Request Should Be Submitted At Least 5 Days Prior To Departure

Registration Fees				\$	<u>450.00</u>
Meals	Breakfast	<u>4 Days @</u>	<u>\$ 6.00</u>	=	<u>\$ 24.00</u>
	Lunch	<u>4 Days @</u>	<u>\$ 11.00</u>	=	<u>\$ 44.00</u>
	Dinner	<u>5 Days @</u>	<u>\$ 19.00</u>	=	<u>\$ 95.00</u>
Lodging		<u>5 Days @</u>	<u>\$ 189.00</u>	=	<u>\$ 945.00</u>
OR					
Per Diem				=	<u>\$ 80.00</u>
Transportation					
Airfare				\$	<u>800.00</u>
Baggage Fee				\$	<u>30.00</u>
Car Rental		<u>Days @</u>	<u>\$</u>	=	<u>\$ 0.00</u>
Shuttle/Taxi		<u>Days @</u>	<u>\$ 0</u>	=	<u>\$ 0.00</u>
Mileage		<u>0</u>	<u></u>	=	<u>\$ 0.00</u>
Total Estimated Travel Expense					\$ <u>2,468.00</u>

Statement of Approvals:

The supervisor and employee, acting in the best interest of THCEA, agree that the Event will directly enhance the employee's ability to perform his/her current duties/responsibilities and/or qualify for or maintain professional certifications related to employee's current position and related license requirements.

Executive Director

Date

Chairman of the Board

Date



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the worldwide
tolling industry



September 15 - 17, 2019 | Halifax, NS, Canada | Add to calendar **REGISTRATION OPENS ON MAY 13, 2019**

Overview

Hotels/Location

Fees & Agenda

Sponsors & Exhibitors

FEES

Speaker/Moderator \$450.00

Guest of Delegate \$425.00

EARLY BIRD DELEGATES

Member \$875.00; Non-Member \$1,375.00

Government \$675.00; Non-Member \$975.00

DBE/WBE/MBE/SBE Member Delegate \$675.00; Non-Member \$1,375.00

AFTER EARLY BIRD EXPIRES

Member \$950.00; Non-Member \$1,450.00

Government \$750.00; Non-Member \$1,050.00

DBE/WBE/MBE/SBE Member Delegate \$750; Non-Member \$1,450.00

AGENDA



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JOIN TODAY

FOLLOW US



International Bridge, Tunnel and Turnpike Association
1146 19th St NW, Suite 600, Washington, DC 20036

Web design and development by new target, inc.

800.476.2626 or 202.462.7600 ext. 200

info@ibttta.org

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CAMBRIDGE SUITES HOTEL

APR-29-19

Daniel Alvarez
1104 East Twiggs Street
St Petersburg, 33702
Canada

Dear Daniel Alvarez,

Thank you for your reservation at Cambridge Suites Hotel Halifax. Because your comfort is very important to us, we have listed below the accommodations that we have reserved for you. Please review and let us know if there is anything we can do to make your stay more enjoyable.

Reservation Information

Your Confirmation Number:	998687
Arrival Date:	Friday, September 13, 2019
Departure Date:	Wednesday, September 18, 2019
Number of Nights:	5
Number of Guests:	1
Room Type Requested:	Studio Queen
Nightly Rate:	\$189.00 (plus taxes)

Hotel Information

Check-in Time:	3:00 PM
Check-out Time:	1:00 PM
Room Tax:	2% Marketing Levy Plus 15% HST
Main Number:	902-420-0555
Hotel Website:	http://www.cambridgesuiteshalifax.com

Hotel Policy

Cancellation Policy:	24 Hours Prior To Arrival Date
Nightly Parking Fee: (if applicable)	\$22 Self-Parking (plus tax) Based On Availability - First Come, First Serve

*Safe deposit boxes are available at the front desk.

Thank You,

Megan Delaney
General Manager

Cambridge Suites Hotel Halifax

1583 Brunswick Street Halifax, NS B3J 3P5 || Telephone: 902-420-0555 || Fax: 902-420-9379
www.cambridgesuiteshalifax.com



Add your property Account ▾ My Lists 1 My Trips Support ▾

Flights Hotels Bundle and Save Cars Cruises Things to Do Vacation Rentals Deals Rewards Mobile

Review your trip

Trip Summary

POSSIBLE

Trip Total: **\$787.86**

Only 3 tickets left at this price!

Rates are quoted in US dollars

67222 customers protected their flight in the last 7 days. Add flight protection when you check out.

Price Change

Ticket price changed from \$499.57 to \$787.86. Book now to lock in this price.

Fri, Sep 13

From **Tampa Intl. (TPA)**
To **Stanfield Intl. (YHZ)**



WestJet

Shortest

1:35pm

TPA



9:17pm

YHZ

6h 42m, 1 stop

YYZ

Show flight and baggage fee details ▾

Wed, Sep 18

From **Stanfield Intl. (YHZ)**
To **Tampa Intl. (TPA)**



United

Shortest

12:54pm

YHZ



6:18pm

TPA

6h 24m, 1 stop

EWR

Fare Rules and Restrictions:

- Bring a carry-on bag

Show flight and baggage fee details ▾

< Change flights

Upgrade your flight

Get more comforts and benefits by adding an upgrade.



Tampa Intl. (TPA) → Stanfield Intl. (YHZ)

6h 42m

- Relax while packing! Get free bags

from

+ \$23.85

**Request For Travel and Professional Development, CLE, Seminar, Workshop,
Course Work, Non-reimbursed Speaking Engagement - ("Event")**

Date: May 2, 2019

Employee Name: Vince Cassiday - Board Member

Destination (city, state): Halifax, Nova Scotia, Canada

Date of Departure: September 13, 2019

Date of Return: September 18, 2019

Name of Event IBTTA Annual Meeting

Event Type:

Professional Development _____

CLE _____

Seminar _____

Workshop _____

Other Moderator of Segment

Request Should Be Submitted At Least 5 Days Prior To Departure

Registration Fees				\$	675.00
Meals	Breakfast	4 Days @	\$ 6.00	=	\$ 24.00
	Lunch	4 Days @	\$ 11.00	=	\$ 44.00
	Dinner	5 Days @	\$ 19.00	=	\$ 95.00
Lodging		5 Days @	\$ 189.00	=	\$ 945.00
OR					
Per Diem				=	\$ 80.00
Transportation					
Airfare				\$	800.00
Baggage Fee				\$	30.00
Car Rental		Days @	\$	=	\$ 0.00
Shuttle/Taxi		Days @	\$ 0	=	\$ 0.00
Mileage			0	=	\$ 0.00
Total Estimated Travel Expense					\$ 2,693.00

Statement of Approvals:

The supervisor and employee, acting in the best interest of THCEA, agree that the Event will directly enhance the employee's ability to perform his/her current duties/responsibilities and/or qualify for or maintain professional certifications related to employee's current position and related license requirements.

Executive Director

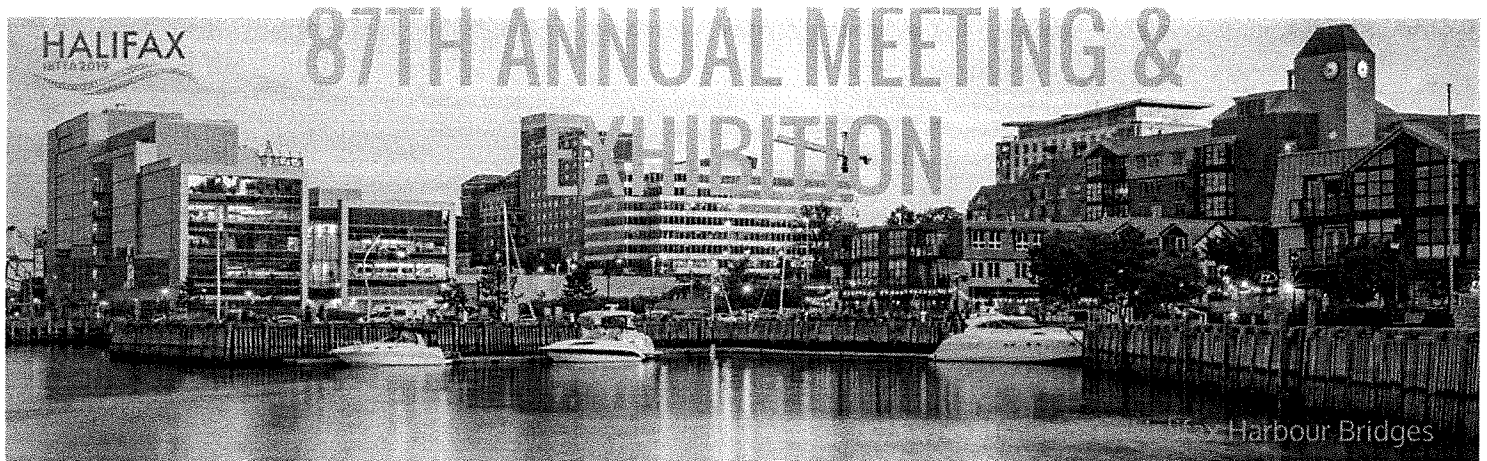
Date

Chairman of the Board

Date



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September 15 - 17, 2019 | Halifax, NS, Canada | [Add to Calendar](#)

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[Overview](#)


[Hotels/Location](#)

[Fees & Agenda](#)

[Sponsors & Exhibitors](#)

[Speaker/Moderator Resources](#)

AGENDA

For travel planning purposes, please refer to the  Schedule-at-a-Glance. The detailed agenda will be posted here by June 7.

FEES

Speaker/Moderator

\$450.00 (includes all events listed in agenda except for tours)

Guest of Delegate

FEES

Speaker/Moderator

\$450.00 (includes all events listed in agenda except for tours)

Guest of Delegate

\$425.00 (includes meals and evening events listed in agenda, except for tours)

Early Bird Delegates

Member \$875.00; Non-Member \$1,375.00

Government \$675.00; Non-Member \$975.00

DBE/WBE/MBE/SBE Member Delegate \$675.00; Non-Member \$1,375.00

After Early Bird Expires

Member \$950.00; Non-Member \$1,450.00

Government \$750.00; Non-Member \$1,050.00

DBE/WBE/MBE/SBE Member Delegate \$750; Non-Member \$1,450.00

Exhibitor Registrations

Please refer to the Sponsor Exhibitor Tab above for fees.

SCHEDULE-AT-A-GLANCE

HALIFAX
IBTTA2019

SEPTEMBER 15-17, 2019

HALIFAX CONVENTION CENTRE

HALIFAX
NOVA SCOTIA, CANADA

Pre-Meeting Events

FRIDAY, SEPTEMBER 13

9:00am – 5:00pm
Executive Committee Meeting
(by invitation)

1:30pm – 5:00pm
Platinum Sponsors Advisory Council
(by invitation)

7:00pm
Board, Past Presidents, Honorary Member
and Host Dinner
(by invitation)

SATURDAY, SEPTEMBER 14

8:00am – 5:00pm
Board of Directors & Committee Meetings

1:00pm – 5:00pm
Leadership Academy – Strategic
Development Workshop
(Open to all Leadership Academy Alumni)

IBTTA 87th Annual Meeting & Exhibition Agenda

SUNDAY, SEPTEMBER 15

8:00am – 6:00pm
Registration

8:30am – Noon
Technical Tour
Macdonald Bridge and the Big Lift

10:00am – 4:00pm
Roundtables
▶ Executives
▶ CAV Working Group
▶ Communications/Marketing
▶ Procurement, Contracting & Creative
Competition
▶ Legal

1:00pm – 6:00pm
Exhibit Set Up

3:30pm – 4:30pm
Welcome Reception for New Members &
First-Time Attendees

6:00pm – 10:00pm
Opening Event: Cunard Centre

MONDAY, SEPTEMBER 16

6:00am – 7:00am
Sunrise Walk

7:00am – 5:00pm
Registration

7:00am – 8:30am
Breakfast with Exhibitors

8:30am – 9:30am
Welcoming Remarks

9:30am – 10:30am
Keynote Speaker: tbd

10:30am – 11:00am
Refreshment Break with Exhibitors

11:00am – 12:30pm
General Session
12:30pm – 2:30pm
Lunch with Exhibitors

2:30pm – 3:30pm
General Session
Toll Excellence Awards – Projects Revealed

3:30pm – 5:00pm
General Session
Worldwide Showcase

5:30pm – 7:00pm
Networking Reception with Exhibitors

7:00pm – 10:30pm
Member-Hosted Networking Event
Neighborhood Crawl

TUESDAY, SEPTEMBER 17

6:00am – 7:00am
Sunrise Walk

7:00am – 5:30pm
Registration

7:00am – 8:30am
Breakfast with Exhibitors

8:30am – 9:00am
Welcome Remarks

9:00am – 10:00am
▶ IBTTA Business Meeting
▶ CEO Report
▶ Financial Report
▶ Election of Officers & Board Members
▶ Preview of the 2020 Annual Meeting in
Austin, TX

10:00am – 10:30am
Refreshment Break with Exhibitors

10:30am – Noon
Breakout Sessions

Noon – 2:00pm
Lunch with Exhibitors

2:00pm – 3:30pm
Breakout Sessions

3:30pm – 4:00pm
Refreshment Break with Exhibitors

4:00pm – 5:30pm
Breakout Sessions

4:00pm – 6:00pm
Exhibit Tear Down

5:30pm
Adjourn

6:30pm – 10:00pm
Closing Dinner & Awards Banquet
(Black-tie optional)

Please note:
There is no Wednesday programming.

III. D.

CONSENT AGENDA

Parental Leave to Provide Employees Paid Leave for the Birth, Adoption or
Foster Care Placement of a Child

210.02(B) Parental Leave

This policy is to provide employees with paid leave for the birth, adoption or foster care placement of a child. Paid parental leave is intended to provide time to bond with their new child, adjust to their new family situation, and provide the opportunity to form strong family attachments and relationships.

Eligible employees shall be granted up to 240 hours of paid parental leave for the birth, adoption or foster care placement of a child.

Eligibility

Employees must be eligible for benefits.

In addition, employees must meet one of the following criteria:

1. Have given birth to a child,
2. Be the spouse or domestic partner of a woman who has given birth to a child, or
3. Have adopted a child or been placed with a foster child:
 - a. The child must be age 17 or younger.
 - b. The adoption of a spouse's child is not covered by this policy.
 - c. The adoption of a child who has been in foster care placement with the family is not covered by this policy.

Paid parental leave is available to both male and female employees.

Length of Leave

Eligible employees shall receive a maximum of 240 hours of paid parental leave. The fact that a multiple birth, adoption or foster care placement occurs (e.g., the birth of twins or adoption or fostering of siblings) does not increase the amount of paid parental leave granted for that event.

For employees in reduced-hour positions the amount of paid parental leave granted will be pro-rated based on the number of hours the employee is scheduled to work as compared to a 40 hour work week.

If a holiday observed by the Authority occurs during the eligible employee's paid parental leave, the eligible employee will receive holiday pay in lieu of a paid parental day. The use of holiday pay during parental leave will not extend the length of the paid parental leave. The holiday pay will be included as part of the 240 hours of paid parental leave.

In no case will an employee receive more than 240 hours (not to exceed 6 calendar weeks) of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within the 12-month time frame.

A. Use of Leave and Time Frame

1. Parental leave shall begin on the date of the event and be used in one continuous period of leave.
2. A request to delay the commencement of paid parental leave due to medical complications or other extenuating circumstances requires approval by the employee's supervisor and the Chief Financial Officer.
3. If an employee elects to use less than the 240 hours provided, then all unused leave will be forfeited.
4. Parental leave shall not be credited as time worked for purposes of calculating overtime.

B. Request for Leave

An employee requesting paid parental leave shall make the request using the Paid Parental Leave Request Form and such requests must be made at least four weeks in advance of the event. In cases of emergency or extenuating circumstances, the time limit will be waived. Certification and/or other acceptable documentation as listed on the form shall be required.

C. Coordination with Other Benefits and Policies

1. While on paid parental leave an employee will be compensated at 100% of the employee's regular, straight-time weekly pay. The employee will not be compensated at more than 100% of his/her base pay rate.
2. The Authority will continue to pay its share of the cost of an eligible employee's group health insurance and other benefits during a paid parental leave. The eligible employee's share of the premium, if any, and other deductions will be deducted from the eligible employee's pay in accordance with normal practices.
3. An employee on paid parental leave shall continue to accrue sick and annual leave.
4. Paid parental leave will not be considered an interruption to an employee's tenure.
5. Employees who become eligible for pay increases during the leave period will receive their increases as scheduled.
6. Upon expiration of the paid parental leave the employee shall be returned to the position occupied at the time the leave commences.
7. Return to work of an employee who gave birth requires acceptable medical substantiation that the employee is medically authorized to return to work.
8. Paid parental leave taken under this policy will run concurrently with leave under the Family and Medical Leave Act (FMLA). All other requirements and provisions under FMLA will apply.
9. An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on a FMLA qualifying leave.
10. In the event an employee has given birth and medical recovery following childbirth necessitates additional leave from the workplace, such leave shall be governed by the Authority's disability policies and procedures. The paid parental leave may satisfy the waiting period for the commencement of short-term disability.

11. After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) may be used in accordance with the Authority's FMLA leave policies and procedures.

Restrictions and Limitations

Violation of the following restrictions or limitations will subject the employee to disciplinary action up to and including termination. Violation shall subject the employee to repayment of the value of any leave taken. Such value shall include the wages and benefits paid by the Authority.

1. An employee who decides to voluntarily resign, retire, or otherwise terminate their employment with the Authority while on paid parental leave or within 90 days of his/her return.
2. Unless other leave has been requested and approved, failure of an employee to report promptly for duty at the expiration of the leave.
3. Employees shall not perform work for another employer (including self-employment) while on paid parental leave. Additionally, employees shall not perform extra duty/off duty work while on paid parental leave.
4. Employees shall not claim or receive unemployment compensation or benefits while on paid parental leave.
5. Failure to provide required certification and/or documentation will nullify an employee's eligibility for paid parental leave.
6. Falsification and/or abuse of paid parental leave.

III. E.

Task Work Orders for Capital Projects included in the FY 20 CPMP

E. 1.

Sketch Level T&R Analysis (7/1/19- 6/30/20)

Purpose

The purpose of this work order is to provide sketch level traffic, toll, and/or operational analyses and documentation on an as-needed basis. The scopes will be fully defined at the time of the engagement as a function of the specific needs of the corridor under review.

Scope

Stantec will review and develop a sketch level traffic, toll and/or operational analysis generally include the following:

- Assumption development
- Data collection
- Travel demand model assignments
- T&R model development
- QA and sensitivity tests
- T&R estimates
- O&M modeling and estimates
- Documentation

Cost

Not to Exceed \$186,000 Capital Budget

EXHIBIT A

WORK ORDER # 2016-3

PROJECT/TASK, SCOPE OF WORK, SCHEDULE AND COMPENSATION

In accordance with the Traffic and Revenue Consulting Services Agreement between the Tampa-Hillsborough Expressway Authority ("THEA"), and Stantec, ("Stantec"), dated as of January 1, 2016, the following describes the Project/Task, Scope of Work, Schedule, Payment Terms and Special Terms and Conditions for Analysis and Revenue Estimate for a Parking Facility Served by an Autonomous shuttle.

THEA Authorized Representative: Bob Frey

Address: 1104 East Twiggs Street, Suite 300 Tampa, FL 33602

Telephone No.: 813-272-6740

Jacobs Authorized Representative: Richard Gobeille

Address: 777 S Harbour Island Boulevard Suite 600, Tampa, FL. 33602-5729

Telephone No.: 973-900-7080

1. **Project/Task:** The purpose of this work order is to provide sketch level traffic, toll, and/or operational analyses and documentation on an as-needed basis. The scopes will be fully defined at the time of the engagement as a function of the specific needs of the corridor under review. Below is a basic outline of the tasks to be undertaken for a generic sketch level analysis.
2. **Scope of Work/Services:** The scope of work for a sketch level traffic, toll and/or operational analysis generally include the following:
 1. Assumption development
 2. Data collection
 3. Travel demand model assignments
 4. T&R model development
 5. QA and sensitivity tests
 6. T&R estimates
 7. O&M modeling and estimates
 8. Documentation

Project Management will cover overall task order oversight and monthly invoicing of labor and expenses.

There are 6 person meetings (either 3 meetings for 2 people or 6 meetings for 1 person, or some combination therein) in Tampa budgeted under this Task Work Order which includes both time and expenses to attend the meeting. These will be charged only as a function of the needs of the Task Work Order.

3. **Schedule:** This Task Work Order will be for the full fiscal year of 2020, from Notice to Proceed (NTP) to June 30, 2020. Schedules will be developed for each specific sketch level to be undertaken.
4. **Compensation:** Stantec's compensation for this work shall be billed as follows: Stantec will invoice the THEA based on actual hours worked in the designated staffing categories as stipulated in the Agreement. This task will not exceed the fee of \$185,108. This is a not-to-exceed figure. Attachment A provides a detailed breakdown of the estimate by subtask, staff category and estimated direct expenses.
5. **Terms and Conditions:** The terms and conditions of the Agreement referenced above shall apply to this Work Order.
6. **Acceptance.** Acceptance of the terms of this Exhibit A (Work Order) is acknowledged by the signatures of the authorized representatives on the Authorization cover sheet.

Attachment A

**THEA Task Work Order #3
Stantec Cost Estimate**

Work Task	Senior Principal	Project Manager	Sr. T&R Modeler (QA/QC)	Sr. Planner	Jr. Engineer	
Billing Rate	\$300.00	\$230.00	\$300.00	\$175.00	\$120.00	
Sketch Level T&R Analyses	96	150	36	275	350	907
Project Management		24				24
Travel & Meetings	12	12				24
Total Hours	108	186	36	275	350	955
Total Labor Fee	\$32,400.00	\$42,780.00	\$10,800.00	\$48,125.00	\$42,000.00	\$176,105
Estimated Out-of-pocket Expenses						
Copies, Fed-Ex, Travel etc.						
						\$9,000.00
Total						\$185,105.00

E. 2.

Traffic & Revenue Annual Support (7/1/19- 6/30/20)

Purpose

The purpose of this work order is to provide analyses and documentation supporting the Tampa Hillsborough Expressway Authority (THEA) under standard annual traffic and revenue services and support of special projects. The standard annual services include revenue sufficiency certificate, toll index report, and the annual report. These standard annual services are preceded by the review of previous forecasts and development of new annual forecasts based on the most recently available data. Special projects support will be under an ad-hoc basis as various program support needs arise during the 2020 fiscal year.

Scope

Stantec will review and develop:

- Traffic and toll revenue forecasts
 - i. Data collection
 - ii. Development/Maintenance of forecasting model
 - iii. Sensitivity testing
 - iv. Development of final annual forecasts
- Revenue Sufficiency Certificate
- Toll Index Report
- Annual Report
- Support of Special Projects – in this task, ad-hoc T&R and toll operations analysis will be conducted to support THEA's multiple programs and initiatives to include:
 - i. Impact of revised capital program on T&R
 - ii. Level of service analyses
 - iii. Toll rate analyses
 - iv. Parking analyses
 - v. Transit related analyses
 - vi. Strategic tolling analyses

Cost

Not to Exceed \$181,000 Capital Budget

EXHIBIT A

WORK ORDER # 2016-2

PROJECT/TASK, SCOPE OF WORK, SCHEDULE AND COMPENSATION

In accordance with the Traffic and Revenue Consulting Services Agreement between the Tampa-Hillsborough Expressway Authority ("THEA"), and Stantec, ("Stantec"), dated as of January 1, 2016, the following describes the Project/Task, Scope of Work, Schedule, Payment Terms and Special Terms and Conditions for Analysis and Revenue Estimate for a Parking Facility Served by an Autonomous shuttle.

