

Tampa-Hillsborough Expressway Authority  
Board of Directors

Meeting Packet

June 28, 2021



## **Meeting of the Board of Directors**

**June 28, 2021 - 1:30 p.m.**

### **Port of Tampa**

**Cruise Terminal 3 (815 Channelside Drive) 2<sup>nd</sup> Floor**

**Tampa, FL 33602**

Due to renovations at THEA's Headquarters located at 1104 E. Twiggs St., monthly Board meetings will be held at the Terminal 3 Port of Tampa, through June 2021.

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 (3) minutes. When addressing the Board, please state your name and address and speak clearly into the microphone. If distributing backup materials, please furnish 10 copies for the Authority Board Members and staff. Any person who decides to appeal any decisions 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 the Minutes from the May 24, 2021 Board of Directors Meeting**

#### **B. Approval of Upcoming Board Member Travel**

#### **C. Approval of Annual Ongoing Task Work Orders – FY2022**

- 1. HI-0089-P-76, FDOT Future Projects (HNTB \$50,000)**
- 2. HI-0089-P-85, Central Office Coordination (HNTB \$100,000)**
- 3. HI-0031-P-112 Strategic Projects Support (HNTB, \$100,000)**
- 4. HI-0110-P-15, Meridian DMC Concept Development Support (HNTB \$100,000)**

5. HI-0110-P-18, Meridian DMC Real Estate Support (**HNTB** \$100,000)
6. HI-0031-P-42 Strategic Plan Organizational Support (**HNTB**, \$100,000)
7. HI-0072-P-17, ITS America Technical Support (**HNTB** \$60,000)
8. HI-0072-P-67, Emerging Technologies Support (**HNTB** \$100,000)
9. HI-0089-P-52, Sketch Level Analysis GEC Support (**HNTB** \$100,000)
10. HI-0112-D-07, Selmon South Contamination Clean-up GEC Support (**HNTB** \$50,000)
11. HI-0112-C-19, Selmon South Drainage & Contamination GEC Support (**HNTB** \$75,000)
12. HI-0118-P-18, Waterfront District Support (**HNTB** \$75,000)
13. HI-0118-P-22, Downtown Traffic Engineering & Modeling Support (**HNTB** \$50,000)
14. HI-0167-P-07, East Selmon PD&E Support (**HNTB** \$165,000)
15. HI-0185-D-10, THEA CAV Support (**HNTB** \$150,000)
16. HI-0193-D-01-IE, THEA CPAM Support (**HNTB** \$80,000)
17. HI-0072-P-43, ITS America Task Force (ITSA \$125,000)
18. HI-0031-P-55, Annual CPMP & Work Program Support (**WSP** \$100,000)
19. HI-0031-P-58, Annual Strategic Planning Support (**WSP** \$100,000)
20. HI-0031-P-126, CPMP Mapping Tool Development & Integration (**WSP** \$120,205)
21. HI-0031-P-61, Economic Analysis Agency Support (**CUTR** \$88,440)
22. HI-0089-P-55, Scenario/Sketch Traffic Support (**RS&H** \$100,000)
23. HI-0089-P-99, Downtown Traffic Analysis Update (**RS&H** \$100,000)
24. HI-0031-P-125, Traffic & Revenue Support (**Stantec** \$300,000)
25. HI-0072-P-66, Emerging Technology Support (**Siemens** \$100,000)

#### **IV. Discussion/Action Items**

##### **A. Audit and Finance – Commissioner Hagan, Chairman – Jeff Seward, Staff**

###### **1. Budget – Fiscal Year 2022 (July 1, 2021 – June 30, 2022)**

**Action:** Request the Board approve the FY2022 Budget

##### **B. Planning Committee – John Weatherford, Chairman – Bob Frey, Staff**

###### **1. Adoption of THEA Work Program**

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

**Funding:** Capital Budget

**Action:** Request the Board approve the Capital Work Program

## 2. Update of Strategic Blueprint Goals, Objectives, and Policies (\$437K)

**Purpose:** Every 5 years, THEA updates its strategic blueprint, which encompasses agency's mission, vision, goals, objectives, and policies. This update will extend the Strategic Blueprint planning period from 2025 through 2034. The Blueprint will provide the foundation for the decisions and initiatives necessary to position THEA as a competitive option to provide transportation improvements. The Blueprint and its strategies provide THEA with the means to utilize the agency's assets, competencies, and financially sustainable business practices to provide mobility options to the Tampa Bay region.

**Funding:** Capital Budget - \$437,000

**Action:** Approval of the Execution of a Task Work Order for WSP in the amount not to exceed \$437,000 to complete the Strategic Blueprint Update.