THEA Authorized Representative: Bob Frey

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Telephone No.: 813-272-6740

Jacobs Authorized Representative: Richard Gobeille

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Telephone No.: 973-900-7080

1. **Project/Task:** The purpose of this work order is to provide analyses and documentation supporting the Tampa-Hillsborough Expressway Authority (THEA) under standard annual traffic and revenue services and support of special projects. The standard annual services include revenue sufficiency certificate, toll index report, and the annual report. These standard annual services are preceded by the review of previous forecasts and development of new annual forecasts based on the most recently available data. Special projects support will be under an ad-hoc basis as various program support needs arise during the 2020 fiscal year.
2. **Scope of Work/Services:** The scope of work for this task shall include the following tasks:
 1. Review and development of traffic and toll revenue forecasts
 - a. Data collection
 - i. Travel Demand and T&R Models developed for THEA
 - ii. Database of T&R on the Selmon Expressway
 - iii. Socioeconomic data for the region
 - iv. Transportation improvement programs in the region (including THEA)
 - v. Previous T&R forecasts for the Selmon Expressway
 - b. Development of forecasting model

- i. Based on data collected and previous forecast results a revised outline for the forecasting model will be developed
 - ii. Toll rates for future years will be developed based on THEA policy
 - iii. T&R model will be developed based on outline
 - iv. Initial forecasts will be developed
 - c. QA/QC and sensitivity testing
 - i. Full QA/QC of the T&R model will be conducted at senior level as well as detailed level
 - ii. Sensitivity testing around independent variables will be conducted and reviewed
 - iii. Final T&R forecasting model will be developed
 - d. Development of final annual forecasts
- 2. Revenue Sufficiency Certificate
 - a. Define coverage requirements
 - b. Collect needed cost estimates from THEA and review
 - c. Compare projected gross revenues from T&R forecasts against costs
 - d. Review needed toll rates to meet coverage levels (if needed)
 - e. Develop draft and final Revenue Sufficiency Certificate
 - f. QA/QC of analysis and documentation
- 3. Toll Index Report
 - a. Define coverage requirements
 - b. Collect needed costs estimates from THEA and review
 - c. Compare projected gross revenues from T&R forecasts against costs
 - d. Review needed toll rates to meet coverage levels (if needed)
 - e. Develop draft and final Toll Index Report
 - f. QA/QC of analysis and documentation
- 4. Annual Report
 - a. Data collection as needed (that was not collected for previous tasks)
 - b. Development of outline of Annual Report
 - c. Production of draft report
 - d. QA/QC of analysis and documentation
- 5. Support of Special Projects – in this task, ad-hoc T&R and toll operations analysis will be conducted to support THEA’s multiple programs and initiatives. These could include the following type of work:
 - a. Impact of revised capital program on T&R
 - b. Level of service analyses
 - c. Toll rate analyses
 - d. Parking analyses
 - e. Transit related analyses
 - f. Strategic tolling analyses

This work will be engaged through discussion with THEA and the needs to support the Special Project at which time it will be fully scoped, scheduled and budgeted within this Task Work Order

Project Management will cover overall task order oversight and monthly invoicing of labor and expenses.

There are 6 person meetings (either 3 meetings for 2 people or 6 meetings for 1 person, or some combination therein) in Tampa budgeted under this Task Work Order which includes both time and expenses to attend the meeting. These will be charged only as a function of the needs of the Task Work Order.

3. **Schedule:** This Task Work Order will be for the full fiscal year of 2020, from Notice to Proceed (NTP) to June 30, 2020. The following are anticipated schedule by defined task excluding Special Projects which will be defined at the time of engagement. These dates are subject to adjustment to accommodate changes in data collection efforts or information provided by THEA.
 1. Review and Development of Traffic and Revenue Forecasts: NTP to 11/30/19
 2. Revenue Sufficiency Certificate
 - a. Draft: 12/13/19
 - b. Final: 1 week after final comments from THEA
 3. Toll Index Report
 - a. Draft: 12/13/19
 - b. Final: 1 week after final comments
 4. Annual Report
 - a. Draft: 12/20/19
 - b. Final: 1 week after final comments
4. **Compensation:** Stantec's compensation for this work shall be billed as follows: Stantec will invoice the THEA based on actual hours worked in the designated staffing categories as stipulated in the Agreement. This task will not exceed the fee of \$180,810. This is a not-to-exceed figure. Attachment A provides a detailed breakdown of the estimate by subtask, staff category and estimated direct expenses.
5. **Terms and Conditions:** The terms and conditions of the Agreement referenced above shall apply to this Work Order.
6. **Acceptance.** Acceptance of the terms of this Exhibit A (Work Order) is acknowledged by the signatures of the authorized representatives on the Authorization cover sheet.

Attachment A

**THEA Task Work Order #2
Stantec Cost Estimate**

Work Task	Senior Principal	Project Manager	Sr. T&R Modeler (QA/QC)	Sr. Planner	Jr. Engineer	
Billing Rate	\$300.00	\$230.00	\$300.00	\$175.00	\$120.00	
Review and Deveopment of T&R Forecasts	12	36	8	48	60	164
Revenue Sufficiency Certificate	2	8	2	12	16	40
Toll Index Report	2	8	2	12	16	40
Annual Report	2	16	4	40	40	102
Support of Special Projects	80	80	20	150	200	530
Project Management		24				24
Travel & Meetings	12	12				24
Total Hours	110	184	36	262	332	924
Total Labor Fee	\$33,000.00	\$42,320.00	\$10,800.00	\$45,850.00	\$39,840.00	\$171,810
Estimated Out-of-pocket Expenses						
Copies, Fed-Ex, Travel etc.						\$9,000.00
Total						\$180,810.00

E. 3.

Sketch Planning Support (7/1/19- 6/30/20)

Purpose

The purpose of this project is to provide sketch level planning support for up to three projects to be determined by the Executive Director.

Scope

WSP shall provide the following services:

- General project management support and coordination
- Data collection
- Sketch-level planning concept development
- Cost estimating for sketch-level planning concept
- Develop STOPS model and apply to FTA to determine if a roadway is viable for Transit Flex Lanes.

Cost

Not to Exceed \$195,000 Capital Budget



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: SKETCH PLANNING SUPPORT**

SCOPE OF WORK
5/31/19

Overview

The purpose of this Scope of Services is to describe the work and responsibilities of the Engineering and Planning Consultant (WSP) and the Tampa Hillsborough Expressway Authority (THEA) for providing sketch planning support for up to three projects.

Services to be Performed

WSP shall provide the following services:

- General project management support and coordination
 - Prepare necessary materials to provide updates to THEA staff at project milestones
 - Hold project coordination meetings with THEA staff and stakeholders
 - Provide schedule updates as needed
 - Prepare Project Work Plan
- Data collection
 - Local government Comprehensive Plans or Capital Improvement Plans
 - FDOT Work Program
 - FDOT TIP or STIP
 - Local MPO Long Range Transportation Plans
- Sketch-level planning concept development
 - Identify potential issues and concerns regarding alternatives developed
 - Effect on local traffic patterns
 - Potential intersection considerations
 - Drainage and permitting
 - Potential right of way constraints
 - Utilities and utility impacts
- Cost estimating for sketch-level planning concept
 - Estimates included
 - Future PD&E studies and environmental clearances with agencies
 - Future design cost
 - Future right of way costs
 - Future construction and Construction Engineering and Inspection (CEI) costs
- Bus/Toll lane concept development and analysis
- Simplified Trips-on-Project Software (STOPS) analysis

- **Assemble Data:** Gather all data required to set up STOPS and calibrate for the Tampa Bay region.
 - Latest available General Transit Feed Specification (GTFS) files for HART, PSTA, PCPT, and MCAT
 - Most recent onboard surveys for HART, PSTA, PCPT, and MCAT
 - Census Transportation Planning Package (CTPP) data for the four-county region
 - Automated Passenger Counts (APC) by stop (average weekday) for HART, PSTA, PCPT, and MCAT
 - Zone-level population, employment, and auto travel times/distances from the regional travel model (TBRPM)
 - Current route-level and systemwide boardings (average weekday) on HART, PSTA, PCPT, and MCAT
 - Park and ride lot location and vehicle count information from HART, PSTA, PCPT, and MCAT
- **Develop STOPS model:** Calibrate the STOPS model to the Tampa Bay region. The onboard rider surveys will be used as the basis of transit trip patterns, while APC data and route-level boardings will be used to calibrate the ridership on fixed route services in the region. WSP will develop a set of districts of the entire region, with smaller districts within the project corridors for more detailed calibration. Estimates from STOPS will be compared to the corresponding observed data:
 - Linked trips by trip purpose (home-based work, home-based other, and non-home-based)
 - District to district transit travel patterns
 - Linked trips by access mode
 - Percentage of riders who transfer in proportion to all riders
 - Share of transit riders who use fixed-guideway or premium transit services
 - Route-level boardings

WSP will also coordinate with FTA to discuss any unforeseen technical issues with the software. The calibration process may require adjustments to Census files if there are sparse records or re-expansion of the transit surveys to the most recent ridership totals. These steps will optimize the STOPS setup for the region. Calibration adjustments for fixed-guideway visibility factors, PNR coding and fixed-guideway station coding may also be required.
- **Application:** WSP will apply the STOPS model to develop ridership forecasts for different transit services in each corridor. The model application will be limited to one No Build and two Build scenarios in each corridor. Ridership forecasts will be provided for the current year (defined as the most recent year when ridership data is available) and the horizon year. WSP will analyze the ridership with respect to FTA's Capital Investment Grant program (CIG) evaluation metrics, and provide an estimate on whether the proposed project would be able to qualify for funds under the New Starts or Small Starts program.
- **Documentation and Deliverables**
 - STOPS Analysis:
 - Technical memorandum describing the calibration and ridership forecasts
 - PowerPoint presentation summarizing the projects' New Starts evaluation
 - Sketch-Planning Analysis:
 - Technical memorandum to summarize the findings of the cost estimates and concepts



- Typical section and concepts renderings or any other graphical renderings for documentation or presentation purposes
- PowerPoint presentation summarizing findings for THEA Board or other local governmental agencies
- THEA Fact Sheet or PIF

Services to be Provided by THEA

- THEA shall make task assignments, review deliverables, provide management of WSP staff, and arrange for quality control assurance.
- THEA shall provide information and files when necessary to complete assignments related to this task such as traffic projects and modeling information.

Schedule

The anticipated Period of Performance start date for this task is July 1, 2019 and expected to terminate November 10, 2020 to provide support services.

Estimate of Work

Attachment A provides the estimate of work.

ATTACHMENT A: ESTIMATE OF WORK

Task Work Order: 188637
 Project Manager: Bob Frey
 Contract Number: PAR-02114
 Project Description: Sketch Planning
 Completion Date: 11-Nov-20

Tasks	Staff Classification										Staff Hours by Activity	Burdened Cost by Activity	Average Rate by Activity
	Senior Advisor	Project Manager	Chief Planner	Senior Planner	Senior Engineer	Engineer	GIS Specialist	Sr. Viz Specialist	Sr. Software Engineer	UI/UX Web Designer			
Loaded rates based on averaged base rate per classification with overhead, fixed fee, and FCCM	\$395.53	\$272.72	\$249.94	\$178.53	\$221.92	\$162.33	\$171.10	\$260.61	\$164.86	\$121.34			
Work Program System Support:													
Data Collection		5	10	40	20	40					115	\$21,935.80	\$190.75
Concept Development-Sketch Level		15	10	40	60	150					275	\$51,396.10	\$186.89
Cost Estimates-Sketch Level		20	10	10	40	100					180	\$34,848.90	\$193.61
STOPS Model & Analysis		20	20	120							160	\$31,876.80	\$199.23
Technical Memorandum & Analysis Documentation		30	10	80	20	80					220	\$42,388.20	\$192.67
Project Management/Coordination		40									40	\$10,908.80	\$272.72
Total Staff Hours by Classification	0	130	60	290	140	370	0	0	0	0	990	\$193,354.60	\$195.31
Total Staff Cost (Unburdened) by Classification	\$0.00	\$12,292.80	\$5,199.60	\$17,951.00	\$10,773.00	\$20,827.30	\$0.00	\$0.00	\$0.00	\$0.00			

SALARY RELATED COSTS:

OVERHEAD:	157.50%
Fixed Fee	12.00%
FCCM (Facilities Capital Cost Money):	0.20%

EXPENSES

SALARY RELATED SUBTOTAL:

Website Hosting 1-Year

SUBTOTAL PRIME:

Sub consultant:

SUBTOTAL ESTIMATED FEE:

Optional Services

GRAND TOTAL ESTIMATED FEE:

\$193,354.60

included in rates

included in rates

included in rates

\$0.00

\$193,354.60

\$0.00

\$193,354.60

\$0.00

\$193,354.60

\$0.00

\$193,354.60

E. 4.

Work Program Support (7/1/19- 6/30/20)

Purpose

THEA requires Consultant support during the Work Program Development Process including the production of the Work Program Documents. The Work Program outlines the current budget year, and 5-planning years of projects for Major Capital, Renewal and Replacement, and Enhancement projects. The Work Program development process requires a review of existing project schedules, cost estimates, and priority prior to THEA's Board annually adopting the Agencies' Work Program prior to the beginning of the upcoming fiscal year.

Scope

WSP will support THEA staff during internal Work Program development meetings with Project Managers. WSP will be responsible for making any required updates to projects in the CPMP. A change log will be developed and maintained by the consultant to track any changes made during Project Manager meetings. These meetings are viewed as an iterative process which will require multiple meetings with individual Project Managers, and require the development of multiple versions of Project Manager Books as the development process continues.

Upon approval by THEA of the draft documents, WSP will finalize the documents and provide to THEA in hard copy format for distribution internally and externally. Additionally, the documents will be provided in electronic format PDF for display on THEA's website for public viewing.

Cost

Not to Exceed \$100,000 Capital Budget



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: WORK PROGRAM SUPPORT
SCOPE OF WORK
5/31/19

I. Overview

THEA's Board annually adopts the Agencies' Work Program prior to the beginning of the upcoming fiscal year. The Work Program outlines the current budget year, and 5-planning years of projects for Major Capital, Renewal and Replacement, and Enhancement projects. The Work Program development process requires a review of existing project schedules, cost estimates, and priority. THEA requires Consultant support during the Work Program Development Process including the production of the Work Program Documents.

II. Work Program Development Support

THEA's 6-year Work Program is developed through the CPMP and is updated and approved annually by THEA's Board. The Consultant will provide assistance to THEA during their internal development process for the Work Program. The Consultant will be responsible for the compilation of and production of Project Manager Books during the month of February. These Books will provide Project Managers a snapshot of project status in terms of schedule, scope, and funding to begin to determine potential required changes during the annual Work Program Development Cycle.

The Consultant will support THEA staff during internal Work Program development meetings with Project Managers. The Consultant will be responsible for making any required updates to projects in the CPMP. A change log will be developed and maintained by the consultant to track any changes made during Project Manager meetings. The change log will reflect any reasoning and justifications for project changes. These meetings are viewed as an iterative process which will require multiple meetings with individual Project Managers, and require the development of multiple versions of Project Manager Books as the development process continues.

It is expected that a majority of project changes will be completed by late March for initial review by Executive leadership. As requested, the Consultant will be responsible for producing any summary financial documentation for review by THEA's Chief Financial Officer and Executive Director during this time.

III. Work Program Document Support

The Consultant will provide additional staff support in the development of the Work Program Documents. THEA produces a series of Work Program related documents that include the Capital Projects Summary which is made available to outside agency stakeholders (such as the Hillsborough MPO and Florida Department of Transportation) prior to Board adoption of the Work Program, Board Adopted Work Program, and Inventory Projects Work Program.



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: WORK PROGRAM SUPPORT**

SCOPE OF WORK

5/31/19

The Consultant will be responsible for updating the layout, text, infographics, financials, and images to reflect updates to the Work Program documents from the previous year. Additionally, the consultant will provide support to the update Project Investment Forms (PIFs). Updates to PIFs may include project description, purpose and need, status, and updated project maps. The Consultant will provide THEA with drafts of the three documents, and will incorporate any additional updates identified by THEA.

Upon approval by THEA of the draft documents, the Consultant will finalize the documents and provide to THEA in hard copy format for distribution internally and externally. Additionally, the documents will be provided in electronic format PDF for display on THEA's website for public viewing.

Schedule

The anticipated Period of Performance start date is July 1, 2019 and expected to terminate no later than November 11, 2020 to provide support services.

Estimate of Work

Attachment A provides the estimate of work.

ATTACHMENT A: ESTIMATE OF WORK

Task Work Order: 188637
 Project Manager: Bob Frey
 Contract Number: PAR-02114
 Project Description: THEA Work Program Support
 Completion Date: 11-Nov-20

Tasks	Staff Classification										Staff Hours by Activity	Burdened Cost by Activity	Average Rate by Activity
	Senior Advisor	Project Manager	Chief Planner	Senior Planner	Senior Engineer	Engineer	GIS Specialist	Sr. Viz Specialist	Sr. Software Engineer	UI/UX Web Designer			
Loaded rates based on averaged base rate per classification with overhead, fixed fee, and FCCM	\$395.53	\$272.72	\$249.94	\$164.24	\$221.92	\$162.33	\$171.10	\$260.61	\$164.86	\$121.34			
Work Program System Support:													
Work Program Development & Review Meetings		40	20	210							270	\$50,398.00	\$186.66
Work Program Document Update		15	20	160							195	\$35,368.00	\$181.37
Project Management/Coordination		50									50	\$13,636.00	\$272.72
Total Staff Hours by Classification	0	105	40	370	0	0	0	0	0	0	515	\$99,402.00	\$193.01
Total Staff Cost (Unburdened) by Classification	\$0.00	\$28,635.60	\$3,466.40	\$60,768.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

SALARY RELATED COSTS:		\$99,402.00
OVERHEAD:	157.50%	<i>included in rates</i>
Fixed Fee	12.00%	<i>included in rates</i>
FCCM (Facilities Capital Cost Money):	0.20%	<i>included in rates</i>
EXPENSES		\$0.00
SALARY RELATED SUBTOTAL:		\$99,402.00
Website Hosting 1-Year		\$0.00
SUBTOTAL PRIME:		\$99,402.00
Sub consultant:		\$0.00
SUBTOTAL ESTIMATED FEE:		\$99,402.00
Optional Services		\$0.00
GRAND TOTAL ESTIMATED FEE:		\$99,402.00

E. 5.

Constructability and Cost Estimate Review Support (7/1/19- 6/30/20)

Purpose

The purpose of this Scope of Services is to provide oversight of capital project cost estimates. WSP will provide constructability and cost estimate review to ensure consistency of project costs in THEA's Work Program. This is an annual task.

Scope

WSP will review cost estimates as they are submitted by other THEA consultants at major project milestones to ensure consistent estimating methodology and assumptions. WSP will utilize the Long-Range Estimating (LRE) system to review major pay items and conduct a reasonableness assessment for the cost estimates submitted. When the review reveals a discrepancy or red flag, WSP will work with THEA and the Consultant to determine the next steps. As directed by THEA, WSP may be responsible for populating the THEA-specific Cost Estimate Template with data provided by other Consultants. At no time under this task order will WSP be responsible for the production of project specific cost estimates.

Cost

Not to Exceed \$150,000 Capital Budget



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: CONSTRUCTABILITY AND COST ESTIMATE REVIEW AND OVERSIGHT SUPPORT
SCOPE OF WORK
5/31/19

Overview

The purpose of this Scope of Services is to describe the work and responsibilities of the Engineering and Planning Consultant (WSP) and the Tampa Hillsborough Expressway Authority (THEA) for providing oversight of capital project cost estimates. WSP will provide constructability and cost estimate review to ensure consistency of project costs in THEA's Work Program.

General Management Services

The following meetings are anticipated to allow for full coordination between THEA and WSP.

- Kickoff Meeting
- Team Coordination Meetings (estimate 4)

WSP will conduct meetings with THEA staff and other THEA consultants as needed, provide updates, and present any findings and recommendations to THEA staff for consideration.

Cost Estimating Protocol

WSP will develop a set of protocols based on NCHRP Report *Guidance for Cost Estimation and Management for Highway Projects during Planning, Programming, and Construction*, and customized to THEA's specific projects (e.g., size of the project, geography, etc.). The protocols will be used by THEA consultants when developing cost estimates for capital projects and by WSP when reviewing. Protocols will be tailored to correspond to the project phases prior to construction (e.g., sketch/planning, PD&E, Design).

Cost Estimate Template

Once protocols have been finalized, WSP will support THEA to develop an agency-specific Cost Estimate Template. The template will ensure consistency and accountability when developing cost estimates prior to input into the Comprehensive Project Management Program (CPMP) and ultimately THEA's Work Program. The template will be uploaded into the project's CPMP specific page at appropriate milestones in project development.

The Cost Estimate Template will be an Excel-based tool specifically designed to meet THEA's need for "fully loaded" project costs. The template is envisioned to include individual Excel sheets for project phases that rolls up to a cover sheet that will display the full project cost. Individual phases will include costs for communication support, construction engineering & inspection, and General Engineering Consultant support as appropriate. The cost for additional support may be either a flat fee or a percentage applied to a phase cost. Additionally, the template will provide for any required explanation of cost estimate assumptions and reasoning, and additional back up documentation.

Constructability and Cost Estimate Reviews and Oversight

WSP will review cost estimates as they are submitted by other THEA consultants at major project milestones to ensure consistent estimating methodology and assumptions. WSP will utilize the Long-Range Estimating (LRE) system to review major pay items and conduct a reasonableness assessment for the cost estimates submitted. When the review reveals a discrepancy or red flag, WSP will work with THEA and the Consultant to determine the next steps. As directed by THEA, WSP may be responsible for populating the THEA-specific Cost Estimate Template with data provided by other Consultants. At no time under this task order will WSP be responsible for the production of project specific cost estimates.

Schedule

The anticipated Period of Performance start date for this task is July 1, 2019 and expected to terminate November 10, 2020 to provide support services.

Estimate of Work

Attachment A provides the estimate of work.

ATTACHMENT A: ESTIMATE OF WORK

Task Work Order: 188637
 Project Manager: Bob Frey
 Contract Number: PAR-02114
 Project Description: Constructability & Cost Estimate Support
 Completion Date: 11-Nov-20

Tasks	Staff Classification										Staff Hours by Activity	Burdened Cost by Activity	Average Rate by Activity
	Senior Advisor	Project Manager	Chief Planner	Senior Planner	Senior Engineer	Engineer	GIS Specialist	Sr. Viz Specialist	Sr. Software Engineer	UI/UX Web Designer			
Loaded rates based on averaged base rate per classification with overhead, fixed fee, and FCCM	\$395.53	\$272.72	\$249.94	\$178.53	\$221.92	\$162.33	\$171.10	\$260.61	\$164.86	\$121.34			
Work Program System Support													
Cost Estimate Protocol Development		20	10	20	80	110					240	\$47,134.30	\$196.39
Cost Estimate Template Deveopment		15	10	80	40	20					165	\$32,996.00	\$199.98
Constructability and Cost Estimate Reviews and Oversight		20		40	40	230					330	\$58,808.30	\$178.21
Project Management/Coordination		40									40	\$10,908.80	\$272.72
Total Staff Hours by Classification	0	95	20	140	160	360	0	0	0	0	775	\$149,847.40	\$193.35
Total Staff Cost (Unburdened) by Classification	\$0.00	\$8,983.20	\$1,733.20	\$8,666.00	\$12,312.00	\$20,264.40	\$0.00	\$0.00	\$0.00	\$0.00			

SALARY RELATED COSTS:

OVERHEAD:	157.50%
Fixed Fee	12.00%
FCCM (Facilities Capital Cost Money):	0.20%

EXPENSES

SALARY RELATED SUBTOTAL:

Website Hosting 1-Year

SUBTOTAL PRIME:

Sub consultant:

SUBTOTAL ESTIMATED FEE:

Optional Services

GRAND TOTAL ESTIMATED FEE:

\$149,847.40

included in rates

included in rates

included in rates

\$0.00

\$149,847.40

\$0.00

\$149,847.40

\$0.00

\$149,847.40

\$0.00

\$149,847.40

E. 6.

CPMP Support (7/1/19- 6/30/20)

Purpose

THEA has transitioned its Work Program of capital projects into a web-based database to maintain the project and financial data. The Comprehensive Project Management Program (CPMP) tool includes dynamic features for organizing, reporting, and updating project data as needed based on agency specifications. As part of this, THEA has developed a Work Program to prioritize project investments, with a plan for existing financial year, 5-year planning commitments, 10 year commitments, and estimated of 30 year commitments. As the program is more integrated into the budgetary process, the tool will incorporate additional customizations for the continued functionality and enhancements of the system along with website hosting to support the integrated system..

Scope

WSP will continue to support the THEA with the Tool during budgetary and fiscal year close-out and roll over, periodic updates to expenditures, provide additional customizations to enhance the tool, and support the hosting of the web-based database for the year. This will provide technical support as database testing and system functional enhancements are continually updated and integrated.

Cost

Not to Exceed \$125,000 Capital Budget



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: COMPREHENSIVE PROJECT MANAGEMENT PROGRAM SUPPORT
SCOPE OF WORK
5/30/19

Overview

The Tampa Hillsborough Expressway Authority (THEA) adopted the Strategic Blueprint in May 2015, to guide and set the strategic direction of the agency. THEA has been working through a multi-faceted delivery schedule to develop a program of projects, balanced with financial feasibility, strategic messaging, and communications. As part of this, THEA has developed a Work Program to prioritize project investments, with a plan for existing financial year, 5-year planning commitments, and needs over 30 years. THEA has transitioned its Work Program of capital projects into a web-based database to maintain the project and financial data. The Comprehensive Project Management Program (CPMP) tool includes dynamic features for organizing, reporting, and updating project data as needed based on agency specifications. As the program is more integrated into the budgetary process, the tool will incorporate additional customizations for the continued functionality and enhancements of the system. Additionally, website hosting is required to support the integrated system.

General Management Services

WSP worked through the functional specifications of the CPMP Tool with THEA and developed a custom web-based, database-driven tool. The tool provides support for ongoing operations and maintenance programs, enhancements, and major capacity programs and projects that the agency plans to execute; in coordination with THEA staff, GEC, and project consultants. The CPMP Tool will continue to support outputs for both the six-year adopted portion for agency financial commitment, as well as planning level 30-year forecasts.

WSP will continue to support the THEA with the Tool during budgetary and fiscal year close-out and roll over, periodic updates to expenditures, provide additional customizations to enhance the tool, and support the hosting of the web-based database for the year. This will provide technical support as database testing and system functional enhancements are continually updated and integrated.

I. Comprehensive Project Management Program System Support

The Consultant will provide continued technical support for the CPMP Tool. This will include development specifications and tool refinement, as well as general support for the database tool.

Database Customizations

Several customizations are recommended to further refine the tool's specifications for THEA's use long-term. Additional customizations may be directed by the THEA throughout the duration of the project. The various customizations cooperatively identified with THEA include:

- Scenario Planning
 - Strategic Project Programming
 - Addition of Additional Funding Methods
 - Addition of Project Delivery Methods



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: COMPREHENSIVE PROJECT MANAGEMENT PROGRAM SUPPORT
SCOPE OF WORK
5/30/19

- Cost Estimate Uploads and Version Tracking
- Forms Page & Dynamic Form Creation
- Additional Reports (As Needed)
 - To be defined by THEA Executive Leadership
- Help/Tooltips

System Updates and Ongoing Data Integration

WSP will provide technical assistance as any systematic updates are required. Minor database adjustments to better accommodate data inputs and display formats may be implemented and supported. WSP will support data entry efforts as needed related to task order detail, project information, and schedules in close coordination with THEA Project Management. This will include continued oversight and management of the CPMP and project meetings as needed to support the program. As financial data or project information needs to be updated, the Consultant will continue ongoing support.

Continued Comprehensive Project Management Program Policy Development

The CPMP continues to be an evolving tool and has progressively been more ingrained into THEA's daily operations. Therefore, Business Rules and a User's Manual were developed. These documents need to be continually updated to reflect the current state of the CPMP tool and reflect the rules of use within THEA. WSP will support THEA on the update of the User's Manual and development of the CPMP Business Rules based on functional updates applied to the CPMP and related processes.

II. Comprehensive Project Management Program Hosting

WSP will host the THEA database CPMP Tool as technical testing and modifications are conducted. WSP maintains a state-of-the-art hosting facility designed to serve a range of website platforms including high-availability database applications, e-commerce, streaming media, and client hosted sites. WSP combines a core team of IT professionals, 24-hour help desk support seven days a week, and fully redundant system infrastructure to deliver high quality and performance service.

WSP maintains the highest standard for information security practices. The co-located servers are protected by the latest patches, a managed firewall, network monitoring, intrusion detection, and other security measures. Access to these systems is strictly enforced. Applications containing sensitive data require authentication prior to access and can use Secure Sockets Layer (SSL) technology upon request. The data center is served by multiple connections to redundant Tier I providers, and is staffed 24/7 by qualified system engineers. Data is backed up daily on multiple servers and stored off-site on tape by long-term storage professionals and end users are supported by a U.S. Toll-Free 24/7 Help Desk.



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: COMPREHENSIVE PROJECT MANAGEMENT PROGRAM SUPPORT
SCOPE OF WORK
5/30/19

Schedule

The anticipated Period of Performance start date for the tool development is July 1, 2019 and expected to terminate November 10, 2020 to provide support services.

Estimate of Work

Attachment A provides the estimate of work.

ATTACHMENT A: ESTIMATE OF WORK

Task Work Order: 188637
 Project Manager: Bob Frey
 Contract Number: PAR-02114
 Project Description: CPMP Development and Support
 Completion Date: 12-Nov-20

Tasks	Staff Classification										Staff Hours by Activity	Burdened Cost by Activity	Average Rate by Activity
	Senior Advisor	Project Manager	Chief Planner	Senior Planner	Senior Engineer	Engineer	GIS Specialist	Sr. Viz Specialist	Sr. Software Engineer	UI/UX Web Designer			
Loaded rates based on averaged base rate per classification with overhead, fixed fee, and FCCM	\$395.53	\$272.72	\$230.41	\$164.24	\$21.36	\$157.57	\$171.10	\$260.61	\$173.74	\$121.34			
Work Program System Support													
Database Customizations		15		40					435		490	\$86,237.30	\$175.99
Database Hosting Support									40		40	\$6,949.60	\$173.74
CPMP Manual and Business Rules		16		100							116	\$20,787.52	\$179.20
Project Management/Coordination		40									40	\$10,908.80	\$272.72
Total Staff Hours by Classification	0	71	0	140	0	0	0	0	475	0	686	\$124,883.22	\$182.05
Total Staff Cost (Unburdened) by Classification	\$0.00	\$19,363.12	\$0.00	\$22,993.60	\$0.00	\$0.00	\$0.00	\$0.00	\$82,526.50	\$0.00			

SALARY RELATED COSTS:

OVERHEAD:	157.50%
Fixed Fee	12.00%
FCCM (Facilities Capital Cost Money):	0.20%

EXPENSES

SALARY RELATED SUBTOTAL:

Website Hosting 1-Year

SUBTOTAL PRIME:

Sub consultant:

Sub consultant:

Sub consultant:

SUBTOTAL ESTIMATED FEE:

Optional Services

GRAND TOTAL ESTIMATED FEE:

\$124,883.22

included in rates

included in rates

included in rates

\$0.00

\$124,883.22

\$0.00

\$124,883.22

\$0.00

\$0.00

\$0.00

\$124,883.22

\$0.00

\$124,883.22

E. 7

Sketch Level Planning – GEC (7/1/19- 6/30/20)

Purpose

The purpose of this task is to support THEA in the development of toll viability testing for candidate roadways as directed by THEA.

Scope

The support will be in the constructability of a new toll road, the access points, and cost to construct. This will be used to determine if the roadway is a viable project.

Cost

Not to Exceed \$100,000

O-00416-XXX

HI-0089 P-34

2019-2020 Sketch Level Analysis (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff with Sketch Level Planning development/implementation of the Strategic Plan. This task work order is for Strategic Planning Support Services from 7/1/19 - 6/30/20.

Scope

Provide Strategic Plan Support as required to assist THEA Staff and THEA's Strategic Plan Consultant in the development/implementation of the Strategic Plan. Anticipated work includes providing engineering, administrative, and operational data, and input and analyses necessary to assist with the development and implementation of the Strategic Plan.

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. O-00416-XXX
 HI-0089 P-34
 PRIME CONSULTANT: HNTB Corporation

O-00416-XXX
 2019-2020 Sketch Level Analysis (7/1/19 - 6/30/20)

ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		
	Man Hours	Hourly Rate \$ 131.13	Man Hours	Hourly Rate \$ 125.02	Man Hours	Hourly Rate \$ 88.78	Man Hours	Hourly Rate \$ 64.16	Man Hours	Hourly Rate \$ 50.16	Man Hours	Hourly Rate \$ 41.50	Man Hours	Hourly Rate \$ 37.17	Man Hours	Hourly Rate \$ 23.69	Manhours By Activity	Salary Cost By Activity	Avg. Hourly Rate
Sketch Level Analysis	8	\$1,049.04	64	\$8,001.28	72	\$6,392.16	80	\$5,132.80	120	\$6,019.20	121	\$5,021.50	57	\$2,118.69	24	\$568.56	546	\$34,303.23	\$62.83
Total Man Hours	8	\$1,049.04	64	\$8,001.28	72	\$6,392.16	80	\$5,132.80	120	\$6,019.20	121	\$5,021.50	57	\$2,118.69	24	\$568.56	546	\$34,303.23	\$62.83
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$34,303.23	
Cost Elements & Additives																			
(a) 2.64 Multiplier																		\$97,421.17	
SUBTOTAL (Cost Elements applied to Basic Activities Fee):																		\$97,421.17	
(d) Direct Reimbursables																		\$2,576.17	
Total Project Cost:																		\$99,997.35	
Maximum Limiting Amount:																		\$100,000.00	
Direct Expenses		7.51%		\$ 2,576.17															

E. 8.

Waterfront District Support – GEC (7/1/19- 6/30/20)

Purpose

The purpose of this task is to support THEA in reviewing the SPP development in the Channel District and ensure that the new developments do not adversely impact the THEA system.

Scope

The support will be to review plans, provide traffic analysis and to meet with SPP staff.

Cost

Not to Exceed \$150,000

O-00416-XXX

HI-0118 P-09

2019-2020 Waterfront District Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff on Waterfront District activities. This task work order is for Waterfront District Support Services from 7/1/19 - 6/30/20.

Scope

Provide Waterfront District Support as required to assist THEA Staff. Anticipated work includes providing engineering, administrative, and operational data, and input and analyses necessary to assist with the development and implementation of the Waterfront District.

SUMMARY FEE SHEET

										ATTACHMENT "A"																			
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PROJECT DESCRIPTION:	Tampa-Hillsborough Expressway Authority	O-00416-XXX
GEC CONTRACT NO.	O-00416-XXX	2019-2020 Waterfront District Support (7/1/19 - 6/30/20)
HI-0118 P-09		
PRIME CONSULTANT:	HNTB Corporation	

PROJECT DESCRIPTION:	Tampa-Hillsborough Expressway Authority	O-00416-XXX
GEC CONTRACT NO.	O-00416-XXX	2019-2020 Waterfront District Support (7/1/19 - 6/30/20)
HI-0118 P-09		
PRIME CONSULTANT:	HNTB Corporation	

[illegible]

E. 9.

Strategic Planning – GEC (7/1/19- 6/30/20)

Purpose

The purpose of this task is to support THEA in the development of a strategic blueprint update.

Scope

The support will be in how the strategic blueprint will impact the maintenance and future of the Selmon system.

Cost

Not to Exceed \$50,000

O-00416-XXX

HI-0031 P-62

2019-2020 Strategic Planning & Development Review (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff and THEA's Strategic Plan Consultant in the development/implementation of the Strategic Plan. This task work order is for Strategic Planning Support Services from 7/1/19 - 6/30/20.

Scope

Provide Strategic Plan Support as required to assist THEA Staff and THEA's Strategic Plan Consultant in the development/implementation of the Strategic Plan. Anticipated work includes providing engineering, administrative, and operational data, and input and analyses necessary to assist with the development and implementation of the Strategic Plan.

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. O-00416-XXX
 HI-0031 P-62
 PRIME CONSULTANT: HNTB Corporation

O-00416-XXX
 2019-2020 Strategic Planning & Development Review (7/1/19 - 6/30/20)

ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity	Avg. Hourly Rate
Strategic Planning & Development Review	4	\$524.52	40	\$5,000.80	40	\$3,551.20	36	\$2,309.76	48	\$2,407.68	48	\$1,992.00	24	\$892.08	20	\$473.80	260	\$17,151.84	\$65.97
Total Man Hours	4	\$524.52	40	\$5,000.80	40	\$3,551.20	36	\$2,309.76	48	\$2,407.68	48	\$1,992.00	24	\$892.08	20	\$473.80	260	\$17,151.84	\$65.97
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$17,151.84	
Cost Elements & Additives																			
(a) 2.84 Multiplier																		\$48,711.23	
Direct Expenses		7.51%		\$ 1,288.10															
SUBTOTAL (Cost Elements applied to Basic Activities Fee):																		\$48,711.23	
(d) Direct Reimbursables																		\$1,288.10	
Total Project Cost:																		\$49,999.33	
Maximum Limiting Amount:																		\$50,000.00	

E. 10.

Automated/Connected Vehicle Support - GEC (7/1/19- 6/30/20)

Purpose

The purpose of this task is to support THEA in the development of emerging technologies to improve the safety, efficiency and financial sustainability of the transportation system. This task will evaluate and report to THEA the benefits, costs and impacts of identified technologies. This task will provide a cost/benefit analysis to the THEA staff and Board to help guide future investments.

Scope

HNTB will conduct research, evaluation and test technology, as directed, to validate use for the agency to forward the THEA Strategic Plan.

Cost

Not to Exceed \$125,000

O-00416-XXX

HI-0072 D-33

Automated Connected Vehicle Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

The task work order is for support the THEA staff on miscellaneous Automated and Connected Vehicle Support assignments, including assisting THEA staff as directed. This task work order is for the period from 7/1/19 - 6/30/20.

Scope

Providing support for THEA staff on Automated and Connected Vehicle Support tasks as assigned by the THEA Project Manager. Includes study and analysis, preparation of reports and presentations, coordination, attending meetings and responding to requests for information from USDOT, FHWA, FDOT and other agencies.

SUMMARY FEE SHEET																					
ATTACHMENT "A"																					
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority										O-00416-XXX									
GEC CONTRACT NO.		O-00416-XXX										Automated Connected Vehicle Support (7/1/19 - 6/30/20)									
HI-0072 D-33																					
PRIME CONSULTANT:		HNTB Corporation																			
ACTIVITY		Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate	
		Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity		
Automated Connected Vehicle Support		10	\$1,311.30	50	\$6,251.00	120	\$10,653.60	140	\$8,982.40	150	\$7,524.00	150	\$6,225.00	40	\$1,486.80	19	\$450.11	679	\$42,884.21	\$63.16	
Total Man Hours		Total Salary [(MHxHR)]		10	\$1,311.30	50	\$6,251.00	120	\$10,653.60	140	\$8,982.40	150	\$7,524.00	150	\$6,225.00	40	\$1,486.80	19	\$450.11	679	\$42,884.21

E. 11.

Automated/Connected Vehicle Legislative Support - GEC (7/1/19- 6/30/20)

Purpose

The purpose of this task is to support THEA in the monitoring of future emerging technology rules, laws and guidelines at the Federal and State level to ensure that THEA is well versed on the impacts of potential changes.

Scope

HNTB will monitor and report back to THEA as such rules, laws and guidelines become relevant.

Cost

Not to Exceed \$50,000

O-00416-XXX

HI-0072 P-15

CV/AV & ITS Legislation Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering support to meet the requirements of THEA to identify and evaluate existing and proposed local, state and national legislation that would impact THEA's AV/CV & ITS activities. Also will monitor for potential NOFO's, BAA's and other Federal grants.

Scope

Services to be performed include:

1. Assist THEA staff in identifying and evaluating existing and proposed local, state and national legislation that would impact THEA's AV/CV & ITS programs.

Services from 2/11/19 - 6/30/19.

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. O-00416-XXX
 HI-0072 P-15
 PRIME CONSULTANT: HNTB Corporation

O-00416-XXX
 CV/AV & ITS Legislation Support (7/1/19 - 6/30/20)

ACTIVITY	Sr. Technical Advisor		Project Manager Sr. Proj. Eng.		Chief. Eng./Planner/ Designer		Sr. Engineer/ Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Man Hours	Hourly Rate \$ 131.13	Man Hours	Hourly Rate \$ 125.02	Man Hours	Hourly Rate \$ 88.78	Man Hours	Hourly Rate \$ 64.16	Man Hours	Hourly Rate \$ 41.50	Man Hours	Hourly Rate \$ 37.17	Man Hours	Hourly Rate \$ 23.69	Manhours By Activity	Salary Cost By Activity	
Legislation Evaluation Support	50	\$6,556.50		\$0.00	90	\$7,990.20		\$0.00		\$0.00		\$0.00	110	\$2,605.90	250	\$17,152.60	\$68.61
Total Man Hours																	
Total Salary [(MHxHR)]	50	\$6,556.50	0	\$0.00	90	\$8,073.88	0	\$0.00	0	\$0.00	0	\$0.00	110	\$2,605.90	250	\$17,152.60	\$68.61
																	Total
															Basic Activities Maximum Limiting Fees (Salary Costs)		\$17,152.60
															Cost Elements & Additives		
															(a) 2.84 Multiplier		\$48,713.38
															SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$48,713.38
															(d) Direct Reimbursables		\$1,288.16
															Subconsultants- None		
															Total Project Cost:		\$50,001.54
															Maximum Limiting Amount:		\$50,000.00

E. 12.

Transit Flex Lanes - GEC (7/1/19- 6/30/20)

Purpose

The purpose of this task is to support THEA in the development, approval and implementation of the Transit Flex Lanes (previously known as Bus Toll Lanes) concept for future roadways.

Scope

HNTB will coordinate with THEA and other peer agencies to further the development of Transit Flex Lanes to provide sustainable transportation in Tampa Bay.

Cost

Not to Exceed \$50,000

O-00416-XXX

HI-0082 P-15

Transit Flex Lanes Value Pricing Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

The task work order is for support the small THEA staff on miscellaneous Transit Value Pricing Support assignments, including assisting THEA staff as directed. This task work order is for the period from 7/1/19 -6/30/20.

Scope

Providing support for THEA staff on Bus Toll Lanes Value Pricing Support tasks as assigned by the THEA Project Manager. Includes coordination, attending meetings and responding to requests for information from FDOT and other agencies.

SUMMARY FEE SHEET																						
ATTACHMENT "A"																						
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority										O-00416-XXX												
GEC CONTRACT NO. O-00416-XXX										Transit Flex Lanes Value Pricing Support (7/1/19 - 6/30/20)												
HI-0082 P-15																						
PRIME CONSULTANT: HNTB Corporation																						
ACTIVITY		Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate		
		Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity			
Transit Flex Lane Value Pricing Support		40	\$5,245.20	40	\$5,000.80	24	\$2,130.72	24	\$1,539.84	25	\$1,254.00	24	\$996.00	15	\$557.55	18	\$426.42	210	\$17,150.53	\$81.67		
Total Man Hours		Total Salary [(MHxHR)]		40	\$5,245.20	40	\$5,000.80	24	\$2,130.72	24	\$1,539.84	25	\$1,254.00	24	\$996.00	15	\$557.55	18	\$426.42	210	\$17,150.53	\$81.67
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$17,150.53				
Cost Elements & Additives																						
(a) 2.84 Multiplier																		\$48,707.51				
Direct Expenses		7.51%		\$ 1,288.00		SUBTOTAL (Cost Elements applied to Basic Activities Fee):													\$48,707.51			
(d) Direct Reimbursables																		\$1,288.00				
Subconsultant																		\$0.00				
Total Project Cost:																		\$49,995.51				
Maximum Limiting Amount:																		\$50,000.00				

E. 13.

GIS Pilot Project GEC Support (7/1/19- 6/30/20)

Purpose

The purpose of this Scope of Services is to provide GEC support for the GIS Pilot Project.

Scope

HNTB to provide support in project management, coordination, plans and maps review and miscellaneous project activities for GIS Pilot Project project.

Cost

Not to Exceed \$43,713 Capital Budget

O-00416-XXX

HI-0037 P-12

2017- 2018 GIS Pilot Projects Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to meet the requirements of THEA to support, update and maintain the Geographical Information Database (GIS) for GIS Pilot Projects. Services from 7/1/19 - 6/30/20.

Scope

HNTB is to support THEA by updating the Geographical Information Database (GIS) that has been created to inventory the THEA maintained and permitted stormwater facilities and ITS infrastructure and any other infrastructure THEA requests for inclusion. Services include working with THEA staff and the ITS field personnel to accurately record the infrastructure in the GIS database. HNTB will maintain the database and update on a regular periodic basis as coordinated with THEA. HNTB will export the GIS data in a format compatible with Google Earth for the THEA staff to utilize. Efforts include management for the task, coordination meetings, field inspections as needed.