## 3. Whiting PD&E Additional Services (\$355K)

**Purpose:** During the Whiting Street PD&E, the study area and traffic analysis requirements increased to address peer agency future plans and state requirements. These tasks include the Intersection Modification Report (IMR) as required by FDOT, revised traffic analysis, concept revisions to address City of Tampa policies, and an enhanced visualization option for the Public Hearing based on the transforming nature of the Channel District. These additional services are included in the Supplemental Amendment.

**Funding:** Capital Budget - \$355,000

**Action:** Approval of the Supplemental Amendment for Lochner to complete necessary work for the Whiting Street PD&E in the amount not to exceed \$355,000.

## 4. Approval of Whiting Street Staff Recommended Preferred Alternative

**Purpose:** The Whiting Project Development and Environment (PD&E) Study completed the public alternatives meeting in May 2021, with public comment closing on June 10, 2021. This project investigates connecting Whiting Street to Meridian Avenue. The project looked at ways to improve operations and safety for Whiting Street between Jefferson Street and Brush Street, the Jefferson Street entrance ramp, and the downtown Tampa eastbound exit ramps. Three alternatives were analyzed after meeting with local peer agencies, jurisdictions, and the public. The staff

recommended preferred alternative will enhance safety and community connections in downtown Tampa, as well as complement City future transportation investments.

**Funding:** N/A

**Action:** Approval of the Staff Recommended Preferred Alternative for the Whiting Street PD&E for further study, leading to a Public Hearing and subsequent Board approval of completed PD&E study.

**C. Operations & Maintenance – Bennett Barrow, Chairman – Brian Pickard, Staff**

**1. Toll Interoperability Signing**

**Purpose:** Install three (3) signs indicating the types of automated payments accepted by THEA. A request for bids was advertised and resulted in a sole bidder, Ferrovia which has an Asset Maintenance Contract with THEA

**Funding:** Capital Budget - \$66,217

**Action:** Request the Board authorize THEA staff to execute needed task order with Ferrovia totaling \$66,217 for the installation of three signs (14.5'x14.5') in select locations. Final Task order is subject to review and approval of THEA General Counsel.

**2. Fiber Installation from THEA Headquarters to Florida Avenue**

**Purpose:** To procure construction services for installing 144 Pair Fiber from THEA Headquarters to Florida Avenue to fill a gap in our ITS Backbone.

**Funding:** Capital Budget: \$62,160

**Action:** Request the Board approve the selection of Precision Contracting Services (PCS) and authorize and direct staff to negotiate and execute a contract with PCS in the amount of \$62,160 for installation of 144 Pair Fiber from THEA Headquarters to Florida Ave.

Firm	Amount
PCS	Bid- \$62,160
TransCore	Bid- \$62,843.56

**3. Selmon East Ramps Design-Build & CEI Support** Through the GEC  
Brian Pickard, Staff

**Purpose:** To utilize GEC (HNTB) to assist in managing the East Selmon Slip Ramp CEI contract with Consor and the Design-Build contract with Middlesex for FY2022.

**Funding:** Capital Budget - \$522,000

**Action:** Request the Board authorize the Executive Director to sign a Task Order with HNTB for assisting staff in managing the CEI and Design-Build Contracts for the Selmon East Slip Ramps during FY2022 in the amount of \$522,000.

**4. Miscellaneous Toll Operations & Support Services**

– Rafael Hernandez, Staff

**Purpose:** To provide miscellaneous toll operations support services including, but not limited to, planning, design, development and testing of all roadside lane equipment.

**Funding:** Capital Budget

**Action:** Requests the board:

- a. Approve the scoring and ranking of the Evaluation Committee for miscellaneous toll operations support services.

Rank	Firm	Total Score	Average Score
1	Atkins	271	90.3
2	Gannett Fleming	264	88.0
3	Milligan Partners	256	85.3
4	RS&H	243	81.0
5	AECOM	241	80.3

- b. Authorize and direct staff to negotiate and execute a push-button contract with all five firms. Contracts are subject to review and approval of THEA General Counsel.

**D. Chairman – Vincent Cassidy**

1. Acceptance of Board Member Evaluations of the Executive Director and General Counsel
2. General Counsel Compensation
3. Executive Recruitment Update – *Jeff Seward, Staff*

**E. General Counsel – Amy Lettelleir, Esquire**

**1. Commercial Property Coverage Fiscal Year 2022**

**Purpose:** To obtain Commercial Property Coverage for FY2022.

**Funding:** Operating Budget - \$598,503

**Action:** Authorization to bind Commercial Property Coverage for FY2022.

**2. Adoption of Code of Ethics Policy**

**Purpose:** To update the policy to be consistent with Florida Statutes.

**Action:** Adoption of the Code of Ethics Policy.

**3. Board Elections**

- Chairman
- Vice-Chairman
- Secretary

**V. Staff Reports**

- A. Planning and Innovation – *Bob Frey*
- B. Operations & Maintenance – *Brian Pickard*
- C. Toll Operations – *Rafael Hernandez*
- D. Finance Update – *Jeff Seward*
- E. Public Affairs & Communications – *Sue Chrzan*

**VI. Executive Reports**

- A. Executive Director – *Joe Waggoner*
  1. **Contract Closeout Report**
- B. General Counsel – *Amy Lettelleir, Esq.*

C. Chairman – *Vincent Cassidy*

**1. Upcoming Meetings**

- THEA Committees as a Whole – July 12, 2021
- THEA Board Meeting – July 26, 2021

**VII. Old Business**

**VIII. New Business**

**IX. Adjournment**



### **III.**

## **Consent Agenda**

- A.** Approval of the minutes from the May 24, 2021 Board of Directors Meeting.

Tampa-Hillsborough County Expressway Authority  
Minutes of May 24, 2021 Board Meeting  
1104 E. Twiggs Street  
Tampa, FL 33602

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The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on May 24, 2021, at the Port of Tampa, 815 Channelside Drive, Cruise Terminal 3, 2<sup>nd</sup> floor in Tampa Florida. The following were present:

**BOARD:**

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

FDOT D-7 Secretary David Gwynn, Member  
Mayor Jane Castor, Member

**STAFF:**

Joe Waggoner  
Amy Lettelleir  
Sue Chrzan  
Bob Frey  
Brian Pickard  
Jeff Seward  
Rafael Hernandez

Shari Callahan  
Man Le  
Chaketa Mister  
Debbie Northington  
Charlene Ponce  
Brian Ramirez  
Anna Quinones

**OTHERS:**

Alfred Lurigados, BCC Engineering  
Al Stewart, HNTB  
James Drapp, HNTB  
Brent Wilder, PFM  
Sally Dee, Playbook

Jennifer Cowan, BMO Harris Bank  
Rick Patterson, Raymond James  
Steven Reich, TPC  
John Generalli, Wells Fargo Bank  
Kim DeBosier, WGI

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

**II. PUBLIC INPUT PRESENTATIONS**

There were no public presentations.

The Chairman announced a change in the order of the agenda items. Item **IV.B.1. Executive Director/CEO Recruitment Schedule** will be moved to the top of the agenda.

Mr. Jeff Seward presented the executive recruitment materials and candidate requirements.

Tampa-Hillsborough County Expressway Authority  
 Minutes of the May 24, 2021 at 1:30 P.M.  
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THEA has reached out to industry experts and outside counsel and has also collaborated with Laura Kelley, CEO of CFX, and Steve Reich, former Executive Secretary of the Maryland Transportation Authority, previously at CUTR and former Interim Executive Director/CEO for THEA. We continue to work with outside counsel to ensure that all applicable processes and procedures are being followed. THEA has also reviewed similar advertisements by, and reached out to, other industry agencies to obtain best practices. This research was used to develop the recruitment package.

Mr. Seward reviewed both the minimum and preferred requirements as well as ideal candidate attributes. He then discussed the process and pointed out that THEA is not using a recruiter, in part because THEA is a very niche type of governmental entity and the core group of experienced candidates will come from the industry, which is a small group and easily targeted. He added that the board always has the option to change course and secure an executive recruiter to continue the process or start the process over; however, he expressed confidence that the process that has been developed and the outreach that is planned will result in a qualified pool of top candidates.

Finally, Mr. Seward reviewed the proposed timeline.

May	June	July	August	September
Recruitment Opens		Recruitment Closes Prepare qualified candidate packages Send packages to Board of Directors	Conduct background and reference checks	Contract negotiations
Receive applicant packages		Board members each choose top five candidates	Board begins 1:1 interviews with top candidates	
		<b>July 28 Board meeting</b> -Top five candidates presented. Board chooses candidates for interviews	<b>August 23 Board meeting</b> - Board chooses top candidate	<b>September 27 Board meeting</b> – Board approves contract

The requested action is for Board approval of the recruitment materials, schedule, and process.

*The Chairman asked for a motion to approve. **Mr. Bennett moved approval, seconded by Mr. Weatherford.***

Secretary Gwynn asked about the future role of the panel members from whom THEA has solicited advice. Mr. Seward explained they will be available as a resource to Board members – they will not be a part of the interview process. Mr. Gwynn offered the expertise of Nicola Liquori, Executive Director of Florida Turnpike Enterprises to also serve on the advisory panel.

Mr. Gwynn also noted the importance of reaching the broadest range of candidates possible and inquired about using a recruiter. He also expressed concerns about not listing the compensation in the recruitment notice, adding it would be helpful to applicants to know what they are applying for.

Mr. Seward reported that about 50% of recruitment notices for Executive Director positions show the salary range. Including the range in the recruitment notice is a board decision. Chairman Cassidy asked how THEA would handle inquiries about the salary range. Mr. Seward stated the response would be between \$250K and \$350K annually.