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. O-00416-XXX
 HI-0037 P-12
 PRIME CONSULTANT: HNTB Corporation

O-00416-XXX
 2017- 2018 GIS Pilot Projects Support (7/1/19 - 6/30/20)

ACTIVITY		Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
		Man Hours	Hourly Rate \$ 131.13	Man Hours	Hourly Rate \$ 125.02	Man Hours	Hourly Rate \$ 88.78	Man Hours	Hourly Rate \$ 64.16	Man Hours	Hourly Rate \$ 50.16	Man Hours	Hourly Rate \$ 41.50	Man Hours	Hourly Rate \$ 37.17	Man Hours	Hourly Rate \$ 23.69	Manhours By Activity	Salary Cost By Activity	
GIS Support	GIS Pilot Prjects	0	\$0.00	5	\$625.10	5	\$443.90	25	\$1,604.00	50	\$2,508.00	25	\$1,037.50	35	\$1,300.95	26	\$615.94	171	\$8,135.39	\$47.58
Total Man Hours	Total Salary [(MHxHR)]	0	\$0.00	5	\$625.10	5	\$443.90	320	\$1,604.00	320	\$2,508.00	25	\$1,037.50	35	\$1,300.95	26	\$615.94	171	\$ 8,135.39	\$47.58
Basic Activities Maximum Limiting Fees (Salary Costs)																			\$8,135.39	
Cost Elements & Additives																				
(a) 2.84 Multiplier																			\$23,104.51	
Direct Expenses			7.51%		\$ 610.97															
SUBTOTAL (Cost Elements applied to Basic Activities Fee):																			\$23,104.51	
(d) Direct Reimbursables																			\$610.97	
Subconsultant- KCA (SBE)																			\$20,000.00	
Total Project Cost:																			\$43,715.48	
Maximum Limiting Amount:																			\$43,713.00	

E. 14.

East Selmon Improvements GEC Support (7/1/19- 6/30/20)

Purpose

The purpose of this Scope of Services is to provide GEC support for the design review of the East Selmon Capacity Improvement Project.

Scope

HNTB to provide support in project management, coordination, plans review and miscellaneous project activities for the East Selmon Capacity Improvement Project.

Cost

Not to Exceed \$165,000 Capital Budget

O-00416-XXX

HI--0167 P-02

2019-2020 E Selmon Improv Design Review & Mgmt Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide design review, and Project Management support to meet the requirements of THEA to design and construct the East Selmon Improvements project.

Scope

Services to be performed include:

1. Assist THEA staff in reviewing the plans for the East Selmon Improvements project.
2. Coordinate with THEA contracts staff throughout the process.
3. Provide Project Management and Quality Control support throughout the process.

Services from 7/1/2019 - 6/30/2020.

SUMMARY FEE SHEET																			
ATTACHMENT "A"																			
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority										O-00416-XXX									
GEC CONTRACT NO. O-00416-XXX										2019-2020 E Selmon Improv Design Review & Mgmt Support (7/1/19 - 6/30/20)									
HI-0167 P-02																			
PRIME CONSULTANT: HNTB Corporation																			
ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avq. Hourly Rate
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity	
E Selmon Improv Design Review & Mgmt Support	61	\$7,998.93	90	\$11,251.80	90	\$7,990.20	100	\$6,416.00	150	\$7,524.00	200	\$8,300.00	110	\$4,088.70	128	\$3,032.32	929	\$56,601.95	\$60.93
Total Man Hours	61	\$7,998.93	90	\$11,251.80	90	\$7,990.20	100	\$6,416.00	150	\$7,524.00	200	\$8,300.00	110	\$4,088.70	128	\$3,032.32	929	\$56,601.95	\$60.93
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$56,601.95	
Cost Elements & Additives																			
(a) 2.84 Multiplier																		\$160,749.54	
SUBTOTAL (Cost Elements applied to Basic Activities Fee):																		\$160,749.54	
(d) Direct Reimbursables																		\$4,250.81	
Total Project Cost:																		\$165,000.34	
Maximum Limiting Amount:																		\$165,000.00	

E. 15.

Twiggs Street Design GEC Support (7/1/19- 6/30/20)

Purpose

The purpose of this Scope of Services is to provide GEC support for the design of the Twiggs Street project.

Scope

HNTB to provide support in project management, plans review, coordination and miscellaneous project support activities for the Twiggs Street Design project.

Cost

Not to Exceed \$123,095 Capital Budget

O-00416-XXX

HI-0140 D-04

2019-2020 Twiggs Street Design & PM Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide design review, and Project Management support to meet the requirements of THEA to design and construct the Twiggs Street Improvements project.

Scope

Services to be performed include:

1. Assist THEA staff in reviewing the plans for the Twiggs Street Improvements project.
2. Coordinate with THEA contracts staff throughout the process.
3. Provide Project Management and Quality Control support throughout the process.

Services from 7/1/2019 - 6/30/2020.

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. O-00416-XXX
 HI-0140 D-04
 PRIME CONSULTANT: HNTB Corporation

O-00416-XXX
 2019-2020 Twiggs Street Design & PM Support (7/1/19 - 6/30/20)

ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Prof. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity	
Twiggs Street Design & PM Support	10	\$1,311.30	75	\$9,376.50	100	\$8,878.00	101	\$6,480.16	101	\$5,066.16	110	\$4,565.00	111	\$4,125.87	102	\$2,416.38	710	\$42,219.37	\$59.46
Total Man Hours	10	\$1,311.30	75	\$9,376.50	100	\$8,878.00	101	\$6,480.16	101	\$5,066.16	110	\$4,565.00	111	\$4,125.87	102	\$2,416.38	710	\$42,219.37	\$59.46
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$42,219.37	
Cost Elements & Additives																			
(a) 2.84 Multiplier																		\$119,903.01	
Direct Expenses		7.51%		\$ 3,170.67															
SUBTOTAL (Cost Elements applied to Basic Activities Fee):																		\$119,903.01	
(d) Direct Reimbursables																		\$3,170.67	
Total Project Cost:																		\$123,073.69	
Maximum Limiting Amount:																		\$123,095.00	

E. 16.

Whiting Street PD&E GEC Support (7/1/19- 6/30/20)

Purpose

The purpose of this Scope of Services is to provide PD&E support for the Whiting Street Project Development and Environmental Study.

Scope

HNTB to provide support in project management, document review and miscellaneous project support activities for the Whiting Street project development study.

Cost

Not to Exceed \$401,280 Capital Budget

O-00416-XXX

HI-0141 P-03

2019-2020 Whiting Street SEIR Procure, PM & Rvw Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide procurement, design review, and Project Management support to meet the requirements of THEA for the Whiting Street SEIR project.

Scope

Services to be performed include:

1. Assist THEA staff in procuring the SEIR services for the Whiting Street project.
2. Assist THEA staff in reviewing the SEIR documents and conceptual plans for the Whiting Street project.
3. Coordinate with THEA contracts staff throughout the SEIR process.
4. Provide Project Management and Quality Control support throughout the SEIR process.

Services from 7/1/2019 - 6/30/2020.

SUMMARY FEE SHEET																					
ATTACHMENT "A"																					
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority				O-00416-XXX																	
GEC CONTRACT NO. O-00416-XXX HI-0141 P-03				2019-2020 Whiting Street SEIR Procure, PM & Rvw Support (7/1/19 - 6/30/20)																	
PRIME CONSULTANT: HNTB Corporation																					
ACTIVITY		Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate	
		Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity		
Whiting Street SEIR Procure, PM & Rvw Support		14	\$1,835.82	200	\$25,004.00	360	\$31,960.80	380	\$24,380.80	380	\$19,060.80	380	\$15,770.00	350	\$13,009.50	280	\$6,633.20	2344	\$137,654.92	\$58.73	
Total Man Hours		Total Salary [(MHxHR)]	14	\$1,835.82	200	\$25,004.00	360	\$31,960.80	380	\$24,380.80	380	\$19,060.80	380	\$15,770.00	350	\$13,009.50	280	\$6,633.20	2,344	\$137,654.92	\$58.73
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$137,654.92			
Cost Elements & Additives																					
(a) 2.84 Multiplier																		\$390,939.97			
SUBTOTAL (Cost Elements applied to Basic Activities Fee):																		\$390,939.97			
(d) Direct Reimbursables																		\$10,337.88			
Total Project Cost:																		\$401,277.86			
Maximum Limiting Amount:																		\$401,280.00			
Direct Expenses			7.51%	\$10,337.88																	

E. 17.

22nd & 50th Street Ramp Reconstruction GEC Construction Support (7/1/19-

6/30/20) Purpose

The purpose of this Scope of Services is to provide construction support for the reconstruction of the 22nd and 50th street ramps.

Scope

Provide support in development of the bid package, specifications and provide CEI support and assistance for the reconstruction of the 22nd and 50th Street ramps.

Cost

Not to Exceed \$53,000 Capital Budget

O-00416-XXX

HI-0132 C-02

2019-2020 22nd & 50th Street Ramps Construction Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and construction services support to meet the requirements of THEA constructing, and oversight of the CEI consultant for the 22nd & 50th St. Ramps reconstruction project.

Scope

Services to be performed include:

Provide construction management and CEI oversight services support throughout the construction of the 22nd & 50th St. Ramps reconstruction project.

Services from 7/1/19 - 6/30/20.

SUMMARY FEE SHEET																			
ATTACHMENT "A"																			
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority										O-00416-XXX									
GEC CONTRACT NO: O-00416-XXX										2019-2020 22nd & 50th Street Ramps Construction Support (7/1/19 - 6/30/20)									
HI-0132 C-02																			
PRIME CONSULTANT: HNTB Corporation																			
ACTIVITY		Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL	
		Man Hours	Hourly Rate \$ 131.13	Man Hours	Hourly Rate \$ 125.02	Man Hours	Hourly Rate \$ 88.78	Man Hours	Hourly Rate \$ 64.16	Man Hours	Hourly Rate \$ 50.16	Man Hours	Hourly Rate \$ 41.50	Man Hours	Hourly Rate \$ 37.17	Man Hours	Hourly Rate \$ 23.69	Manhours By Activity	Avg. Hourly Rate
22nd & 50th Street Ramps Construction Support		4	\$524.52	25	\$3,125.50	25	\$2,219.50	60	\$3,849.60	50	\$2,508.00	55	\$2,282.50	60	\$2,230.20	61	\$1,445.09	340	\$53.49
Total Man Hours	Total Salary [(MHxHR)]	4	\$524.52	25	\$3,125.50	25	\$2,219.50	60	\$3,849.60	50	\$2,508.00	55	\$2,282.50	60	\$2,230.20	61	\$1,445.09	340	\$53.49
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$18,184.91	
Cost Elements & Additives																			
(a) 2.84 Multiplier																		\$51,645.14	
SUBTOTAL (Cost Elements applied to Basic Activities Fee):																		\$51,645.14	
(d) Direct Reimbursables																		\$1,365.69	
Total Project Cost:																		\$53,010.83	
Maximum Limiting Amount:																		\$53,000.00	
Direct Expenses			7.51%		\$ 1,365.69														

E. 18.

Loop Resurfacing GEC Support (7/1/19- 6/30/20)

Purpose

The purpose of this Scope of Services is to provide design and coordination of loop resurfacing projects.

Scope

HNTB will coordinate design services and support the loop resurfacing projects. They will coordinate with contractors doing the actual loop replacement at gantries.

Cost

Not to Exceed \$50,000 Capital Budget

O-00416-XXX
HI-0150 D-02
2019-2020 Loop Resurfacing Support (7/1/19 - 6/30/20)
Scope Of Services

Purpose & Need

The task work order is for support the small THEA staff on the Loop Resurfacing project assignments, including assisting THEA staff as directed. This task work order is for the period from 7/1/19 -6/30/20.

Scope

Provide support for THEA staff on the Loop Resurfacing Design Support tasks as assigned by the THEA Project Manager. Includes consultant acquisition, design oversight and project management, plans review, coordination, attending meetings and responding to requests for information from FDOT and other agencies.

SUMMARY FEE SHEET																					
ATTACHMENT "A"																					
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority																			
GEC CONTRACT NO.		O-00416-XXX																			
HI-0150 D-02		2019-2020 Loop Resurfacing Support (7/1/19 - 6/30/20)																			
PRIME CONSULTANT:		HNTB Corporation																			
ACTIVITY		Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate	
		Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity		
Loop Resurfacing Support		6	\$786.78	21	\$2,625.42	21	\$1,864.38	50	\$3,208.00	61	\$3,059.76	60	\$2,490.00	52	\$1,932.84	50	\$1,184.50	321	\$17,151.68	\$53.43	
Total Man Hours	Total Salary [(MHxHR)]	6	\$786.78	21	\$2,625.42	21	\$1,864.38	50	\$3,208.00	61	\$3,059.76	60	\$2,490.00	52	\$1,932.84	50	\$1,184.50	321	\$17,151.68	\$53.43	
		Basic Activities Maximum Limiting Fees (Salary Costs)																			\$17,151.68
		Cost Elements & Additives																			
		(a) 2.84 Multiplier																			\$48,710.77
Direct Expenses	7.51%	\$ 1,288.09		SUBTOTAL (Cost Elements applied to Basic Activities Fee):															\$48,710.77		
		(d) Direct Reimbursables																			\$1,288.09
		Total Project Cost:																			\$49,998.86
		Maximum Limiting Amount:																			\$50,000.00

E. 19.

Loop Resurfacing Construction GEC Support (7/1/19- 6/30/20)

Purpose

The purpose of this Scope of Services is to provide oversight of loop resurfacing projects.

Scope

HNTB will coordinate procurement of paving and striping and maintenance of traffic, as well as monitor the quality and progress of loop resurfacing projects. They will coordinate with contractors doing the actual loop replacement at gantries.

Cost

Not to Exceed \$15,000 Capital Budget

O-00416-XXX

HI-0150 C-02

2019-2020 Loop Resurfacing Construction Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

The task work order is for support the small THEA staff on the Loop Resurfacing Construction project assignments, including assisting THEA staff as directed. This task work order is for the period from 7/1/19 - 6/30/20.

Scope

Provide support for THEA staff on the Loop Resurfacing Design Support tasks as assigned by the THEA Project Manager. Includes contractor and CEI acquisition, CEI and construction oversight and project management, coordination, attending meetings and responding to requests for information from FDOT and other agencies.

SUMMARY FEE SHEET																						
ATTACHMENT "A"																						
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority				O-00416-XXX																		
GEC CONTRACT NO. O-00416-XXX				2019-2020 Loop Resurfacing Construction Support (7/1/19 - 6/30/20)																		
HI-0150 C-02																						
PRIME CONSULTANT: HNTB Corporation																						
ACTIVITY		Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL				
		Man Hours	Hourly Rate \$ 131.13	Man Hours	Hourly Rate \$ 125.02	Man Hours	Hourly Rate \$ 88.78	Man Hours	Hourly Rate \$ 64.16	Man Hours	Hourly Rate \$ 50.16	Man Hours	Hourly Rate \$ 41.50	Man Hours	Hourly Rate \$ 37.17	Man Hours	Hourly Rate \$ 23.69	Manhours By Activity	Salary Cost By Activity	Avg. Hourly Rate		
Loop Resurfacing Construction Support		2	\$262.26	10	\$1,250.20	10	\$887.80	11	\$705.76	20	\$1,003.20	10	\$415.00	10	\$371.70	11	\$260.59	84	\$5,156.51	\$61.39		
Total Man Hours		Total Salary [(MHxHR)]		2	\$262.26	10	\$1,250.20	10	\$887.80	11	\$705.76	20	\$1,003.20	10	\$415.00	10	\$371.70	11	\$260.59	84	\$ 5,156.51	\$61.39
																		Basic Activities Maximum Limiting Fees (Salary Costs)		\$5,156.51		
																		Cost Elements & Additives				
																		(a) 2.84 Multiplier		\$14,644.49		
Direct Expenses		7.51%		\$ 387.25														SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$14,644.49		
																		(d) Direct Reimbursables		\$387.25		
																		Total Project Cost:		\$15,031.74		
																		Maximum Limiting Amount:		\$15,000.00		

E. 20.

Video Wall Upgrade GEC Support (7/1/19- 6/30/20)

Purpose

The purpose of this Scope of Services is to provide GEC support for the video wall upgrade project.

Scope

HNTB to provide support in project management, plans review, coordination and miscellaneous project support activities for the Video Wall Upgrade project.

Cost

Not to Exceed \$25,000 Capital Budget

O-00416-XXX

HI-0054 D-05

2019-2020 Video Wall Upgrade Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

The task work order is for support the small THEA staff on the Video Wall Upgrade project. This task work order is for the period from 7/1/19 - 6/30/20.

Scope

Providing support for THEA staff on the Video Wall Upgrade on tasks associated with the video wall and associated systems in the THEA TMC. Includes coordination, attending meetings, field support and responding to requests for information from FDOT, COT and other agencies.

SUMMARY FEE SHEET																				
ATTACHMENT "A"																				
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority				O-00416-XXX														
GEC CONTRACT NO.		O-00416-XXX				2019-2020 Video Wall Upgrade Support (7/1/19 - 6/30/20)														
HI-0054 D-05																				
PRIME CONSULTANT:		HNTB Corporation																		
ACTIVITY		Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
		Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity	
Video Wall Upgrade Support		5	\$655.65	10	\$1,250.20	20	\$1,775.60	20	\$1,283.20	21	\$1,053.36	25	\$1,037.50	25	\$929.25	25	\$592.25	151	\$8,577.01	\$56.80
Total Man Hours																				
Total Salary [(MHxHR)]		5	\$655.65	10	\$1,250.20	20	\$1,775.60	20	\$1,283.20	21	\$1,053.36	25	\$1,037.50	25	\$929.25	25	\$592.25	151	\$8,577.01	\$56.80

E. 21.

Miscellaneous Paving Construction GEC Support (7/1/19- 6/30/20)

Purpose

The purpose of this Scope of Services is to provide oversight of miscellaneous paving projects.

Scope

HNTB will coordinate procurement of pavers and stripers, as well as monitor the quality and progress of miscellaneous paving projects.

Cost

Not to Exceed \$15,000 Capital Budget

O-00416-XXX

HI-0164 C-07

2019-2020 Miscellaneous Paving Construction Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and construction services support to meet the requirements of THEA constructing, and oversight of the CEI consultant for Miscellaneous Paving construction project.

Scope

Services to be performed include:

Provide construction management and CEI oversight services support throughout the construction of Miscellaneous Paving construction project.

Services from 7/1/19 - 6/30/20.

SUMMARY FEE SHEET																			
ATTACHMENT "A"																			
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority										O-00416-XXX									
GEC CONTRACT NO. O-00416-XXX										2019-2020 Miscellaneous Paving Construction Support (7/1/19 - 6/30/20)									
HI-0164 C-07																			
PRIME CONSULTANT: HNTB Corporation																			
ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Man Hours	Hourly Rate \$ 131.13	Man Hours	Hourly Rate \$ 125.02	Man Hours	Hourly Rate \$ 88.78	Man Hours	Hourly Rate \$ 64.16	Man Hours	Hourly Rate \$ 50.16	Man Hours	Hourly Rate \$ 41.50	Man Hours	Hourly Rate \$ 37.17	Man Hours	Hourly Rate \$ 23.69	Manhours By Activity	Salary Cost By Activity	
Miscellaneous Paving Construction Support	2	\$262.26	10	\$1,250.20	10	\$887.80	11	\$705.76	20	\$1,003.20	10	\$415.00	10	\$371.70	11	\$260.59	84	\$5,156.51	\$61.39
Total Man Hours	2	\$262.26	10	\$1,250.20	10	\$887.80	11	\$705.76	20	\$1,003.20	10	\$415.00	10	\$371.70	11	\$260.59	84	\$ 5,156.51	\$61.39
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$5,156.51	
Cost Elements & Additives																			
(a) 2.84 Multiplier																		\$14,644.49	
SUBTOTAL (Cost Elements applied to Basic Activities Fee):																		\$14,644.49	
(d) Direct Reimbursables																		\$387.25	
Total Project Cost:																		\$15,031.74	
Maximum Limiting Amount:																		\$15,000.00	

E. 22.

Upgrade Meridian Pedestrian Lighting GEC Construction Support (7/1/19- 6/30/20)

Purpose

The purpose of this Scope of Services is to provide construction and coordination of the Meridian Avenue pedestrian lighting upgrade project.

Scope

HNTB will coordinate CEI services and support the Pedestrian lighting project. They will coordinate with design engineers and contractors doing the light replacements.

Cost

Not to Exceed \$20,000 Capital Budget

O-00416-XXX

HI-0144 C-02

2019-2020 Upgrade Meridian Pedestrian Lighting Constr. Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

The task work order is for support the small THEA staff on the Meridian Pedestrian Lighting Construction assignments, including assisting THEA staff as directed. This task work order is for the period from 7/1/19 - 6/30/20'.

Scope

Provide support for THEA staff on Meridian Pedestrian Lighting Construction Support tasks as assigned by the THEA Project Manager. Includes design, contractor acquisition, construction oversight, coordination, attending meetings and responding to requests for information from FDOT and other agencies.

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. O-00416-XXX
 HI-0144 C-02
 PRIME CONSULTANT: HNTB Corporation

O-00416-XXX
 2019-2020 Upgrade Meridian Pedestrian Lighting Constr. Support (7/1/19 - 6/30/20)

ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity	
Upgrade Meridian Pedestrian Lighting Constr. Supp	2	\$262.26	5	\$625.10	5	\$443.90	5	\$320.80	30	\$1,504.80	25	\$1,037.50	40	\$1,486.80	50	\$1,184.50	162	\$6,865.66	\$42.38
Total Man Hours	2	\$262.26	5	\$625.10	5	\$443.90	5	\$320.80	30	\$1,504.80	25	\$1,037.50	40	\$1,486.80	50	\$1,184.50	162	\$ 6,865.66	\$42.38
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$6,865.66	
Cost Elements & Additives																			
(a) 2.84 Multiplier																		\$19,498.47	
Direct Expenses		7.51%		\$ 515.61															
SUBTOTAL (Cost Elements applied to Basic Activities Fee):																		\$19,498.47	
(d) Direct Reimbursables																		\$515.61	
Total Project Cost:																		\$20,014.09	
Maximum Limiting Amount:																		\$20,000.00	

E. 23.

Warehouse Fire Control GEC Support (7/1/19- 6/30/20)

Purpose

The purpose of this Scope of Services is to provide GEC support for the installation of fire control equipment in the THEA Warehouse.

Scope

HNTB to provide support in project management, coordination, field support and miscellaneous project activities for Warehouse Fire Control Project.

Cost

Not to Exceed \$15,000 Capital Budget

O-00416-XXX

HI-0124 D-02

2019-2020 Warehouse Fire System Support (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

The task work order is for support the small THEA staff on the Warehouse Fire System Support assignments, including assisting THEA staff as directed. This task work order is for the period from 7/1/19 - 6/30/20.

Scope

Providing support for THEA staff on the Warehouse Fire System tasks as assigned by the THEA Project Manager. Includes coordination, attending meetings and responding to requests for information.

SUMMARY FEE SHEET																						
ATTACHMENT "A"																						
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority				O-00416-XXX																		
GEC CONTRACT NO. O-00416-XXX				2019-2020 Warehouse Fire System Support (7/1/19 - 6/30/20)																		
HI-0124 D-02																						
PRIME CONSULTANT: HNTB Corporation																						
ACTIVITY		Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate		
		Man Hours	Hourly Rate \$ 131.13	Man Hours	Hourly Rate \$ 125.02	Man Hours	Hourly Rate \$ 88.78	Man Hours	Hourly Rate \$ 64.16	Man Hours	Hourly Rate \$ 50.16	Man Hours	Hourly Rate \$ 41.50	Man Hours	Hourly Rate \$ 37.17	Man Hours	Hourly Rate \$ 23.69	Manhours By Activity	Salary Cost By Activity			
Warehouse Fire System Support			\$0.00	8	\$1,000.16	12	\$1,065.36	16	\$1,026.56	28	\$1,404.48		\$0.00	15	\$557.55	4	\$94.76	83	\$5,148.87	\$62.03		
Total Man Hours		Total Salary [(MHxHR)]		0	\$0.00	8	\$1,000.16	12	\$1,065.36	16	\$1,026.56	28	\$1,404.48	0	\$0.00	15	\$557.55	4	\$94.76	83	\$5,148.87	\$62.03
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$5,148.87				
Cost Elements & Additives																						
(a) 2.84 Multiplier																		\$14,622.79				
Direct Expenses		7.51%		\$ 386.68		SUBTOTAL (Cost Elements applied to Basic Activities Fee):													\$14,622.79			
(d) Direct Reimbursables																		\$386.68				
Total Project Cost:																		\$15,009.47				
Maximum Limiting Amount:																		\$15,000.00				

E. 24.

Candidate Roadway Support US-301 - GEC (7/1/19- 6/30/20)

Purpose

The purpose of this task is to support THEA in the development of candidate roadway analysis.