Chair Cassidy responded to Secretary Gwynn's question about using a recruiter. He mentioned that in his years on the Board of THEA, traveling both locally and internationally for various conferences, it has been his experience that the agency is very visible, well known and well respected around the world. He expressed confidence that the recruitment process will yield a good pool of applicants. He added that if, at some point in the process, it is determined that a recruiter is necessary, one will be hired.

The Chairman also discussed timing and process. He recommended a board selection committee and asked board members to let Mr. Seward know if they would like to serve on that committee. All board members are welcome to serve.

Mr. Gwynn mentioned that it might be a good idea to reach out to various agencies with the recruitment information.

Chair Cassidy questioned what quality control measures are in place. Mr. Seward noted outside counsel will review the work throughout the process.

Mayor Castor agreed with Secretary Gwynn regarding listing the salary in the recruitment notice. She also expressed concerns about how the position will be advertised but noted that after hearing the presentation she is comfortable with the recruitment plan laid out by Mr. Seward.

John Weatherford expressed initial concern about the accelerated timeline, but that concern was also addressed in the presentation.

Mr. Barrow suggested that if we hit a stopping point in the next month or so that staff reach out to a recruiter who specializes in this type of search.

Chairman Cassidy noted since the goal is September, if the pool of candidates is not as expected in July, there is still time to hire a recruiter and meet the timeline.

He asked for board input on amending the recruitment notice to include the salary range.

Mr. Weatherford said he would be comfortable with adding the salary. Mr. Barrow also expressed agreement with adding the salary but deferred to the experts as far as industry standard. There was a brief discussion about the range and a previously conducted salary survey.

**By consensus, the board agreed to include salary range in the posting.**

Chairman Cassidy summarized the discussion, noting that the salary range will be included in the posting, the board will pivot if there is a need to enlist a recruiter, and board members will let Mr. Seward know if they wish to serve on the selection committee.

*The motion carried unanimously.*

### III. CONSENT AGENDA

The Chairman continued with the Consent Agenda and approvals.

- A. Approval of the minutes from the April 26, 2021 Board Meeting and the May 10, 2021 Committees of the Whole Workshop**
- B. Approval for an increase in funding to Kiewit Contract for the Selmon West Extension - \$610,000 (Final payment of Fuel and Bituminous Adjustments and material quality incentive payments).**
- C. Approval for an increase in funding for Ajax Design-Build contract for Twiggs Street Project - \$150,000 (Adjustments to City of Tampa and FDOT Fiber and Conduit not known at bid time).**

*The Chairman asked for a motion to approve. Mayor Castor moved approval, seconded by Mr. Weatherford. The motion carried unanimously.*

#### **IV. DISCUSSION/ACTIONS ITEMS**

##### **A. PLANNING COMMITTEE – John Weatherford, Chairman**

###### **1. Selmon South Drainage Analysis**

Mr. Bob Frey explained that the purpose of the task is to conduct drainage analysis and modeling for South Selmon to connect into the City of Tampa's stormwater system and verify that the system will meet demand. The analysis will be conducted over the next 4-5 months, working closely with the City of Tampa.

Funding will come from the capital budget – not to exceed \$100,000.

The requested action is for Board approval for THEA staff to execute a task order with HDR for the Selmon South Drainage Analysis in an amount not to exceed \$100,000.

*The Chairman asked for a motion to approve. Mr. Weatherford moved approval, seconded by Secretary Gwynn.*

Mr. Weatherford spoke in favor of the motion.

*Motion carried unanimously.*

##### **B. CHAIRMAN – Vincent Cassidy**

###### **1. Executive Director/CEO Recruitment Schedule**

This item was discussed earlier in the meeting.

##### **C. OPERATIONS & MAINTENANCE – Bennett Barrow, Chairman**

###### **1. General Engineering Consultant RFP**

Mr. Brian Pickard discussed the General Engineering Consultant contract. Funding will come from the Capital Budget and OM&A Budget.

The request is for the Board to:

- a. Approve the recommendation of the Evaluation Committee for GEC Services.

Rank	Firm	Total Score	Average Score
1	HNTB	576	192
2.	BCC	537	179
3	KCI	531	177
4	Jacobs	474	158

- b. Authorize and direct staff to negotiate and execute a contract with the firm having the highest score. If negotiations are unsuccessful, staff shall negotiate with the next highest scoring firm. Contract is subject to review and approval of THEA General Counsel.
- c. Authorize and direct staff to negotiate and execute push button contracts with the remaining firms from the list. Push button contracts provide an option for future use with no funding commitment at this time. Contracts are subject to review and approval of THEA General Counsel.

*The Chairman asked for a motion to approve. Mayor Castor moved approval, seconded by Mr. Weatherford.*

Mr. Gwynn asked about the terms of the contract. Mr. Pickard noted the contract is three years with the option of two, one-year extensions for a total of five years.

*The motion carried unanimously.*

## **2. East Selmon Slip Ramp Design-Build Contract**

Mr. Brian Pickard discussed the Design-Build services for the East Selmon Slip Ramps project. Funding will come from the Capital Budget – Bond Proceeds in the amount of \$23,989,000.

The request for board approval of the ranking and selection of the Evaluation Committee for the Design-Build services and authorize & direct staff to negotiate and execute a contract with the firm having the lowest score. If negotiations are unsuccessful, staff shall negotiate with the next lowest scoring firm. The contract is subject to review and approval of THEA General Counsel.

Rank	Firm	Total Adjusted Score	Bid Price Proposal
1	Middlesex Corporation	90,184.04	\$23,988,955.00
2	Cone & Graham	103,494.83	\$24,528,274.56
3	Ajax Paving Industries of Florida	118,469.75	\$33,290,000.00
4	Superior	122,700.13	\$31,043,133.94

*The Chairman asked for a motion to approve. Mr. Weatherford moved approval, seconded by Secretary Gwynn.*

*The motion carried unanimously.*

### **3. East Selmon Slip Ramps CEI Contract**

Mr. Brian Pickard discussed the purpose of the contract with Consor, which is to provide construction engineering and inspection services for the East Selmon Slip Ramp Design-Build project. Consor was selected in accordance with THEA Procurement Services and approved by the Board on January 25, 2021. Funding will come from the Capital Budget in the amount of \$2,626,000.

The request is for the Board to approve the East Selmon Slip Ramp CEI task order with Consor in the amount of \$2,626,000.

*The Chairman asked for a motion to approve. Mayor Castor moved approval, seconded by Mr. Weatherford.*

Chairman Cassidy asked for an explanation of the two different items related to the slip ramps. Mr. Pickard explained that the first item is for the contractor who will design and build the slip ramps and the second is the construction/engineering consultant who will oversee that work.

*The motion carried unanimously.*

## **D. GENERAL COUNSEL – Amy Lettelleir, Esq.**

### **1. Human Resources Policy Updates**

Ms. Lettelleir presented the Board with a proposed Concealed Weapons Policy. The policy reflects common best practices and includes the protections granted in the Florida Statutes relative to firearms.



*The Chairman asked for a motion to approve. **Mayor Castor moved approval, seconded by Mr. Weatherford.***

*The motion carried unanimously.*

**E. EXECUTIVE DIRECTOR – Joe Waggoner**

**1. THEA Staffing – New Positions**

Mr. Waggoner briefly discussed the growth in THEA's toll services and work program over the last few years and how that growth has resulted in the need for two new positions – one in Communications and the other in Toll Operations. The request is for the board to authorize these two new positions. Mr. Waggoner introduced Ms. Sue Chrzan and Mr. Rafael Hernandez to provide additional details.

Ms. Chrzan explained the Communications position would cover projects, monitor communication activity, and coordinate functions across THEA. Part of the salary will be capitalized because it is tied to projects. The hiring of this position will save \$75K each year compared to using a consultant for these services.

Chairman Cassidy asked about the reference to the term "capitalize." Mr. Seward explained that a portion of the salary will come from the work program as a direct charge back to specific projects.

Mr. Gwynn asked about the salary comparison and whether the figure included benefits. Mr. Chrzan responded in the affirmative.

Mr. Hernandez discussed the success of the electronic toll operations, which has led to the need for a new position to assist with the implementation of future technology-based projects, assist in the change management procedure for software modifications and fulfill activities that are currently being performed through a contract.

The salary will be split 50/50 between OM&A and capitalized budgets, with an estimated savings of \$25K per year compared to the current consultant contract for the same activities.

Mr. Weatherford asked if a recruiter will be used for these positions. Mr. Hernandez noted that recruitment will be handled in house.

*The Chairman asked for a motion to approve. **Mr. Weatherford moved approval, seconded by Secretary Gwynn.***

*The motion carried unanimously.*

## V. STAFF REPORTS

### A. Planning and Innovation – Bob Frey

Mr. Frey provided an overview of the ongoing PD&E studies and other projects.

He discussed the alternatives meeting for South Selmon PD&E and noted the project will come to the Board for approval in July, with construction expected to begin in 2023.

Next, he discussed the East Selmon PD&E and reported that THEA expects to hold the alternatives meeting for that project this summer, and the preferred alternative meeting in early 2022. This project will be delayed until 2026 due to the REL Merge Slip Ramp project. The slip ramp project will help relieve cut-through traffic and ensure full use of the system.

Chairman Cassidy asked about the \$24M and the \$2.6M approved earlier in the meeting relative to the slip ramps and the difference between that number and the \$31M noted in the presentation. Mr. Frey explained that the \$31M is the potential total cost - a “not-to-exceed” number. The amounts approved today are actual estimates from the contractors and for the CEI.

He also discussed the Whiting Street PD&E, which includes the reconfiguration of the 6A and 6B ramps and the connection of Whiting Street to Meridian Avenue. The Public Hearing is expected to take place in September, with construction beginning in 2024.