Scope

HNTB will coordinate with THEA and other peer agencies to determine if a roadway is viable as a toll road under THEA's business rules, feasibility analysis.

Cost

Not to Exceed \$50,000

O-00416-XXX

HI-0089 P-36

2019-2020 Candidate Roadway Support US-301 (7/1/19 - 6/30/20)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff with Candidate Roadway Support for US 301. This task order is for Candidate Roadway Support Services from 7/1/19 - 6/30/20.

Scope

Assist THEA to determine whether or not a select candidate project is a viable toll project, as determined by THEA's business rules, feasibility analyses including a preliminary Traffic/Revenue Study, Construction Cost Analysis and potential as a Transit Flex Lane.

SUMMARY FEE SHEET																						
ATTACHMENT "A"																						
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority				O-00416-XXX																		
GEC CONTRACT NO. O-00416-XXX				2019-2020 Candidate Roadway Support US-301 (7/1/19 - 6/30/20)																		
HI-0089 P-36																						
PRIME CONSULTANT: HNTB Corporation																						
ACTIVITY		Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate		
		Man Hours	Hourly Rate \$ 131.13	Man Hours	Hourly Rate \$ 125.02	Man Hours	Hourly Rate \$ 88.78	Man Hours	Hourly Rate \$ 64.16	Man Hours	Hourly Rate \$ 50.16	Man Hours	Hourly Rate \$ 41.50	Man Hours	Hourly Rate \$ 37.17	Man Hours	Hourly Rate \$ 23.69	Manhours By Activity	Salary Cost By Activity			
Candidate Roadway Support US 301		8	\$1,049.04	36	\$4,500.72	36	\$3,196.08	40	\$2,566.40	48	\$2,407.68	41	\$1,701.50	30	\$1,115.10	26	\$615.94	265	\$17,152.46	\$64.73		
Total Man Hours		Total Salary [(MHxHR)]		8	\$1,049.04	36	\$4,500.72	36	\$3,196.08	40	\$2,566.40	48	\$2,407.68	41	\$1,701.50	30	\$1,115.10	26	\$615.94	265	\$ 17,152.46	\$64.73
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$17,152.46				
Cost Elements & Additives																						
(a) 2.84 Multiplier																		\$48,712.99				
Direct Expenses		7.51%		\$ 1,288.15		SUBTOTAL (Cost Elements applied to Basic Activities Fee):													\$48,712.99			
(d) Direct Reimbursables																		\$1,288.15				
Total Project Cost:																		\$50,001.14				
Maximum Limiting Amount:																		\$50,000.00				

IV. A. 1.

DISCUSSION/ACTION ITEMS

Budget – Fiscal Year 2020 (July 1, 2019 – June 30, 2020)

ACTION: Approval of the Operating Budget and adoption of the Work
Program Capital Budget

Tampa Hillsborough Expressway Authority (THEA)
Operating Budget
Fiscal Year 2019 (July 1, 2018 - June 30, 2019)

	FY 2019 Final Budget	FY 2020 Proposed Budget
OPERATIONS:		
Toll Operations		
Toll Collections Operations	\$ 580,000	\$ 580,000
Toll System Maintenance and Support	100,000	150,300
ORT In-Lane Software/Hardware Maintenance	792,322	802,322
Other Toll Operations Expenses	140,000	80,000
	1,612,322	1,612,622
 FTE, Toll Operations (SunPass Processing Charges)	 3,136,979	 3,293,828
FTE, Toll Operations (Transponder (Net) Charges)	334,681	351,415
FTE, Toll Operations (Credit Card Fees)	2,307,108	2,422,463
Estimated Cost Savings from fees Collected by CCSS	(2,645,145)	-
	3,133,623	6,067,706
 Operations Category Total	 \$ 4,745,945	 \$ 7,680,328
MAINTENANCE:		
Roadway and Facilities Maintenance	2,406,180	2,507,000
Landscape/Hardscape Brandon Parkway & Meridian	530,000	566,200
Intelligent Transportation System Maintenance	458,500	471,500
Maintenance Support Services	90,000	92,800
	3,484,680	3,637,500
 FDOT Bridge Inspection	 450,000	 500,000
 Bridge, Property & Business Interruption Insurance	 523,983	 550,000
Maintenance Category Total	\$ 4,458,663	\$ 4,687,500
ADMINISTRATION:		
Salaries, Taxes & Benefits		
Salaries	2,739,938	2,948,385
Taxes - Employer Paid	187,022	214,245
Florida Retirement System - Employer Contribution	428,926	506,680
Deferred Compensation - Employer Contribution	114,027	121,231
Insurances - Employer Paid	651,603	679,175
Reserves	128,691	211,249
Transfer to Capital Projects	(350,000)	(410,591)
Subtotal Salaries, Taxes & Benefits	3,900,207	4,270,374

Tampa Hillsborough Expressway Authority (THEA)
Operating Budget
Fiscal Year 2019 (July 1, 2018 - June 30, 2019)

	FY 2019 Final Budget	FY 2020 Proposed Budget
Professional Services		
Legal Counsel - Other	\$ 30,000	\$ 60,000
Intergovernmental Relations	115,000	120,000
Other Personnel Services	10,000	35,000
Audit/Financial Support	55,000	55,000
Financial Advisory Services	75,000	90,000
Investment Advisory Services	115,000	115,000
General Engineer Consultant (GEC)	425,000	440,000
GEC Biennial Inspection Report	-	90,000
GEC Crash Analysis	28,000	28,000
GEC Work Program Support	70,000	70,000
GEC Toll Index Study	10,000	10,000
IT Support Services	21,000	20,000
IT Support Services- IT Help Desk	78,000	68,000
IT Support Services - Network Engineer	42,000	36,500
Microsoft GP Support Services	6,300	9,000
Traffic & Revenue Consultant	50,000	30,000
SEC Disclosure Services	2,500	2,500
Custodian Services	3,000	3,000
Reserve	34,074	38,460
Subtotal Professional Services	1,169,874	1,320,460
Office Expenditures		
Insurance/Worker's Comp	36,377	38,923
Travel/Conferences	89,250	89,250
Advertising/Legal Notices	10,000	10,000
TMC Building Expenses & Maintenance	236,400	210,000
Office Administration Expenses	35,000	35,000
Telephone/Communications	48,000	50,000
IT Equipment and Expenses	30,000	45,000
Disaster Recovery Expenses		12,500
Document Management Expenses		13,500
Cyber Security Assessment	47,250	50,000
Vehicle Operation & Maintenance	3,000	3,000
Continuing Education & Training	69,550	80,000
Bank and Bond Fees	34,950	34,950
Special Events/Miscellaneous	42,000	35,000
Sales Tax on Leases	27,300	27,300
Reserve	21,272	22,033
Subtotal Office Expenditures	730,349	756,456
Administration Category Total	\$ 5,800,430	\$ 6,347,290

Tampa Hillsborough Expressway Authority (THEA)
Operating Budget
Fiscal Year 2019 (July 1, 2018 - June 30, 2019)

	FY 2019 Final Budget	FY 2020 Proposed Budget
PUBLIC COMMUNICATIONS AND MARKETING:		
THEA Website Services	\$ 10,000	\$ 5,000
Special Events/Sponsorships	140,000	220,000
Marketing & Communication Services	200,000	240,000
Printed Materials and Promotional Products	90,000	40,000
SunPass Marketing	100,000	40,000
Marketing - Memberships	80,000	75,000
Contingency	5,000	5,000
Public Communications & Marketing Category Total	\$ 625,000	\$ 625,000
 OPERATING EXPENSES BEFORE CONTINGENCY	 15,630,038	 19,340,118
 CONTINGENCY:		
Contingent Liabilities (Net of Reserve)	-	-
 TOTAL OPERATING EXPENSES	 \$ 15,630,038	 \$ 19,340,118
 FUNDING REQUIREMENTS:		
Senior & Subordinate Long-Term Debt		
Series 2012 Principal	8,450,000	10,210,000
Series 2012 Interest	12,356,133	12,145,728
Series 2017 Interest	7,889,000	7,889,000
Series 2017B Principal	320,000	335,000
Series 2017B Interest	6,153,100	6,137,100
Series 2017C Interest	1,809,500	1,809,500
	36,977,733	38,526,328
 Bond Covenants Funding Requirements		
Annual Deposit to OM&A Reserve Fund	500,000	500,000
	500,000	500,000
 Funding Requirements Total	 \$ 37,477,733	 \$ 39,026,328
 TOTAL FISCAL YEAR OPERATING BUDGET	 \$ 53,107,771	 \$ 58,366,446

Tampa Hillsborough Expressway Authority (THEA)
Operating Budget - Sources of Funds
Fiscal Year 2019 (July 1, 2018 - June 30, 2019)

	FY 2019 Final Budget	FY 2020 Proposed Budget
Sources of Operating Funds		
Toll Revenue	89,278,000	95,219,000
Leases, Investments	2,234,856	2,211,987
Total Sources of Funds	\$ 91,512,856	\$ 97,430,987

Tampa Hillsborough Expressway Authority (THEA)
Flow of Funds - Debt Service Ratios Per Bond Master Resolution
Fiscal Year 2019 (July 1, 2018 - June 30, 2019)

	FY 2019 Final Budget	FY 2020 Proposed Budget
Revenue		
Toll Revenue	\$ 89,278,000	\$ 95,219,000
Other Income	2,234,856	2,111,987
Total Revenue	\$ 91,512,856	\$ 97,330,987
Operating Expenses		
Toll Operations	4,745,945	7,680,328
Maintenance	4,458,663	4,687,500
Administration	5,806,610	6,347,920
Other Operating	625,000	625,000
Total Operating Expenses	\$ 15,636,218	\$ 19,340,748
Bond Covenants Funding Requirements		
Deposit to OM&A Fund	500,000	500,000
Net Revenue	\$ 75,376,638	\$ 77,490,239
Debt Services Payments		
Series 2012 Debt Service	20,806,133	22,355,728
Series 2017 Debt Service	7,889,000	7,889,000
Series 2017B Debt Service	6,473,100	6,472,100
Series 20017C Debt Service	1,809,500	1,809,500
Total Debt Service	\$ 36,977,733	\$ 38,526,328
Debt Service Ratio =>1.30 (1.50)		
	2.04	2.01
Other Funding Requirements		
Deposit to Renewal and Replacement Reserve	-	-
Total Other Funding Requirements	\$ -	\$0
Debt Service and Other Funding Ratio =>1.00 (1.20)		
	2.04	2.01
Net Available for System Projects	\$ 38,398,905	\$ 38,963,911

Tampa-Hillsborough County Expressway Authority
Work Program - Capital and Renewal & Replacement
Fiscal Year 2020 (July 1, 2019 - June 30, 2020)

	FY19 Approved Budget	FY20 Proposed
CAPITAL BUDGET		
Roadway (Not Bonded Projects)	\$ 18,444,000	\$ 25,073,176
ITS	1,647,000	5,273,475
Tolls	2,023,000	1,231,823
Facilities	2,803,000	1,847,549
Subtotal	<u>\$ 24,917,000</u>	<u>\$ 33,426,023</u>
 Selmon West Extension	 \$ 76,185,000	 \$ 60,196,598
South Selmon Safety	16,608,000	18,100,000
Meridian Improvement	3,277,000	2,160,002
Subtotal	<u>\$ 96,070,000</u>	<u>\$ 80,456,600</u>
 TOTAL CAPITAL BUDGET	 \$ 120,987,000	 \$ 113,882,623
 RENEWAL AND REPLACEMENT		
Roadway	\$ 8,552,000	\$ 6,234,646
ITS	1,022,000	1,397,027
Tolls	516,000	443,884
Facilities	259,000	153,013
TOTAL RENEWAL AND REPLACEMENT	<u>\$ 10,349,000</u>	<u>\$ 8,228,570</u>
 TOTAL WORK PROGRAM	 <u>\$ 131,336,000</u>	 <u>\$ 122,111,193</u>

IV. A. 2.

Discussion/Action Items

Synovus Treasury Management Visa Credit Card Transition

PURPOSE:

For ease of the reconciliation and accounting process, the finance department recommends that this service be provided by THEA's existing bank provider, Synovus Bank, formerly known as Florida Community Bank. Synovus Bank recently acquired Florida Community Bank in January 2019.

ACTION:

For Board members to approve Chief Financial Officer, the authorized approver, to negotiate replacement of the existing SunTrust Bank Visa card program with Synovus Bank Visa card program with a \$100,000 corporate limit.

IV. B. 1.
DISCUSSION/ACTION ITEMS

Project Development & Environmental (PD&E) Study – Whiting St.

Purpose: To provide PD&E study to evaluate the needs, costs, and effects of extending Whiting Street and Washington Street and reconfiguring the on-ramps of the Selmon Expressway at Jefferson Street and off-ramps at Florida Avenue and Channelside Drive.

Funding: Capital Project Budget

Action: Requests the Board:

- a) Selection of H.W. Lochner, Inc. (Lochner) per the selection committee's recommendations;

Rank	Firms	Total Score	Average Score
1	H.W. Lochner, Inc.	250	83.2
2	Kissinger Campo & Associates	236	78.7

Attachment: Notice of Intended Decision

- b) Authorize and directs staff to negotiate and execute a contract for PD&E Study of Whiting Street. Lochner has allocated an estimated 15% of SBE(s) for this project. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm. Contract execution is subject to final review and approval of the THEA General Counsel.



NOTICE OF INTENDED DECISION

Date: May 10, 2019

Project: PD&E Whiting Street ~ Expanded Letter of Interest (ELOI) No.: O-00519

Revised: Board meeting date changed to June 17, 2019

The Evaluation Review Committee met on May 01, 2019, to evaluate and score the letters submitted for the above referenced ELOI.

Final ranking and scoring is as follows:

Rank	Firms	Total Score	Average Score
1	H.W. Lochner, Inc.	250	83.2
2	Kissinger Campo & Associates	236	78.7

Tampa Hillsborough County Expressway Authority staff intends to recommend approval to negotiate and execute a contract with **H.W. Lochner, Inc.** at the Authority Board Meeting scheduled for **June 17, 2019**. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm, if necessary.

All notices are posted on the Authority's website (www.tampa-xway.com) and on the DemandStar system.

For questions regarding this notice, please contact the Authority's Procurement Manager, Man Le, Man.Le@tampa-xway.com .

IV. B. 2.

DISCUSSION/ACTION ITEMS

Project Development and Environment (PD&E) Study – Whiting Street Improvements

Purpose: To enter into a contract with H.W. Lochner, Inc. to conduct a PD&E to evaluate the needs, costs and effects of constructing improvements that will increase the efficiency of the Selmon Expressway with improved ramps and street connectivity.

Funding: Capital Budget – Whiting Street Improvements – not to exceed \$2,400,000

Action: The Board directs staff to execute a contract for the Whiting Street Improvements Project in an amount not to exceed the approved Capital Program PD&E project amount of \$2,400,000. Contract execution is subject to final review and approval of THEA General Counsel.

IV. B. 3.

DISCUSSION/ACTION ITEMS

Miscellaneous Emerging Technology Services

Purpose: To provide miscellaneous emerging technology services including, but not limited to: Connected Vehicle; Automated/Autonomous Vehicle; Intelligent Traffic System and Smart Traffic Management; Mobility as a Service or Mobility on Demand; Smart Infrastructure and Applications; and Data Analytics and Financial Strategies.

Funding: Capital Project Budget

Action: Requests the Board:

- a) Selection of the recommendations and ranking per the Evaluation Selection Committee.

Rank	Firms	Total Score	Average Score
1	Holland & Knight	279	93
2	Siemens	277	92.2
3	Via Mobility	266	88.7
4	Marlin Engineering	240	80
5	Evolve	236	78.5

- b) Authorize and directs staff to negotiate and execute a push-button contract with the top five highest ranked firms. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm. Contract execution is subject to final review and approval of THEA General Counsel.



NOTICE OF INTENDED DECISION

Date: May 31, 2019

Project: Misc. Emerging Technology ~ Expanded Letter of Interest (ELOI) No.: O-00719

The Evaluation Review Committee met on May 30, 2019, to evaluate and score the letters submitted for the above referenced ELOI.

Final ranking and scoring is as follows:

Rank	Firms	Total Score	Average Score
1	Holland & Knight	279	93
2	Siemens	277	92.2
3	Via Mobility	266	88.7
4	Marlin Engineering	240	80
5	Evolve	236	78.5
6	HDR	233	77.7
7	Parsons	229	76.2
8	Michael Baker International	227	75.7
9	VHB	224	74.7
10	WGI	207	68.8
11	GC Associates	204	68
12	Atkins	199	66.3
13	AECOM	196	65.2
14	ITS Roads	183	60.8
15	Roark Engineering	178	59.2
16	AceApplications	174	58

Tampa Hillsborough County Expressway Authority staff intends to recommend approval to negotiate and execute a push-button contract with the top five ranked firms at the Authority Board Meeting scheduled for June 17, 2019. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm, if necessary.

All notices are posted on the Authority's website (www.tampa-xway.com) and on the DemandStar system.

For questions regarding this notice, please contact the Authority's Procurement Manager, Man Le at Man.Le@tampa-xway.com.

IV. B. 4

DISCUSSION/ACTION ITEMS

1. Miscellaneous Planning and Traffic Services (*Attachment*) – *Bob Frey, Staff*

Purpose: To provide miscellaneous planning and traffic services including, but not limited to: Appraisal; Architecture; Control Surveying; Design, Right of Way and Construction Survey; Land Planning/Engineering; Landscape Architecture; Policy Planning; PD&E Studies; Subarea/Corridor Planning; Systems Planning; Traffic Signalization; Traffic Engineering Studies; and Transportation Statistics.

Funding: Capital Project Budget

Action: Requests the Board:

- a) Selection of the recommendations and ranking per the Evaluation Selection Committee.

Rank	Firms	Total Score	Average Score
1	RS&H	278	92.7
2	WSP USA	274	91.3
3	HDR Engineering	255	85
4	Pennoni Associates	252	84
5	Wantman Group	248	82.7

- b) Authorize and directs staff to negotiate and execute a push-button contract with the top five highest ranked firms. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm. Contract execution is subject to final review and approval of THEA General Counsel.



NOTICE OF INTENDED DECISION

Date: May 31, 2019

Project: Misc. Planning & Traffic ~ Expanded Letter of Interest (ELOI) No.: P-00819

The Evaluation Review Committee met on May 30, 2019, to evaluate and score the letters submitted for the above referenced ELOI.

Final ranking and scoring is as follows:

Rank	Firms	Total Score	Average Score
1	RS&H	278	92.7
2	WSP USA	274	91.3
3	HDR Engineering	255	85
4	Pennoni Associates	252	84
5	Wantman Group	248	82.7
6	Atkins	246	81.8
7	AECOM	230	76.5
8	Gannet Fleming	208	69.3
9	MSR Consulting	207	68.8

Tampa Hillsborough County Expressway Authority staff intends to recommend approval to negotiate and execute a push-button contract with the top five highest ranked firms at the Authority Board Meeting scheduled for June 17, 2019. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm, if necessary.

All notices are posted on the Authority's website (www.tampa-xway.com) and on the DemandStar system.

For questions regarding this notice, please contact the Authority's Procurement Manager at Man.Le@tampa-xway.com .

Posting Notice May 31, 2019

IV. C. 1.

Discussion/Action Items

Equipment and Services for the new 3 tolling sites for the Selmon West Extension (SWE) project

Purpose: To complete Step 1 of a two-step process for the design, installation, integration and testing of the new 3 tolling locations to be implemented for the SWE project. Once the above design is completed, toll-operation's staff will proceed to Step 2 and request Board of Director's approval for a list of the equipment to be procured for the final installation and commissioning of the tolling systems.

Funding: THEA Capital Budget (CPMP) HI-0001

Request: Board approval to authorize THEA staff to negotiate and execute needed task orders and/or contracts with vendors for the design, installation, integration and testing of the new 3 tolling locations to be implemented for the SWE project, dependent on final review and approval by THEA's general counsel.

VENDOR	PURPOSE	NOT TO EXCEED AMOUNT	Contracting Method
TransCore	Toll System installation	\$1,351,743.52	Existing Contract
Infotect	Toll System integration and test	\$176,000	Existing contract
Neology	Toll System component and test	\$131,485	New contract for sole source provider
Kyra	Toll System testing of images	\$9,800	Existing contract
Conduent	Back office integration and transaction payment	\$20,805.81	Existing contract
Total	Complete step 1 of 2	\$1,689,834.33	

Selmon West Extension (SWE) Tolling Scope of Work

This work is a task order under the terms and conditions of existing contract 54.30.03-098, except as amended herein.

Tolling locations are still being designed, and are currently as follows:

- Site #1 - Ramp D – Single wide lane, with shoulders
- Site #2 - Selmon NB Ramp – Single wide lane, with shoulders
- Site #3 - Ramp F / Selmon SB Ramp – Double wide lane, with gore area and shoulders

Tolling components will be located consistent with the FTE General Tolling Requirements (GTR). As such shoulders, less than 8' wide do not require supplement AVI antenna, camera image coverage, or vehicle detection loops. Shoulders between 8' to 10' require rear camera coverage to within 3' of the barrier, and vehicle detection loops. Shoulders 10' or greater require AVI, rear camera coverage, and vehicle detection loops.

Phase 1 – Coordination with Kiewit/AECOM SWE design and plans reviews

1. TransCore to coordinate with Kiewit team, CEI and THEA

- a. *NOTE: The Scope of Services for Phase 1, Task 1 has been covered under separate TransCore Task Order No. 43, effective 2/1/2018 (CPMP # HI-0001-C-33; Selmon West Extension (SWE); SWE Design Review and Coordination).*

Phase 2 - SWE Toll System design, installation and testing

2. Project management

- a. Provide a schedule of TransCore's design, deliverables, equipment installation, and testing activities that indicates coordination and common milestones with Kiewit's schedule.
- b. Provide regular project meetings during the design, testing and installation activities; these may range from monthly to weekly, to daily during installation.
- c. Collaboratively coordinate with THEA, Kiewit team, CEI and Atkins throughout the project duration.
- d. Create a detailed bill of materials (BOM), including networking, outdoor tolling equipment, AC equipment, vehicle detection equipment and fiber optic materials.
- e. Coordinate the installation schedule with Kiewit schedule, THEA and the project CEI.
 - i. The toll system will be installed, tested, commissioned and made ready for revenue collection within the allotted 150 days of the schedule.

3. Design plans:

- a. Toll System – Provide complete Installation plans, per GTR, showing: toll sites (3) and conduit wiring plans, structure plans for bracketing, electrical, communication, and other details.