The Nebraska PD&E is a smaller project and construction is expected to begin in 2023.

Finally, Mr. Frey gave an update on Vision Zero and CV Pilot.

### B. Operations and Maintenance – Brian Pickard

Mr. Pickard provided a status update on the following:

- THEA Headquarters Building Rehab - in its final stage.
- Selmon West Extension - expecting final acceptance any day.
- Miscellaneous Paving - work will be finished tonight.
- Pier Uplighting Replacement –8 months remaining on the project.
- Meridian Lighting – completion expected in 2-3 weeks.

**C. Toll Operations – Rafael Hernandez**

Mr. Hernandez presented the toll transaction counts for April 2021, compared to FY2019, as well as totals for the month. He noted that April counts are down 6% compared to FY2019.

He reported an 111.2% increase in total accounts and a 107.4% increase in toll transactions, comparing FY2021 to FY2020. Average daily traffic comparisons are also up with a 102.5% increase in the West Group and an 81.0% increase in the East Group + REL.

Mr. Hernandez then reviewed the traffic counts for the recently opened Selmon West Extension. Per the Board's request at the April meeting, he reported on the estimated counts versus the actual. THEA estimated a total of 9,900 vehicles during weekdays and 6,200 during weekends and is exceeding expectations.

Finally, he reported on the THEA and CFX Interface to process E-ZPass Transactions is live and vehicles coming from the northeast can now pay for their transactions on the Selmon Expressway.

Chairman Cassidy asked if SunPass works in the northeast. Mr. Hernandez confirmed that as of right now it does not. Mr. Weatherford asked about the timeline on the negotiation process. Mr. Hernandez is unaware of the timeline but noted that the FTE is also the process of going live with the E-ZPass group and he will keep the board informed.

Mr. Waggoner explained that the challenge is that E-ZPass represents about two dozen states, so it is difficult to negotiate reciprocity. Currently, we have reciprocity with Georgia and North Carolina.

**D. Audit and Finance – Jeff Seward**

Mr. Seward gave an update on the THEA financials as of March 31, 2021, noting that year-to-date through March 31, 2021, actual revenue is currently tracking 12.00% above the adopted budget forecast. He pointed out that through April 30, 2021, actual revenue (unofficial) is currently tracking 11.47% above the adopted budget forecast.

He also noted that the two positions that approved earlier today were included in the budget that was presented to the Board on May 10, so there will be no payroll increase.

**E. Public Affairs and Communications – Sue Chrzan**

Ms. Chrzan reported that during the recent Whiting Street PD&E Virtual Alternatives Meeting 78 people registered - 30 people attended. The presentation resulted in some good questions and the Q&As will be posted on the THEA web site.

**VI. EXECUTIVE REPORTS**

**A. Executive Director**

Mr. Waggoner reported on two contracts that were recently closed. One is a contract with Wantman Group, Inc. for Utility Relocation Services to prepare for the widening of Twiggs Street and the other is a contract with Gosalia Concrete Constructors for the deck slab restoration on the Selmon over Himes Avenue.

**B. General Counsel**

No report from General Counsel.

**C. Chairman**

1. Upcoming Meetings

THEA Committees of the Whole – June 14, 2021  
THEA Board Meeting – June 28, 2021

The Chair asked Mr. Waggoner if the June 14 meeting was needed. Mr. Waggoner confirmed it is not. The Chair asked that the Committees of the Whole meeting be cancelled.

**VII. OLD BUSINESS**

**A. General Counsel Compensation.**

Chairman Cassidy suggested that this item be tabled for discussion until a later date.

*The Chairman asked for a motion to table. Mr. Weatherford moved to table, seconded by Mayor Castor.*

*The motion carried unanimously.*

**VIII. NEW BUSINESS**

There was no new business to discuss.

**IX. ADJOURNMENT**

With no further business to come before the Board, Chairman Cassidy adjourned the meeting at 2:43 pm.

**APPROVED:** \_\_\_\_\_ **ATTEST:** \_\_\_\_\_  
**Chairman: Vincent J. Cassidy** **Vice-Chair: Bennett Barrow**

**DATED THIS 28th DAY OF JUNE 2021.**

DRAFT

# **III.**

## **Consent Agenda**

**B.** Approval of Upcoming Board Member Travel

**Department Request For Travel**

**Date:** June 8, 2021

**Department:** Administration **Potential Number of Staff:** 2

**Department Director:** Joe Waggoner, Executive Director **Attendees:** Daniel Alvarez  
John Weatherford

Destination (city, state): Munich, Germany (10/7-10/10)  
Hamburg, Germany (10/10 - 10/16)

Date of Departure: October 7, 2021

Date of Return: on or about 10/16/2021

**Event Type:**  
 Name of Project: CV Pilot Phase 2 - Siemens Test Track Meeting & ITS World Congress

Professional Development: \_\_\_\_\_  
 CLE \_\_\_\_\_  
 Seminar \_\_\_\_\_  
 Workshop \_\_\_\_\_  
 Project #/CPMP # HI-0072-P-14

Registration Fee	2 full		\$ <u>Variable</u>	=	<u>1,250.00</u>
Meals	Breakfast	<u>9</u>	Days	<u>6.00</u>	= \$ <u>108.00</u>
	Lunch	<u>9</u>	Days	<u>11.00</u>	= <u>198.00</u>
	Dinner	<u>9</u>	Days	<u>19.00</u>	= <u>342.00</u>
Lodging and/or Per Diem		<u>9</u>	Days	<u>180</u>	= <u>3,240.00</u>
		<u>1</u>	Days	<u>80</u>	= <u>160.00</u>
Transportation			\$ _____	=	<u>0.00</u>
Airfare	Multi-city Tampa to Munich,	Munich to Hamburg, Hamburg to Tampa	\$ <u>3800</u>	= \$	<u>7,600.00</u>
Baggage Fee			\$ _____	=	<u>0.00</u>
Parking	TIA Economy	<u>11</u>	Days	<u>10</u>	= <u>220.00</u>
Car Rental/Regional Rail Shuttle/Taxi/ Local Rail	Munich to/from Hamburg		\$ <u>375.39</u>	=	<u>375.39</u>
Mileage		<u>5</u>	Days	<u>44</u>	= <u>220.00</u>
			@ \$ _____	=	<u>0.00</u>
<b>Total Estimated Travel Expense</b>					<b>\$ <u>13,713.39</u></b>

**Statement of Approvals:**  
**Approval for travel to work on a THEA capital funded project and strategic plan objective. The Department Director verifies that project funds are accounted for in the adopted THEA Work Program for the appropriate year and task.**

**Department Director Signature**

\_\_\_\_\_  
*Director of Finance*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Executive Director*

\_\_\_\_\_  
*Date*

Series 200, Sec. 210.15 Emp Policies

**NOTE: Employees are responsible for payment of unapproved registrations/travel expenses.**

## Congress Topics

The six Congress topics have been chosen attentively to give you the opportunity to Experience Future Mobility Now. The latest technologies, the most innovative solution for cities and citizens, the third mobility dimension, the integration of different forms of transport into a single, on-demand service: this and much more will be presented, discussed and showcased through live demos, to create an unforgettable experience.

ITS brings a piece of future in the current times to experience what a smarter, cleaner and faster mobility looks like. Get ready to explore it with us!



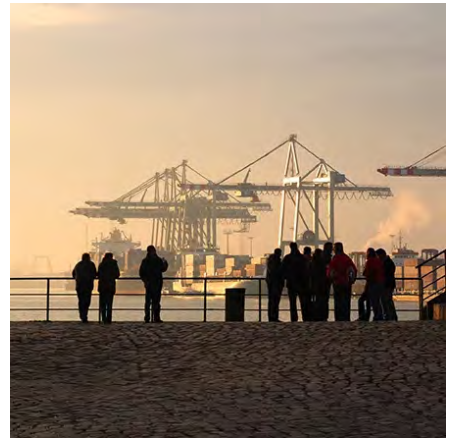
### Automated & Connected Driving

Means a fundamental paradigm shift – from driver to autopilot.

[Click on the picture to read more](#)



### Mobility on Demand, Mobility as a Service



### Goods journey from ports to customers

It improves the performance of ports and ensures more efficient transport chains.

[Click on the picture to read more](#)



Is the integration of various forms of transport services into a single mobility service accessible on demand.

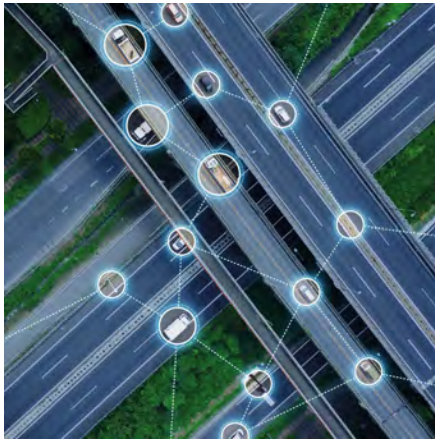
[Click on the picture to read more](#)



### New services from new technologies

The aim is to put mobility into the third dimension – the airspace. It improves the performance of ports and ensures more efficient transport chains.

[Click on the picture to read more](#)



### Intelligent Infrastructure

Backbone of modern economies. It moves people and goods, it powers our lives, it fuels growth.

[Click on the picture to read more](#)



### Solutions for cities and citizens

Mobility that is sustainable, energy-efficient and respectful of the environment.