Selmon West Extension (SWE) Tolling Scope of Work

- b. Fiber-Optic (FO) Network – Provide plans for connection of the toll equipment to the newly extended FO network. Kiewit will provide the 96 FO cable, and TransCore will install all network equipment and integrate it into the existing network.
 - i. Plans shall provide miscellaneous conduit, pull and terminate all necessary fiber.
 - ii. Test the FO network to ensure proper suitability of use with the toll system.

4. System design and documentation responsibilities:

- a. Conduct design meetings with THEA to review the equipment design, and any issues and/or special consideration for the tolling sites.
- b. Update appropriate system design documentation with the additional sites, including written system descriptions and graphics and any updates required by the new toll sites. Documentation shall be submitted for THEA review and TransCore will address THEA comments.
- c. Configure the system to properly add storage as necessary for additional transactions generated by the new locations.
- d. Owner-Furnished Equipment (OFE) -
 - i. Provide to THEA a complete ordering schedule and Bill of Materials (BOM) for OFE, and in a timely manner, advise THEA when to purchase the materials to ensure timely delivery.
 - ii. TransCore will receive, inventory, inspect, test, store, secure, transport and install all THEA-provided equipment.
- e. Provide and configure all software necessary to support the new lanes' locations, such that it is consistent with the software used at other THEA tolling locations at the time of installation.
- f. Coordinate with image review partners to deliver images and transactions consistent with current formats and size.
- g. Coordinate with THEA partners to ensure consistency of the new toll plazas naming convention to ensure the new locations are properly integrated into the existing system.

5. Installation of equipment

- a. TransCore will install owner-furnished equipment (OFE).
- b. Generally, the equipment shall be consistent with other THEA toll locations and include, without limitation:
 - i. TransCore-Provided Equipment
 - 1. E6 Multiprotocol Readers and Antennae (TransCore provided)
 - 2. Cabling (TransCore provided)
 - 3. Wiring (TransCore provided)
 - 4. Brackets (TransCore provided)
 - 5. Fasteners (TransCore provided)

Selmon West Extension (SWE) Tolling Scope of Work

6. Other equipment consistent with existing locations (TransCore provided)
7. Loop wiring and sealant (TransCore provided)
- ii. Owner-Furnished Equipment
 1. Exterior-rated cabinets and locks (THEA provided)
 2. Servers (THEA provided)
 3. Racks (THEA provided)
 4. Smart inductive loops controllers and verifications support (THEA provided)
 5. License plate cameras (THEA provided)
 6. Illuminators for cameras (THEA provided)
 7. AVC cameras (THEA provided)
 8. Network switches and equipment (THEA provided)
 9. A/C units as are required (THEA provided)
- c. Prepare installation checklist to be used for implementing system, and documenting installation (using appropriate FTE installation checklist, or another developed by TransCore, with review/approval by THEA).
- d. Coordinate with Kiewit team and THEA for the installation of the equipment.
- e. Provide appropriate security and safety for all equipment stored.
- f. Provide proper labeling of installed equipment per THEA requirements.
- g. Leave the site clean of any debris, or materials.

6. Testing

- a. Provide Lane Commissioning Testing/Plans per RFP-DOT-15/16-8001-WS and TransCore TEC Contract (No. BE355), following Section 7 – Testing, specifically, Lane Commissioning Test (7.12.6) describing the test objective, test cases (per Attachment I-6), and test entry/exit criteria.
- b. Lane Commissioning Testing/Scripts shall follow Attachment I-6 (Commissioning Test Cases), specifically I-6a (for 1 Lane) and I-6b (for 2 Lanes) to include testing to be done at each installed location including entry/exit criteria, test set-up, test conduct and expected results. Test vehicles shall be provided by TransCore. The test scripts shall be included in the TransCore Commissioning Test Plan. All tests should be comprehensive in scope, to test all functionality from lane to the host; however, test data shall not be mixed with production data unless approved by THEA. The acceptance of the Commissioning Test will mark the beginning of the location being open to revenue collection. Any punch list items will be corrected prior to the end of the Operational Observation period.
- c. 30-Day Operational Observation Period & Acceptance Test – During the Operational Observation period, TransCore will monitor all new tolling locations to ensure proper

Selmon West Extension (SWE) Tolling Scope of Work

operational performance, reporting any issue to THEA and creating a tracking and punch list of any anomaly detected by TransCore and/or noted by THEA. This period will begin after the lanes are commissioned for revenue collection and may run concurrent with the Acceptance Test. The Operational Observation period is expected to be at least 30 days. TransCore will also conduct an end-to-end Acceptance Test to ensure that: all transactions are being properly and accurately created, processed and the appropriate revenue assigned; MOMS messages are properly created; and other pertinent system details are provided. The Acceptance testing will start after all locations in are in operation. The Acceptance test shall be conducted for up to 30 days of data collection. Any failure during this Acceptance Test period may result in a stop of testing and mutually agreed additional testing/duration by TransCore. The Acceptance Test shall include a performance review of relevant system accuracy and availability metrics, detailed observations about the system gathered from production traffic data, as well as limited scripted controlled testing wherein TransCore will provide appropriate vehicle passes with various configurations at each new toll location, in a safe manner in traffic, to validate any areas of THEA concerns. TransCore will submit a single Acceptance Test report address all three sites within 30 days of the completion of the last test. The Operational Observation period will monitor all new tolling locations to ensure proper operational performance, reporting any issue to THEA and creating a tracking and punch list of any anomaly detected by TransCore and/or noted by THEA. This period will begin after the lanes are commissioned for revenue collection and end once the Acceptance Test is complete and all punch list items are addressed to THEA's satisfaction. .

- d. Entry criteria/exit Criteria for testing: Commissioning exit criteria will be satisfied before going into go live revenue production, meaning all severity 1 and 2 punch list items from commissioning punch list are resolved prior to opening to traffic and severity 3 and 4 items have corrective plan in place. Entry Criteria to the Operational Observation and Acceptance Test include: the lane is open to traffic. Exit criteria from Operational Observation and Acceptance Testing: any new severity 1 and 2 punch list items are resolved, or THEA has accepted an agreed work around; and severity 3 and 4 items have corrective plan in place.

Selmon West Extension (SWE) Tolling Scope of Work

Severity Level	Description	Requirements
Severity 1	A variance/defect that impacts a major System or Subsystem or that would result in loss of revenue, loss of data, customer perception issues, or legal impacts for the THEA.	All Severity 1 variances/defects will be resolved before the test phase is approved. The System cannot go live with any unresolved Severity 1 variances/defects.
Severity 2	A variance/defect that has a direct negative impact on operations and/or users, and/or customers, and no workaround is available that is acceptable to the THEA.	All Severity 2 variances/defects will be resolved before the test phase is approved. The System cannot go live with any unresolved Severity 2 variances/defects.
Severity 3	A variance/defect that has a workaround approved by the THEA and that will not significantly affect operations, users, and/or customers.	All Severity 3 variances/defects shall either be resolved or have a mutually agreed upon resolution (between the THEA and the TransCore) before the test phase is approved.
Severity 4	A minor or cosmetic variance/defect that does not significantly affect functionality.	A plan for resolving all Severity 4 variances/defects shall be agreed upon (between the THEA and the TransCore) before the test phase is approved

- e. **Operational Warranty** - The installation of the new equipment locations shall be covered by a warranty for 1 year after commissioning of the lanes for revenue collection. This will include replacement of any failed or degraded components (non TransCore items to be provided by THEA) and correction of any software defects at no cost to THEA. TransCore will provide RMA services for non-TransCore-related components as part of maintenance services.

7. **Method of Payment** - Payment will be based on the items indicated in the Contractors Price Proposal (See Exhibit 1). Payment will be lump sum (LS) with the exceptions as noted in the Price Proposal regardless of final costs. Payment terms – cost plus items will be payable upon invoice with receipts; the following terms apply to all LS items:

- a. 15% payable at delivery of the BOM.
- b. 20% payable after Lane Commissioning Test is complete per toll zone (total 60%).
- c. 5% payable after completion or joint agreement of the resolution of the Commissioning punch-list items and completion of each Operational Observation period with completion of any Severity 1 or 2 defects (total 15%).
- d. 10% payable after completion or joint agreement of the resolution of the Acceptance Test Report, and completion of documentation and any open punch list items.

Selmon West Extension (SWE) Tolling Scope of Work

Phase 3 – Maintenance (pending per THEA No. 54.30.03-098 contract amendment)

- a. Maintain the new tolling locations consistent with the other locations on THEA toll roads. This will include using the same maintenance metrics, and reporting as is currently provided at other THEA tolling sites.
- b. Maintenance of the new locations will begin once the location has been commissioned for production.
- c. Payment Terms:
 - a. Monthly payments

DRAFT

SELMON WEST EXTENSION ORT TOLL ZONES PRICE PROPOSAL

1	BASED ON ONE (1)-2 LANE & TWO (2)-1 LANE TOLL ZONES	Price (\$)
A	TOLL ZONE EQUIPMENT INSTALLATION & INTEGRATION (Lump Sum)	
	Installation/integration (I&I) for 3 new ORT toll zones to be constructed on the Selmon West Extension to include 2 one-lane gantries and 1 two-lane gantry; associated roadside equipment and MOT to be provided by THEA or others. Hardware, software, server installation, testing, etc. necessary appropriate to assemble, store and communicate the electronic and video data required to identify toll transactions and provide the mechanism and basis for THEA to audit traffic and revenue. Basis of Estimate (BOE): 1) I&I: 7 person installation crew at 8 hour days (Installation Supervisor: \$146.40 & Install Technician: \$118.82/hr) for 14 days/zone plus \$1,000/day for travel/hotel/per diem.	\$ 330,731.52
B	ENGINEERING, EQUIPMENT SUPPORT & PROJECT MANAGEMENT (Lump Sum)	
	Engineering, system design & construction coordination, test plan preparation, THEA toll equipment procurement support & overall equipment administration, and project management/documentation. BOE: 1000 hours (LS at \$244.01/hr for Project Manager)	\$ 244,010.00
C	SOFTWARE DEVELOPMENT/CONFIGURATION & INTEGRATION (Lump Sum)	
	Software development/configuration for overall system engineering/integration with legacy system. BOE: 1000 Hours (LS at \$221.73/hr for Software Development Engineer)	\$ 221,730.00
D	EQUIPMENT CONFIGURATION, TURN-ON, TESTING & COMMISSIONING (Lump Sum)	
	Includes in-lane equipment configuration (pre-installation), testing and commissioning of the lanes (including test vehicles & drivers) per scope. BOE: 1) 5 person crew (1 HW Engineer (HWE), 1 Comm Engineer (CE), 3 Maint Techs (MT)) at 8 hour days (HWE: \$203.69; CE: \$200.51; & Maint Tech: \$141.10/hr) for 8 days/zone plus \$2,000/day for travel/hotel/per diem & rental vehicles/drivers	\$ 206,880.00
E	E6 READERS AND UNIVERSAL TOLL ANTENNAE (UTA) (Lump Sum)	
	Per current toll zone/shoulder configuration design; twelve (12) E6 readers and UTAs, required per FTE pricing (E6 is \$9,250/ea and UTA is \$900/ea; per FTE PO 1344271)	\$ 121,800.00
F	30-DAY ACCEPTANCE TEST & OBSERVATION PERIOD MONITORING (Lump Sum)	\$ 101,592.00
	SUB-TOTAL (LUMP SUM):	\$ 1,226,743.52
G	MISCELLANEOUS EQUIPMENT/MATERIALS, INCLUDING ANY ADDITIONAL AVI EQUIPMENT (Cost Plus + 25%)	\$ 125,000.00
	TOTAL (UPSET LIMIT)	\$ 1,351,743.52
2	MAINTENANCE	Cost \$
A	HARDWARE & SOFTWARE SUPPORT (Per Month) - Consistent with on-going maintenance (to be negotiated under THEA No. 54.30.03-098*)	20,000*



Infotect Design Solutions
P.O. Box 89157
Tampa, FL 33689-0402
www.infotectdesign.com

May 20, 2019

Tampa Hillsborough Expressway Authority
Rafael Hernandez
Director of Toll Operations
1104 E Twiggs St, Suite 300
Tampa, FL 33602

Scope of Work

Selmon West Extension Project

Infotect Design Solutions, Inc. (Infotect) is pleased to provide a statement of work to Tampa-Hillsborough Expressway Authority (THEA) for:

On-site web application development services

The work tasks are detailed as:

- Code review
- Technical deliverables review
- Software integration testing oversight
- Technical documentation in THEA's software development environment (github)
- Additional tasks as directed by THEA supervisory staff

Infotect will provide the resource:

- Felipe Velasco or equivalent skilled developer

THEA will provide:

- All computer software and hardware tools required to execute tasks
- A suitable physical work environment
- Reimbursement within 30 days for standard travel expenses

Pricing

Task	Bill Rate	Qty	Ext. Cost
On-site Programmer (50 weeks)	\$ 88.00	2000	\$176,000.00

Travel expenses will not exceed \$10,000 per year

This statement of work is subject to agreed upon terms and conditions



David A. Schnell
Florida SunPass CCSS Senior Director
Conduent State & Local Solutions
9405 W. Colonial Dr.
Ocoee, FL 34761

May 20, 2019

Mark Beall
Florida Turnpike Enterprise
Turnpike Mile Post 263
263 Sunshine State Parkway
Orlando, FL 32811

Subject: CRN-029 THEA SWE/SR 618 Expansion Amendment Request
FTE Contract # BE087: FL CCSS

Enclosure: (1) THEA SWE/SR 618 Expansion Requirements
(2) THEA SWE/SR 618 Expansion Scope of Work

Reference: (A) FTE Change Control Form dated March 4, 2019

Dear Mr. Beall:

Conduent submits the following quote to perform the work outlined in the CRN-029 change control form provided by FTE (reference [A]). Quote is based on requirements listed in Enclosure [1] that have been approved in Agency review sessions, as well as the Scope of Work document attached as Enclosure [2].

Background

Work to be completed includes the necessary tasks required of Conduent to successfully receive transactions for three new plazas being added to the Tampa-Hillsborough Expressway Authority (THEA) Selmon West Expressway (SWE) (also known as SR 618).

This section of the Selmon Expressway is currently un-tolled. New TransCore Legacy plazas and All-Electronic (AET) tolling points will be installed, commissioned, and opened to traffic for revenue collection along this corridor. All tolling sites will be opened to traffic at the same time.

As specified in the enclosed scope of work, activities to be performed in CCSS are divided into the following primary phases:

- a. Pre-Configuration
- b. Go Live
- c. CCSS Finance & Operations
- d. Training of CSRs

Payment and Payment Terms

The total amount of this quote is \$20,805.81 and is based on the following labor requirements in the amount of 229 hours as agreed to by FTE and THEA during review sessions. Billing rates are consistent with extra work rates identified in the CCSS Contract.

Description	Contract Position	Contract Rates	Hours
Software Engineering			63
Software Construction - Germantown - Mid-Level (includes Req, Design, Construction, Integration)	Software Programmer II	\$ 113.79	4
Software Construction - Off-Shore (includes Req, Design, Construction, Integration)	Software Programmer I	\$ 108.37	49
Management Oversight	Project Manager	\$ 160.88	10
Integration and Test			88
Integration & Test - Off-Shore (includes Planning, Internal and External Testing)	Software Programmer I	\$ 108.37	88
Project Delivery			2
Project Manager	Project Manager	\$ 160.88	2
Total ITS Development Labor Hours			153
Ops Labor			76
Finance Manager	Finance Manager	\$ 70.82	5
Finance Analyst	Finance Analyst	\$ 32.78	15
Training Developer	Training Manager	\$ 68.75	10
Training	Trainer	\$ 44.35	46
Total Ops Labor Hours			76
Total Hours			229

Payment for change request is payable as follows:

- 75% Milestone Payment of \$15,604.36 upon completion of Tasks 2.a (Pre-Configuration) and 2.b (Go Live) from Scope of Work
- 25% Milestone Payment of \$5,201.45 upon completion and validation of Tasks 2.c (CCSS Finance & Operations) and 2.d (Training of CSRs)

Should you have any questions or require any additional information, please contact me by email at David.Schnell@Conduent.com or by phone at (407) 450-7777.

Sincerely,


David Schnell
CCSS Senior Director
Conduent State & Local Solutions, Inc.

Cc:
Karen Caruso (Conduent)
Mark Cantelli (Conduent)
Carlos Vargas (FTE)

THEA Selmon West Extension (SWE) SR-618 Requirements (v1)												
TASK#	Description of Task	SW	I&T	CM	DM	PM/BA/SE	MGMT	QASD	CCSS Finance		CCSS Operations	
									Analyst	Manager	Trainer	CSR
Conduent will need to add/configure new ORT Plaza IDs in the CCSS System, and validate they are receiving the UFM's for all new plazas and lanes in PRODUCTION - Selmon West Extension (SWE) SR-618 (3 Plazas)												
1.1	Add/Configure new Plaza IDs including rates (Plaza IDs defined in the Lane CO Form Tab) <i>Changes to be made to all three environments - DEV, test (E2), and Production (E1)</i>	6										
1.11	Review with Leads and SME of changes made to all CCSS environments - DEV, Test (E2), and Production (E1)	4										
1.12	CCSS to notify all stakeholders including interops and internal/external users					2						
1.13	Test Case/Scripts Creation/Update		6									
1.14	Review with SMEs and Developers	1	1									
	<i>Provide acknowledgement of SMEs/developers that reviewed test cases/scripts</i>											
1.15	Test Case Review & Approval	2	2									
	<i>Agency to provide acknowledgement that test cases have been reviewed and approved (milestone requirement)</i>											
1.16	Integration Test - Data Setup (ETC, VIOLATORS) for Home & Away Customers		8									
	<i>Effort includes setting up of SunPass test accounts and identification of transponders and plates to satisfy test cases identified in 1.15</i>											
1.17	Integration Test, Test Case/Script Execution, UFM Validation & Amendment Validation	3	12									
	<i>Effort includes validation of UFM's received from THEA are per datasheet and appropriate Amendments sent back to THEA test system</i>											
1.18	Integration Test - Transaction Posting Validation, Vector Reports (Q15T, Q15P, Q9M, Q19) Validation	5	13									
1.19	Integration Test - Statement & Invoice Validation	4	12									
1.20	Integration Test - OFA Validation											
	<i>Effort includes Toll & Financial Summarization in Vector, Import of Vector Data into OFA Data Warehouse (w/ data validity check run at OFA warehouse to ensure data integrity), Generation of OFA Reports, Validation of FIN3 OFA Reports against Vector Activity</i>	8	16									
1.21	Integration Test - Defect Testing	2	6									
	<i>Based on established standard estimate of 10-15% of total test effort</i>											
1.22	Integration Test - Test Results Review		8									
1.2	Review Go Live Report from Agency to verify UFM Receipt and Get Image	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1.3	End-to-End Finance Reporting and General Ledger Validation	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<i>(Covered as part of Task ID: 1.19)</i>											
1.4	Post-Go Live Monitoring and Reporting	8										
Overarching Tasks												
2.1	Integration with Current Baseline and Unit Validation	6										
2.2	DBA Functions	2										
2.3	Test & Production Deployments			2								
2.4	QASD Functions							4				
2.5	Management Oversight						10					
CCSS Finance & Operations												
3.1	Review of End-to-End Finance Reporting and GL Validation (for all phases of the CO)								15	5		
3.2	Training of Frontline CSRs										10	46
Totals:		51	84	2	0	2	10	4	15	5	10	46
											TOTAL: 229	

Florida's Turnpike Enterprise (FTE)

Centralized Customer Service System (CCSS)

CRN-029 Tampa-Hillsborough Expressway
Authority (THEA) Selmon West Extension
(SWE) SR-618 Statement of Work (SOW)

May 20, 2019
Version 1.3

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This document has been through a formal review process. To the best of our knowledge it is accurate. Conduent reserves the right to make further modifications, as necessary.

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Version History

Version Number	Date	Description of Changes	Author
0.1	April 2019	SOW document	Rakesh Thota
1.0	April 2019	Final Edits as per CO Form	Anand Seetharaam
1.1	May 2019	Revised based on Agency Meeting on 05/01/2019	Anand Seetharaam
1.2	May 2019	Expanded scope to include Statement and invoice Testing.	Anand Seetharaam
1.3	May 2019	Revision to ensure SOW is concise and summarizes the changes completely.	Rakesh Thota

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4. Schedule.....	5

1. Introduction

This Statement of Work (SOW) includes the necessary tasks required of Conduent to successfully receive transactions for three new plazas being added to the Tampa-Hillsborough Expressway Authority (THEA) Selmon West Expressway (SWE). The Selmon West Expressway is also known as SR 618.

This section of the Selmon Expressway is currently un-tolled. New TransCore Legacy plazas and All-Electronic (AET) tolling points will be installed, commissioned, and opened to traffic for revenue collection along this corridor. All tolling sites will be opened to traffic at the same time.

2. Scope of Work

1. Project Background

This project includes only one phase which is for the addition of the following new plazas:

Plaza Description	Plaza Number (Max field)	Plaza Name (As it is to appear on CCSS statements, invoices, and any other document requiring this information) (Max field length x30)
New plaza: State Road SR 618 Selmon West Extension (SWE) Mainline Toll Gantry Westbound Traffic	101702	SR618 W Extension Main WB
New plaza: State Road SR 618 Selmon West Extension (SWE) Mainline Toll Gantry Eastbound Traffic	101701	SR618 W Extension Main EB
New plaza: State Road SR 618 Selmon West Extension (SWE) Dale-Mabry OFF RAMP Eastbound Traffic	101705	SR618 WE Dale-Mabry EB OFF

2. Implementation Phase

a. Pre-Configuration: After receiving the Plaza IDs and rates from the Department, the Vendor shall configure Plaza IDs and Lanes for the above three new THEA Plazas being added. This work includes:

1. Configuring the new Plaza IDs, including rates, and adding these plazas to the CCSS Development, Test, and Production Environments.
2. Reviewing changes made to each environment with the Department.
3. Notifying the participating agencies and interoperable partners of the new plazas and rates.
4. Verifying that the CCSS Test Environment receives transactions from the three new THEA plazas.

b. Go Live: The Vendor shall validate the receipt of Universal Financial Messages (UFMs) generated during commissioning and, on or the day after Go Live (open to traffic), for the three THEA plazas. This work includes verifying UFM delivery to the CCSS from commissioning on UFM Amendment Summary Report (Q15R) in production for all new plazas.

c. **CCSS Finance & Operations:** This task includes the review of End-to-End Finance Reporting and GL Validation for transactions received in CCSS Test System. Following are the reports that will be utilized for testing purposes: Q15T, Q15P, Q9M, Q19, FIN1001, and FIN1003 Reports.

d. **Training of CSRs:** This task pertains to short huddle sessions where CSRs are briefed on the change as per instructional material provided by the Agencies. Training will include identification and geographic locations of the new toll plazas, the associated toll rate structure, and description of the plazas. If included in training material provided to Conduent, anticipated questions and associated responses relating to the new plazas will also be reviewed with CSRs.

e. Exceptions:

- Existing networks, infrastructure, and systems will be used to meet the requirements of this SOW. No additional capabilities (network and infrastructure), beyond what currently exists in CCSS, will be required.
- No changes need to be made to the SunPass website. The Toll Calculator referenced in the SunPass website is managed outside of CCSS and will reflect the rate changes accordingly.

3. Department Responsibilities

The Department responsibilities for this change include:

1. Provide Vendor with new Plaza IDs, names, and toll rates.
2. Provide test data (i.e., UFM's).
3. Send shadow data from each new lane facility to the CCSS Staging Environment before revenue deployment.
4. Generate, if necessary, interop partner simulated data for integration testing (the Vendor shall provide plate and transponder numbers from valid interop accounts to be used in the simulated data).
5. Coordinate with the Vendor for the conversion of THEA plazas from Shadow mode to Production.
6. Provide training material as per para 2.d. above.

3. Milestone Payment Schedule

#	Milestone	Percentage
1	Completion of Tasks 2.a (Pre-Configuration) and 2.b (Go Live)	75%
2	Completion and validation of Tasks 2.c (CCSS Finance & Operations) and 2.d (Training of CSRs)	25%

4. Schedule

Below are the estimated schedule dates for the Deployment Plan Phases:

Plaza ID/Plaza Name	Commissioning	Go Live
101700 - SR618 SWE Mainline Westbound	Summer 2020	Oct 2020
101705 - SR618 SWE Mainline Eastbound	Summer 2020	Oct 2020
101707 - SR618 SWE Dale-Mabry OFF RAMP	Summer 2020	Oct 2020

Task Work Order Number:
Addition of Toll Plazas
Scope of Services: Testing Support
05/22/2019

A. DESCRIPTION

THEA (Tampa Hillsborough Expressway Authority) is planning to expand its roadways network (THEA Selmon West Extension) and add three new plazas to its system in 2020.

B. SCOPE OF SERVICES

The scope of services will focus on testing support during QA, UAT and Operational Testing under supervision from THEA or THEA's representative.

Kyra will provide testing support:

- Setting new parameters in QA system in preparation of testing for Manual Image Review Application (MIRA)
- Validating transactions in the system (MIRA)
- Run necessary reports to validate and reconcile with roadside transactions
- Upon successful completion of testing, apply necessary changes in production system to receive transactions from new Plazas and support Operational testing period
- Participate in planning, coordinating meetings and activities.

C. RESOURCES

Kyra will provide MIRA support Lead, Technical Architect and Program manager as necessary to support testing and operational testing conducted by THEA.

Kyra resources will support remotely.

D. Fees and Schedule

The testing for three new plazas will be conducted over three months of duration. Tentative testing schedule is from March 2020 to May 2020.

Title	Hourly Rate	Hours	Total
Technical Product Support Analyst	\$75	48 (6 hours/ week for 8 weeks)	\$3,600
Enterprise Architect	\$156	20	\$3,120
Program Manager	\$154	20	\$3,080
Total for this task work order			\$9,800

E. ASSUMPTIONS

- Assignments to be directed by THEA or THEA's representative up to the funding limits estimated in this task work order.
- THEA or THEA's representative will provide the Testing plan.
- Testing will be conducted from Monday to Friday during normal business hours (8.00 am to 5:30 pm).
- Kyra's role will be testing support for MIRA (Manual Image Review Application), writing of formal QA plan is not part of the scope.
- Kyra will receive at least 2 weeks of advanced notice to mobilize resources.
- THEA's DR environment will be used for Testing

Tampa Hillsborough Expressway Authority (THEA)

Selmon Western Extension (SWE)

AET Toll System Expansion

Idris Automated Vehicle Classification (AVC)

06 June 2019

Original

Part A. Implementation of Neology AVC (Idris) in THEA SWE Lanes

1. Project Description

The document contains Scope of Work contains requirements relating to the implementation of Neology AVC at the sites on the Selmon Western Extension (SWE) as listed in the table below. If additional sites are identified for implementation, a change order or new statement of work may be required. All lanes are in Open Road Tolling (ORT) environments.

For each site, only travel lanes provide classification and contain AVC axle loops. Shoulder lanes contain only main loops and are not instrumented to provide classification. Each phase will be treated as a separate and unique project.

The following are requirements defined for Neology and THEA:

Site#	Plaza Description	Plaza Name	Class. Lanes	Non-Class. Shoulders	Detectors Needed	
1	State Road SR 618 Selmon West Extension (SWE) Dale-Mabry OFF RAMP Eastbound Traffic	SR618 WE Dale-Mabry EB OFF	1	2	4	
2	State Road SR 618 Selmon West Extension (SWE) Mainline Toll Gantry Eastbound Traffic	SR618 W Extension Main EB	1	2	4	Note: Loops as shown in slightly curved roadway
3	State Road SR 618 Selmon West Extension (SWE) Mainline Toll Gantry Westbound Traffic	SR618 W Extension Main WB	2	2	6	Warning: a) loops are shown in a very curved section of road b) loops are at a junction of lanes that have not fully merged c) There is a dead area between lanes d) Site should be moved upstream to an appropriate section of road or downstream with lane discipline

2. Site Concerns

Critical: See table above for warnings about problems in the proposed design (specifically Site # 3). Contact Neology AVC engineering to discuss recommendations for optimal loop positioning.

3. Site Survey

For each site that will require Neology's AVC solution to be installed, a site survey will be conducted by Neology engineers to evaluate site condition, suitability, and configuration.

Note: There are no existing loops that will be used for this project. All loops are expected to be new installations.

Neology will:

- Conduct physical inspection of the site, including: road surface, gantries, infrastructure, and any existing loops, loop sealant, splice joints, junction boxes, terminations, etc. that will be used/reused; and
- Review available drawings for potential sources of interference (rebar, electrical/power lines, etc.).

4. AVC Hardware configuration

Neology will:

- a. Determine the AVC hardware configuration based on the number of lanes being supported;
- b. Provide AVC hardware and software as part of Neology's SOW in accordance with THEA's Purchase Order (PO).

5. Verification of existing AVC loop integrity

AVC loops do not currently exist at any of the sites in this project; however, should any loops exist and be identified for use with Idris on this project, they must have their integrity verified as described below.

For any existing loops, Neology will:

- a. Measure each existing loop to ensure electrical integrity using inductance, Q, resistance, and impedance to ground (check condition of insulation using a loop tester and mega-ohm tester); and
- b. Record all measurements; and
- c. Re-measure any loop at the junction box/point that failed (3.a) – if the measurement at the splice also fails, the loop or defect will be identified for replacement; and
- d. Identify low or damaged sealant must be added or replaced (see note).

For any existing loops, THEA or THEA's subcontractor will:

- e. Replace all loop and/or feeder wire for existing loops identified by Neology as needing replacement, with Neology assistance and/or supervision. If loop repairs are needed, work will be provided and arranged by THEA OR THEA'S subcontractor. All materials to be supplied by THEA or THEA's subcontractor; or
- f. Perform all work related to new loop installation under the supervision of Neology engineers; and
- g. Procure all materials related to new loop installation (loop wire, shielded wire, loop sealant, conduit, solder, water-tight splice joints, etc.).

6. Installation of New Loops

For new loop installations, Neology will:

- a. Either provide loops supervision services to ensure loops are installed per Neology specifications (reference assumption 16.i.); or
- b. Measure each existing loop to ensure electrical integrity using inductance, Q, resistance, and impedance to ground (check condition of insulation using a loop tester and mega-ohm tester); and
- c. Record all measurements; and
- d. Verify loop sealant condition and identify any sealant that must be added or replaced.

THEA or THEA's subcontractor will:

- g. Perform all work related to new loop installation under the supervision of Neology engineers; and
- h. Install loop and/or feeder wire per Neology specifications with Neology assistance and/or supervision (as applicable); and
- i. Provide all materials related to loop installation (loop wire, loop feeder cable (shielded), splices, cabinets, junction boxes, termination blocks, etc.); and
- j. Procure all materials related to new loop installation (loop wire, shielded wire, loop sealant, conduit, solder, water-tight splice joints, etc.).

7. Cabinet and power requirements

THEA or their designated contractor will:

- a. Provide and install a suitable cabinet or enclosure to house the AVC unit with proper facility power and grounding, in accordance with Neology requirements; and
- b. Procure and provide installation materials as required.

8. Network Connectivity, Devices, & Setup

THEA or their designated agent will:

- a. Provide all network devices, access, and IP addresses;
- b. Provide network connectivity & management.

9. Installation of the AVC unit and connection to loops

Neology will:

- a. Supervise & assist with termination of loops to connectors and splice joints that are compatible with the supplied AVC hardware; and
- b. Supervise & assist with connection of loop feeder wires and loop cable harnesses to surge panels; and
- c. Supervise & assist with connection of loop cable harnesses to the back of the Neology AVC unit; and
- d. Adjust detector frequencies, set initial internal detector switches, and perform detector calibration.

10. Configuration of AVC firmware for road/loop layout

Neology will:

- a. Configure firmware files on the AVC unit compact flash; and
- b. Configure network and related parameters on the AVC compact flash based on information to be provided by THEA OR THEA'S Integrator.

11. Tuning of AVC Loops & Detectors

Neology will:

- a. Test for proper loop connection; and
- b. Tune the loop detectors to optimal frequencies for minimal noise and cross-talk.

Note: additional fine tuning of AVC is available on a per hour remote fee rate to be provided as an option in this SOW or as a change order.

12. Verification of AVC operation using sample vehicles

Neology will:

- a. Record system loop data while sample vehicles traverse the loop array (dependent on system access); and
- b. Evaluate AVC processing to determine if there are any environmental factors or general problems with the loops; and
- c. Check AVC software to verify operation.

Note: Gathering data and performing a ground truth, accuracy study, or advanced classification tuning is outside of this work scope and must be addressed separately.

13. Installation/work timeframe

Depending on lane configuration, Neology will require (per site):

- a. up to two (2) days for onsite installation, configuration, and related set-to-work items; and
- b. One half day onsite support for AVC system operational validation.
- c. One half day for reporting; and
- d. associated travel expenses.

Number of days estimated above is based on expectations and will be dependent on condition of the existing loops, infrastructure, and weather and/or environmental conditions.

14. Post-installation support

Neology will:

- a. Provide remote technical support during the warranty period to investigate problem reports and perform system adjustments.

THEA, THEA'S subcontractor, or THEA'S integrator will:

- g. Provide remote network connection to the AVC unit (requires access to be provided/allowed by THEA or THEA's agent); or
- h. Local THEA or THEA integrator technicians/engineers will access the AVC unit, harvest raw data and logs, and transmit files (via FTP, Dropbox, etc. - method to be determined) as needed to facilitate Neology remote support activities; and
- i. Perform general and routine maintenance of the AVC system, supported remotely by Neology.

15. Account Management

Neology will:

- a. Provide a primary contact for activities related to this SOW
Vance Williams
Field Engineering Manager
Mobile: 949-466-1732
Email: vwilliams@neology.net

16. Software integration support

In order to support THEA OR THEA'S INTEGRATOR's development of the new lane software and integrate it with Neology AVC solution,

Neology will:

- a. Provide documentation for the AVC Application Programming Interface (API) at no cost. If THEA OR THEA'S Integrator encounters AVC issues during integration, Neology will provide support as follows:
 - 1) Telephone and email-based support; and
 - 2) Remote analysis of ground truth (and related video) to be provided by THEA OR THEA'S integrator.

Neology will not:

- b. Develop new features; or

- c. Modify classification around a single vehicle, single vehicle class, or small test sample. This is to prevent degrading overall performance of the system in live traffic; or
- d. Modify the format of the existing AVC data structure.

If an accuracy study is needed, THEA OR THEA'S INTEGRATOR will:

- e. Provide synchronized AVC data and video according to Neology requirements; and
- f. Analyze video and data to build ground truth tables (per Neology instructions) and supply to Neology.

17. Neology also lists the following assumptions related to Part A work scope:

The listed assumptions form the basis of Neology configuration projections, support requirements, and fee estimates. All statements, fees, and expenses set forth in this Scope of Work are contingent upon the accuracy of these assumptions. This SOW is subject to change in the event that any such assumption turns out to be incorrect.

- a. One (1) Neology AVC unit will be associated with one (1) THEA OR THEA'S INTEGRATOR lane controller and will handle one (1) non-reversible direction of travel.
- b. Travel lanes consist of one (1) entry loop, one (1) exit loop, one (1) trigger loop, and four (4) axle loops.
- c. Shoulder lanes consist of one (1) entry loop, one (1) exit loop, and one (1) trigger loop. No axle loops are installed.
- d. Axle classification is not required for any lane that does not have axle loops implemented.
- e. Neology AVC will provide axle-based classification for ORT lanes that are physically adjacent. AVC loops are normally installed in lanes that have a width no greater than 13ft. Wider lanes often require larger loops that can be more sensitive to noise and interference, which can cause artifacts that impact accurate processing. Neology will develop a loop layout that adjusts for wider lanes, and will optimize performance to try to meet THEA performance requirements.
- f. Neology AVC software will only reside on a Neology provided AVC hardware platform and will communicate directly with a single lane controller via TCP/IP communications.
- g. The AVC software will be configured relative to the site configuration and lane controller requirements.
- h. No other device or intermediary system will be positioned between the Neology provided AVC loop detectors and the lane controller.
- i. THEA accepts responsibility for all network implementation and maintenance, including NTP or similar time synchronization methods.
- j. Loops are the most critical parts in a Neology AVC system. They must be installed to exact specifications, else the system will not function optimally. Once the loops have been sealed in the roadway it is impossible to determine if they were not wound correctly, were damaged, or have other physical problems. If the loops are installed without Neology present to supervise loop installations, or if the loops are not installed in accordance with Neology specifications, THEA accepts responsibility for system performance.
- k. The standard positioning for AVC Loops is that they will only be installed in straight sections of roadway and will not be located in or close to curves. Loops need to be installed in symmetrical lanes of uniform width. If THEA has to install loops such that they do not conform to Neology standard specifications, Neology anticipates there could be some performance degradation. Potential problems include non-parallel lanes coming together such that the gap between main loops in adjacent lanes varies in width, vehicles being able to significantly travel outside of lanes markings, or vehicles traveling over the loop array in a near constant lane-change or straddle state. Neology will optimize loop positioning to compensate for site characteristics to the greatest extent possible, and will configure/tune the system to achieve optimal performance. Neology will work with THEA to ensure mutual understanding of any operational impact and will work to minimize or eliminate performance degradation due to atypical loop layouts.
- l. Triggers will be supplied by Neology AVC in the form of software messages via TCP/IP to the lane controller. If a detector's opto-isolated detector output is used for (hardware) triggering purposes, Neology makes no performance guarantee.

- m. No redundancy requirements have been identified for Neology AVC.
- n. All lanes jointly composing a site will have similar construction characteristics (for example: rebar, interference sources, metal support structures, power sources/lines, power, and road composition (asphalt, concrete, asphalt overlay on top of concrete, etc.).
- o. Maintenance of Traffic (MOT) and road closures will be provided by THEA or their contractor. Neology will not be responsible for road closures or any liability related to road closures.
- p. Specific spare parts are part of this SOW if purchased by THEA.
- q. THEA OR THEA'S Integrator engineering team will perform all lane controller integration work.
- r. THEA will provide facility power, structures, and grounding; access will be available and meet Neology requirements.
- s. Neology Personnel will have access to all buildings and facilities needed to complete the Scope of Work, supervised by THEA OR THEA'S REPRESENTATIVE personnel and in accordance with THEA policies.
- t. All loops and roadway meet Neology specifications for AVC loops.
- u. If the Neology AVC system (or loops) is implemented in a configuration that violates Neology design specifications, or is implemented in a way wherein traffic crosses over the loops such that normal AVC processing is impeded, performance degradation can occur depending on the extent or type of deviation. Neology will not be held responsible for any degradation of performance or improper processing resulting from improper implementations. Examples include:
 - 1. Lanes having gaps located between adjacent lanes that are marked for non-use;
 - 2. Shoulder areas that are wide enough to permit vehicles to substantially straddle into the shoulder area but do not have loops installed, that have no physical lane discipline to prevent vehicles from entering the area.
- v. Axle classification is based on axle count and assumes tires are in contact with the road surface.
- w. AVC software will not be adjusted to meet test conditions or scenarios. Note: customized adjustments to pass specific test conditions often degrade performance when installed in live environments.
- x. Performance will only be evaluated using normally occurring real (live) traffic using a statistically viable sample size.
- y. Any THEA or other test scripts that are used to evaluate the AVC system will be made available to Neology at least two (2) weeks in advance of testing to allow for review by Neology. As noted in assumption "v" above, no adjustments will be made to compensate for test conditions or test results.
- z. Accuracy relates to the aggregate of all vehicles classes, not a specific vehicle class or type, and relates to the set of lanes associated to a single AVC unit.
- aa. Overall performance is based on vehicle detection and separation and is an aggregate of all vehicle classes across all lanes connected to a single AVC unit. Accuracy is not related to a specific vehicle type, vehicle class, or other vehicle grouping. Performance is derived using the following formula:

$$(Total \# \text{ Accurately Classified Vehicles}) / (Total \# \text{ Vehicles}) \times 100 = Overall \text{ Accuracy Percentage}$$

18. Not included in this proposal:

- a. Maintenance contract(s)
- b. On site support beyond what is contained in this Scope of Work

Part B: AVC Training Option

If purchased, Neology will provide combination level 1 & Level 2 AVC training

This section covers the principles and techniques used to install Neology AVC loops; however, in order to be qualified to install AVC loops, each student must demonstrate the ability to layout an AVC loops array and supervise actual installation of at least two (2) full AVC lanes (having axle loops) during separate hand-on training. Hands-on loop installation training is not included under this scope and will be quoted upon request.

- | | |
|--|--|
| <p>a. AVC Orientation</p> <ul style="list-style-type: none">• General AVC Operational Theory• System integration• AVC Loop Arrays• Software Operation (Linux Commands) <p>b. Site Selection & Installation</p> <ul style="list-style-type: none">• Selection of suitable AVC site• Design of AVC system including loop array determination & loop layout• Understanding of loop installation practices and techniques• Neology AVC loop specifications & material requirements <p>c. AVC Hardware</p> <ul style="list-style-type: none">• General Operation• Components• Detectors operation and tuning (locally and remote)• Operation• Maintenance• Troubleshooting• Practical Exercises <p>d. Communications</p> <ul style="list-style-type: none">• Local Terminal• Auxiliary Port• IP Connectivity <p>e. AVC Maintenance & Troubleshooting</p> <ul style="list-style-type: none">• Visual checks• Detector Checks• Replacement Components Online• Command Line• Practical Exercises | <p>f. AVC Analysis Tools & Documentations</p> <ul style="list-style-type: none">• Installing and using AVC utilities• Analysis of log & error files• Navigation of an AVC unit• Kscan rawdata utility• Offline utilities <p>g. Standard set-to-work (configuration)</p> <p>h. Questions & Review</p> |
|--|--|

Part C: Pricing

Pricing for each site as well as required spare parts in tables below.

Dale-Mabry OFF RAMP (1 lane and 2 shoulders)		
Description	Unit	Price
Neology 4-detector AVC rack (SKU 75-0302-5013-0)	1	\$30,995
On site support for installation and commission	1	\$7,500
Travel and living expenses	1	\$500
Sub total - Dale-Mabry OFF RAMP		\$38,995

Mainline Toll Gantry Eastbound Traffic (1 lane and 2 shoulders)		
Description	Unit	Price
Neology 4-detector AVC rack (SKU 75-0302-5013-0)	1	\$30,995
On site support for installation and commission	1	\$7,500
Travel and living expenses	1	\$500
Sub total - Mainline Toll Gantry Eastbound Traffic		\$38,995

Mainline Toll Gantry Westbound Traffic (2 lanes and 2 shoulders)		
Description	Unit	Price
Neology 6-detector AVC rack (SKU 75-0302-5015-5)	1	\$43,995
On site support for installation and commission	1	\$9,000
Travel and living expenses	1	\$500
Sub total - Mainline Toll Gantry Westbound Traffic (2 lanes and 2 shoulders)		\$53,495

The total amount for the above three sites is \$131,485.

Neology, Inc. (Seller) Standard Terms and Conditions of Sale

1. Warranty – (a) Seller warrants that on the date of shipment the goods are of the kind and quality described herein and are free of non-conformities in workmanship and material. This warranty does not apply to goods delivered by Seller but manufactured by others.

(b) Buyer's exclusive remedy for nonconformity in any item of the goods shall be the repair or the replacement (at seller's option) of the item and any affected part of the goods. Seller's obligation to repair or replace shall be in effect for a period of one (1) year from Seller's shipment of the goods, provided Buyer has sent written notice within that period of time to Seller that the goods do not conform to the above warranty. Repaired and replacement parts shall be warranted for the remainder of the original period of notification set forth above. But in no event less than 12 months from repair or replacement. At its expense, Buyer shall remove and ship to Seller any such nonconforming items and shall reinstall the repaired or replaced parts. Buyer shall grant seller access to the goods at all reasonable times in order for Seller to determine any nonconformity in the goods. Seller shall have the right of disposal of items replaced. If Seller is unable or unwilling to repair or replace, or if repair or replacement does not remedy the nonconformity, seller and Buyer shall negotiate an equitable adjustment in the contract price, which may include a full refund of the contract price for the nonconforming goods.

(c) SELLER HEREBY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, EXCEPT THAT OF TITLE. SPECIFICALLY, IT DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR

A PARTICULAR PURPOSE, COURSE OF DEALING AND USAGE OF TRADE.

(d) Buyer and successors of buyer are limited to the remedies specified in the article and shall have no others for nonconformity in the goods. Buyer agrees that these remedies provide Buyer and its successors with minimum adequate remedy and are their exclusive remedies, whether Buyer's or its successors' remedies are based on contract, and warranty (including negligence), strict liability, indemnity, or any other legal theory, and whether arising out of warranties, representations, instructions, or non-conformities from any cause.

(e) Note: This article 1 does not apply to any software which may be furnished by Seller.

2. PERFORMANCE; DELAYS – Timely performance by seller is contingent upon Buyer's supplying to Seller, when needed, all required technical information and data, including drawing approvals, and all required commercial documentation. If Seller suffers delay in performing due to any cause beyond its reasonable control, the time of performance shall be extended a period of time equal to the period of the delay and its consequences. Seller will give to Buyer notice within a reasonable time after Seller becomes aware of any such delay.

3. SHIPMENT, TITLE AND RISK OF LOSS - Unless the delivery terms of this contract expressly provide for CIP destination, shipping/delivery will be CIP Seller's point of shipment with title to the goods and risk of loss or damage passing to Buyer at that point. Buyer will be responsible for shipment during transit and for filing any damage or loss claims directly with the carrier. Seller may make partial shipments.

4. TAXES – Any applicable duties or sales, use, excise, value-added or similar taxes will be added to the price and invoiced separately (unless an acceptable exemption certificate is furnished).

5. TERMS OF PAYMENT – (a) Unless otherwise stated, the terms are 30% down payment with the order, 60% upon shipment, and 10% net 30 days. All payments shall be in United States dollars. If shipment is delayed by Buyer, date of notice of readiness for shipment shall be deemed to be date of shipment for payment purposes.

(b) On late payments, the contract price shall, without prejudice to seller's right to immediate payment, be increased by 1 ½ % per month on the unpaid balance, but not to exceed the maximum permitted by law.

If any time in Seller's judgment Buyer is unable or unwilling to meet the terms specified, Seller may require satisfactory assurance or full or partial payment as a condition to commencing or continuing manufacture or making shipment, and may, if shipment has been made, recover the goods from the carrier, pending receipt of such assurances.

6. NONCANCELLATION – Buyer may not cancel or terminate for convenience, or direct suspension of manufacture, except with Seller's written consent and then only upon terms that will compensate Seller for its engineering, fabrication and purchasing charges and any other costs relating to such cancellation, termination or suspension, plus a reasonable amount for profit.

7. LIMITATION OF LIABILITY – Neither Seller, nor its suppliers shall be liable, whether in contract, warranty, failure of a remedy to achieve its intended or essential purposes, (including negligence), strict liability, Indemnity or any other legal theory, for loss of use, revenue or profit, or for costs of capital or of substitute use or performance, or for indirect, special, liquidated, incidental or consequential damages, or for any other loss or cost of a similar type, for claims by Buyer for damages of Buyer's customers. Seller's maximum liability under this contract shall be the contract price. Buyer and Seller agree that the exclusions and limitations set forth in these articles are separate and independent from any remedies which Buyer may have hereunder and shall be given full force and affect whether or not any or all such remedies shall be deemed to have failed of their essential purpose.

8. GOVERNING LAW AND ASSIGNMENT – The laws of the State of Delaware shall govern the validity, interpretation and enforcement of this contract, without regard to its conflicts of law principles. The application of the United Nations Convention on Contracts for the International Sale of Goods shall be executed. Assignment may be made only within consent of both parties; provided, however, Seller may assign to its affiliate without Buyer's consent.

9. ATTORNEY FEES – Buyer shall be liable to Seller for any attorney fees and costs incurred by Seller in enforcing any of its rights hereunder.

10. DISPUTES – Either party may give the other party written notice of any dispute arising out of or relating to this contract and not resolved in the normal course of business. The parties shall attempt in good faith to resolve such dispute promptly by negotiations between executives who have authority to settle the dispute. If the matter has not been resolved within 60 days of the notice, either party may initiate non-binding mediation of the dispute.

11. STATUE OF LIMITATIONS - To the extent permitted by applicable law, any lawsuit for breach of contract, including breach of warranty, arising out of the transactions covered by this contract, must be commenced not later than twelve (12) months from the date the cause of action accrued.

12. PRICES - In the event of a price increase or decrease, the price of goods on order will be adjusted to reflect such increase or decrease. This does not apply to a shipment held by request of Buyer. Goods already shipped are not subject to

price increase or decrease. Orders on a bid or contract are not subject to this article. Seller's prices include the costs of standard domestic packing only. Any deviation from this standard packing (domestic or export), including U.S. government sealed packing, will result in extra charges. To determine such extra charges, consult Seller's sales offices. Orders of less than \$400 will be charged \$25 handling fee.

(b) Freight will be allowed to any common-carrier free-delivery point within the United States, excluding Alaska and Hawaii, on shipments exceeding \$1000 net or more providing Seller selects the carrier. On shipments to Alaska and Hawaii, freight will be allowed to dockside at the listed port of debarkation nearest the destination point on shipments of \$1000 net or more. Buyer shall pay all special costs such as cartage, stevedoring and insurance. Special freight allowances are as shown on latest discount sheets as issued from time to time. Cataloged weights are estimated, not guaranteed. Seller assumes no responsibility for tariff classifications on carriers.

13. CHANGES IN LAWS AND REGULATIONS - Sellers prices and timely performance are based on all applicable laws, rules, regulations, orders, codes, standards or requirements of government authorities effective on the date of Seller's proposal. Any change to any law, rule, regulation, order, code, standard, or requirement which requires any change hereunder shall entitle Seller to an equitable adjustment in the prices and any time of performance.

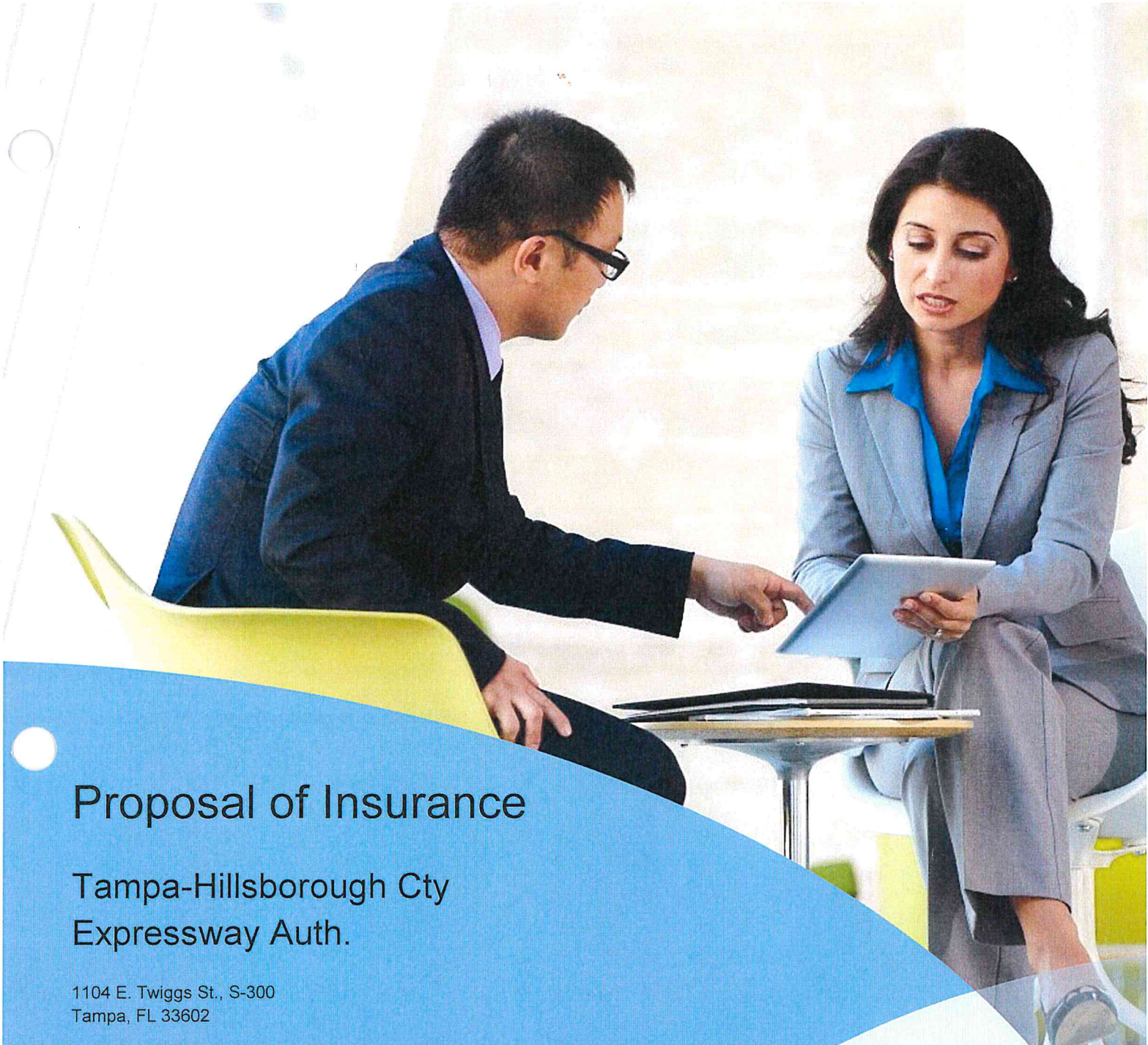
(c)

IV. D. 1

DISCUSSION / ACTION ITEMS

Commercial Property Coverage Fiscal Year 2020

- Purpose:** To obtain Commercial Property Coverage for FY 2020.
- Funding:** Operating Budget: \$476,043 FY 2020 or
\$483,929 to fix rate through 7/1/2022
- Action:** Authorization to bind Commercial
Property Coverage for FY 2020.



Proposal of Insurance

Tampa-Hillsborough Cty Expressway Auth.

1104 E. Twiggs St., S-300
Tampa, FL 33602

Presented: May 30, 2019

Effective: July 1, 2019

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



ajg.com

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Gallagher

Insurance | Risk Management | Consulting


Executive Summary

Arthur J. Gallagher & Company Risk Management Services is pleased to provide this proposal to the Tampa Hillsborough County Expressway Authority. We thank you for the opportunity to continue our partnership with the Authority which is now in its 11th year.

MARKETPLACE ANALYSIS


In early 2017, insurance industry surplus was approaching record levels and the market was continuing a softening trend. With capital continuing to increase, carrier competition and demand for growth kept rates down in the core property and casualty lines with the exception of auto liability.

Unfortunately, the past two years of loss activity has changed the direction of the market, summarized below:

- 
- A green arrow pointing right with the text "Insurance programs" inside.
- In 2017, industry property losses exceeded \$100 Billion mainly due to hurricanes Harvey, Irma, and Maria (HIM), leading to a tightening of the property market in 2018. Average rate increases for Florida loss-free programs were approximately +10%.
 - In 2018, hurricanes Florence & Michael along with the California wildfires lead to a further hardening of the property market going into 2019's renewals
 - As a result of 2 unprofitable years, nearly all carriers both domestically and internationally are re-underwriting their books of business. Certain Lloyds syndicates are shutting down their direct insurance businesses, and multiple domestic carriers are cutting back capacity, or dramatically increasing rates

These challenges have resulted in a difficult property market in 2019 – the market has actually gotten worse as the year has progressed. Many loss-free, \$1 Billion+ TIV accounts are experiencing 15% to 20% rate increases in Florida this year. Smaller accounts have experienced fewer challenges than those programs.

2019 Property Insurance Renewal – Bridges & Toll Structures

An orange arrow pointing right with the text "Program structure" inside.

In 2012, THEA's "as is" insurance program would have renewed at an increase of 13% (\$76,790). We were able to achieve a 20% rate reduction through Zurich, and at the same time locked this decreased rate in for three years. Overall, this resulted in a \$175,000 annual savings to THEA while at the same time providing increased program limits.

The 2014 renewal marked the final year of the three year rate agreement with Zurich. Gallagher recommended the Authority renew the 3 year agreement. This provided THEA with additional certainty that the Zurich program, which provided historically low costs, would be available until 2017. We are extremely pleased at this guarantee, which locks in historically low rates for THEA's insurance program.

Due to the impending expiration of the Zurich rate agreement in 2017, we marketed to some of the leading infrastructure insurance carriers, Zurich, Starr and Chubb (formerly ACE). Both Starr and Chubb liked THEA's risk, however, were unable to compete with the pricing offered by Zurich. We used this

leverage to get Zurich to agree to a rate reduction of 14% as well as another three year policy with a guaranteed rate.

The 2019 renewal as a result is a flat rate due to the three year policy term. This is a successful renewal given the general insurance market conditions – as described above most clients are experiencing 10%+ rate increases on their property insurance renewals as a result of the active 2017 & 2018 storm seasons. The 2019 premium is \$476,043. This figure is based on the renewal TIV of 775,260,367.

Zurich has also provided a new three year option through 2022 with a slight increase in rates. The deposit premium for this new renewal option will be \$483,929 or 7% increase from 2018.

2019 Railroad Liability Renewal

In 2018, we actively marketed the Authority's railroad liability coverage, which had been with Zurich. We approached two other rail specialty insurers, Liberty Mutual and Chubb, along with our specialist rail broker, Lincoln Transportation Insurance Brokers. THEA ultimately bound with Zurich for a renewal premium of \$14,070, which was roughly 20% lower than the next best option with Liberty Mutual.

For 2019, Zurich has offered a renewal with expiring terms and conditions for a premium of \$14,070, a flat renewal.

2019 Crime Renewal

Last year we conducted a full marketing effort for the Authority's crime coverage and provided options from Philadelphia, Travelers and Hanover. THEA ultimately bound the \$1,000,000 limit option with Philadelphia.

For the 2019-2020 policy year, your incumbent carrier (Philadelphia) is offering a renewal for a flat premium of \$2,461.

2019 Cyber Renewal

THEA currently has Cyber coverage as part of your package policy with FMIT. This year we marketed the Cyber coverage to Beazley and Travelers for a more robust program and to include options for higher limits at \$2M and \$3M. The below table provides an outline of the current quote options.

Named Insured

Named Insured Schedule:

Add / Change / Delete	Named Insured	Property	Crime	General Liability	Cyber Liability
	Tampa-Hillsborough County Expressway Authority	X	X	X	X

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

Program Details

Coverage: Property

Carrier: Zurich American Insurance Company

Policy Period: 7/1/2019 to 7/1/2020

The following is a general summary of the Insuring Agreement. Refer to actual policy form for complete terms and conditions.

Coinurance or Agreed Amount:

DESCRIPTION	AGREED AMOUNT	COINSURANCE %
All Covered Property	Yes	N/A

Coverage:

SUBJECT OF INSURANCE	LIMIT TYPE	AMOUNT	BASIS
Policy Limit Of Liability	Limit	\$100,000,000	Any One Occurrence
Annual Aggregate Limit(s) Of Liability: The Maximum Amount The Company Will Pay For Loss Or Damage In Any One Occurrence, And/ Or In The Aggregate Annually For Loss Or Damage From All Occurrences, Shall Not Exceed The Following Amounts			
- By The Peril Of Earthquake	Limit	\$100,000,000	
- By The Peril Of Flood	Limit	\$25,000,000	
- Named Storm (Will Be Endorsed To 'Per Occurrence For This Peril)	Limit	\$50,000,000	

Deductibles / Self Insured Retention

TYPE	COVERAGE	AMOUNT
Deductible	Physical loss of or damage to Covered Property unless otherwise shown below - Per Occurrence	\$50,000
Deductible	Physical Loss Of Or Damage To Surveillance Equipment* - Per Occurrence	\$50,000
Deductible	Earthquake - Per Occurrence	\$50,000
Deductible	Flood - Per Occurrence	\$100,000
Deductible	Named Storm - Per Occurrence	5%, Minimum \$100,000

Deductibles / Self Insured Retention

TYPE	COVERAGE	AMOUNT
Deductible	Loss of Revenue - Waiting Period - Per Occurrence	14 Days

Additional Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT
Sublimit Of Liability: The Policy Shall Pay No More Than The Following Sublimit(S) Of Liability In Any One Occurrence		
Physical Damage Coverage to the Covered Property	Sublimit	\$100,000,000
Loss of Revenue	Sublimit	\$30,000,000
Accounts Receivable	Sublimit	\$5,000,000
Interruption by Civil or Military Authority	Sublimit	14 Days
Expediting Expense	Sublimit	\$2,500,000
Extra Expense	Sublimit	\$10,000,000
Debris Removal Coverage	Sublimit	\$10,000,000 / Or 25% Of The Amount Of Insured Physical Loss Of Or Damage To Covered Property Whichever Is Less
Fire Department Service Charges	Sublimit	\$500,000
Ingress and Egress	Sublimit	14 Days
Loss Adjustment Expense	Sublimit	\$250,000
Newly Acquired Locations	Sublimit	\$10,000,000
Ordinance or Law / Demolition or Increased Cost of Construction	Sublimit	\$10,000,000
Transit - Any One Conveyance	Sublimit	\$2,500,000
Valuable Papers & Records	Sublimit	\$2,500,000
Terrorism	Sublimit	\$100,000,000

Valuations:

DESCRIPTION	LIMITATIONS
Actual Loss Sustained	Loss of Revenue

Valuations:

DESCRIPTION	LIMITATIONS
Other	Transit - The Invoice Cost Plus Accrued Shipping Charges Less Shipper's Liability, If Any
Other	Covered Property - The Actual Cost To Repair Or Replace The Lost Or Damaged Property, Valued As Of The Time And Place Of Loss, With Material Of Like Kind And Quality, Less Betterment. If Not So Replaced, Loss Shall Be Settled On An Actual Cash Value Basis With Proper Deduction For Depreciation And Exclusive Of Profit And Overhead

Perils Covered:

TYPE	DESCRIPTION
Special Form Perils	All Risk of direct physical loss or damage Including Flood, Earthquake, Named and Other than Named Windstorm and Hail, subject to Sublimit noted

Endorsements include, but are not limited to:

DESCRIPTION
Disclosure Of Important Information Relating To Terrorism Risk Insurance Act - U-GU-632-C (12/07)
Policy Form: Zurich Operational Civil Works Policy; Edition Date Has Changed From Expiring. Carrier Confirmed No Material Changes
Schedule of Covered Property
Pollutant Clean Up & Removal
Multi Year Term - Loss Ratio & Rate Guarantee - Sample for Attached
Amendment to Deductible & Waiting Period - %
Endorsement amending Property Excluded F. to cover Trees, plants, shrubs, grass and lawns planted as declared in the Schedule of Locations and Values Insured
Endorsement adding Joint Loss Agreement clause wording

Exclusions include, but are not limited to:

DESCRIPTION
Electronic Data Exclusion
Contaminants or Pollutants
Asbestos Material
War or Military Action
Nuclear Hazard, Power Failure

Exclusions include, but are not limited to:

DESCRIPTION
Fraudulent or Dishonest act or acts intended to result in the financial gain of any Named Insured or of any associate, partner, director, trustee, officer, agent or employee or any Named Insured;
Unexplained or mysterious disappearance, shortage or other loss discovered upon taking inventory
Loss or damage, costs, expenses, fines or penalties incurred or sustained by or imposed on any Named Insured at the order of any government agency, court or other authority arising from any cause whatsoever
Corrosion, decay, deterioration, erosion, evaporation, inherent vice, latent defect, leakage, loss of weight, marring or scratching, rust, shrinkage, wear and tear, wet or dry rot or any quality in property which causes it to damage or destroy itself;
Dampness or dryness of the atmosphere; extremes or changes in temperature
Insects, birds, rodents or other animals
Normal subsidence, settling, cracking, heaving, expansion or contraction of walls, floors, ceilings, roofs, foundations, patios, walkways, driveways or paving;
Consequential loss or damage of any kind or description including loss of use, loss of market or delay, unless specifically insured elsewhere in this policy;
Error, omission or deficiency in design, plans, workmanship, specifications or materials unless fire or explosion ensues and then only for the loss, damage or expenses resulting from such fire or explosion
Interruption of incoming electricity, fuel, water, gas, steam, refrigerant or other services, unless specifically insured elsewhere in this policy
Electrical breakdown of any electrical machinery or apparatus while said equipment is undergoing an insulation breakdown test or is being dried out, unless direct physical damage not otherwise excluded by this policy results to Covered Property, in which event, this policy shall cover only such resulting damage
As respects Loss of Revenue Coverage:
- Any physical loss or damage to property not insured by this Policy;
- Any increase of loss which may be occasioned by the suspension, non completion, lapse, or cancellation of any lease, license, contract, or purchase order;
- Any increase of loss due to interference at the Named Insured's property by strikers or other persons with rebuilding, repairing, or replacing the property damaged or destroyed, or with the resumption or continuation of business, or with the re-occupancy of the property;
- Any loss occurring to property in transit off premises;
- Non availability of funds, other than insurance reimbursement, for the repair or replacement of lost or damaged covered property;
- The failure of the Named Insured to use diligence and dispatch in restoring the damage property to the condition existing prior to the physical loss or damage

Binding Requirements:

DESCRIPTION
Subject to Recent 3rd Party Inspection Report, For Our Risk Engineers To Review With A Favorable Review

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
Loss of Revenue Values: \$95,219,000 Toll Plaza Exposure: \$9,212,455 ITS Field Equipment: \$3,477,892 Brandon Pkwy & Feeder Rds: \$2,408,485 Meridian St: \$1,879,351 Other Premises: \$8,616,049 Bridges: \$654,447,135 Total Insured Values: \$775,260,367
Policy Territory: This Policy Covers The 50 States Comprising The United States Of America And District Of Columbia Unless Otherwise Endorsed To The Policy
Covered Property: This Policy Insures Against Direct Physical Loss Or Damage To Real & Personal Property From A Covered Cause Of Loss And Any Resulting Loss Of Revenue As More Fully Defined Within The Policy
Cancellation Provision: 60 Days Except 10 Days For Nonpayment Of Premium
Terrorism Premium is Included in Total Premium
Deductible & Waiting Period: In the event that more than one Deductible shown or specified in any Endorsement attached to this Policy shall apply to the insured physical loss or damage to the Covered Property in any one Occurrence, only the largest shall be applie
Loss of Revenue: The Waiting Period stated in the policy will always be applied in addition to any dollar deductible stated for physical damage
100% Minimum Premium
Zurich shall have the right to inspect property and operations at any reasonable time. Insured agrees to comply with any reasonable Risk Engineering recommendations to avoid a loss.
3rd Year of 3 Year Policy term Payable in Annual adjustments

Premium	\$476,043.00
ESTIMATED PROGRAM COST	\$476,043.00
Minimum Earned Premium -	100.00%
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	INCLUDED

Optional Coverages:

DESCRIPTION	Annual Premium Amount	3 Year Estimated Premium Amount
Option to Cancel 3 rd Year of Current 3 Year Policy Term and Re-write under new 3 year policy term effective 7/1/2019 – 7/1/2022	\$483,929	\$1,451,786.00

Subject to Audit: N/A

Statement of Values:

Loc. No.	Address	Bridges	Toll Plazas	ITS Field Equipment	Brandon Pkwy & Feeder Roads	Meridian Street	Other Premises	Loss of Revenue(Business Income)	Total Values
All	Various	\$654,447,135	\$9,212,455	\$3,477,892	\$2,408,485	\$1,879,351	\$8,616,049	\$95,219,000	\$775,260,367

Values shown are per Statement of Values provided via email on March 26, 2019. This is to acknowledge the values shown are correct to the best of my knowledge.

By: _____
Specify: owner, partner or corporate officer

Print Name

Date: _____

Client Signature

Coverage: Crime**Carrier:** Philadelphia Indemnity Insurance Company**Policy Period:** 7/1/2019 to 7/1/2020**Form Type:**

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
Crime	Loss Sustained	Not Applicable	Not Applicable

Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT
Employee Theft and Client Coverage	Limit	\$1,000,000
ERISA Fidelity	Limit	\$500,000
Forgery or Alteration, Including Credit, Debit, Or Charge Card Extension (\$25,000 Limit)	Limit	\$1,000,000
Inside the Premises - Money, Securities And Other Property	Limit	\$1,000,000
Outside the Premises - Money, Securities And Other Property	Limit	\$1,000,000
Money Orders and Counterfeit Currency	Limit	\$1,000,000
Computer and Funds Transfer Fraud	Limit	\$1,000,000
Fraudulent Inducement	Limit	\$250,000

Deductibles / Self Insured Retention

TYPE	COVERAGE	AMOUNT
Deductible	Employee Theft and Client Coverage	\$5,000
Deductible	Forgery and Alteration	\$5,000
Deductible	Inside the Premises - Money, Securities And Other Property	\$5,000
Deductible	Outside the Premises - Money, Securities And Other Property	\$5,000
Deductible	Money Orders and Counterfeit Currency	\$5,000
Deductible	Computer and Funds Transfer Fraud	\$5,000
Deductible	Fraudulent Inducement	\$5,000

IV. D. 2

DISCUSSION / ACTION ITEMS

Election of Board of Director Officers

Chairman
Vice Chairman
Secretary

V.

Staff Reports

- A. Operations & Maintenance – David May
- B. Communications – Sue Chrzan
- C. Toll Operations – Rafael Hernandez
- D. Finance/Traffic & Revenue – Amy Lettelleir

VI.

Executive Reports

- A. Joe Waggoner
Executive Director, CEO
- B. Patrick Maguire, Esq.
General Counsel

VI. C.

Executive Reports

Chair – *Vincent Cassidy, Chairman*

Upcoming Meetings

THEA Committees as a Whole

July 8, 2019

THEA Board Meeting

July 22, 2019