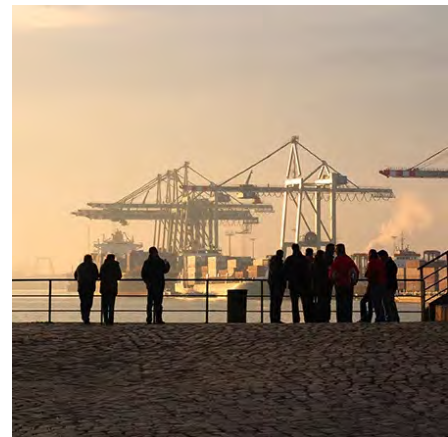
[Click on the picture to read more](#)



### Automated & Connected Driving

Means a fundamental paradigm shift – from driver to autopilot.

[Click on the picture to read more](#)



### Goods journey from ports to customers

It improves the performance of ports and ensures more efficient transport chains.

[Click on the picture to read more](#)

## ITS World Congress Hamburg 2021 Day-to-Day

The Day-to-Day overview presents the very first programme of the main events and activities of the ITS World Congress.

The prestigious Opening Ceremony and formal opening of the Exhibition will take place on October 11. The entire week is packed with high-level Plenary and Executive sessions involving industry leaders, policy makers and innovators on the six Congress themes. There will be three Regional ITS Forums from the Americas, Asia-Pacific and Europe and this year, for the very first time, there will be a pan-Regional ITS Forum focussing on Ports, Freight and Logistics. We had an overwhelming response to our Call for Contributions from ITS stakeholders and you can share their knowledge and expertise in Parallel sessions. Sponsors will be showcasing their latest innovations in the exhibition area throughout the week.

This is only a taster of the programme, there is still much more to come, including demonstrations and tours. Please don't hesitate to contact us to get involved! Join us to Experience Future Mobility Now!

If you wish to understand exactly what the ITS World Congress is all about – then have a look at these [highlights from the 25th ITS World Congress 2018 in Copenhagen](#).

All activities will take place in accordance with the current COVID guidelines. Ensuring your safety and security is important to us.

# Day-to-Day Overview of the ITS World Congress 2021



\* According to COVID protocols  
 \*\* Invitation only

## Tweets by @ITS\_Congresses



Great news! Hamburg City gives the green light for all trade fairs, the ERTICO Board reaffirms their commitment to a face-to-face event #ITSHamburg2021 - and registration opens today. Why hesitate? Get your ticket now! [itsworldcongress.com/registration-f...](https://itsworldcongress.com/registration-f...) #TalkingITS



Embed

View on Twitter

## Registration Fees

Registrations are now open! Get your ticket below by clicking on your preferred ticket category

COVID-19 health and safety regulations



### Categories & Rates

Ticket Category Section		
Early Bird Rates* Until 11 July 2021	Standard Rates* From 12 July to 30 September	Full Rates* As of 1 October 2021
<b>Delegate Full Congress Pass</b> <b>1180€</b> <a href="#">Register now!</a>		

Ticket Category Section		
Early Bird Rates* Until 11 July 2021	Standard Rates* From 12 July to 30 September	Full Rates* As of 1 October 2021

Speaker Full Congress Pass

**1180€**

[Register now!](#)

**Ticket Category Section**

**Early Bird Rates\***  
Until 11 July 2021

**Standard Rates\***  
From 12 July to 30 September

**Full Rates\***  
As of 1 October 2021

Student Full Congress Pass

**200€**

[Register now!](#)

**Ticket Category Section**

**Early Bird Rates\***  
Until 11 July 2021

**Standard Rates\***  
From 12 July to 30 September

**Full Rates\***  
As of 1 October 2021

Delegate One Day Pass

**730€**

[Register now!](#)

**Ticket Category Section**

**Early Bird Rates\***  
Until 11 July 2021

**Standard Rates\***  
From 12 July to 30 September

**Full Rates\***  
As of 1 October 2021

Speaker One Day Pass

**730€**

[Register now!](#)

**Ticket Category Section**

## Siemens Meeting

October 6-9, 2020<sup>1</sup>

Munich, Germany

October 6	October 7	October 8	October 9 or 10
*Overnight travel to Munich Round trip Multi-City – Tampa/ Munich/Hamburg/Tampa	Hotel Check-in <a href="#">Hilton Munich Park</a>	Siemens Meeting Siemens Test Facility	Travel to Hamburg by air or train

\* The Siemens leadership requested to meet with the Executive Director and Board responsible for the success of the CV Pilot. A video shoot of the CV Pilot technology will also take place for use during the FAV Summit.

## ITS World Congress

October 9-16, 2021

Hamburg, Germany

October 9 or 10	October 9 or 10	October 10	October 11-15	October 16
Travel to Hamburg	Hotel Check-in <a href="#">Reichshof Hamburg, Hilton</a>	Meeting Prep	ITS World Congress <a href="#">Meeting Overview</a>	Travel from back to Tampa

# **III.**

## **Consent Agenda**

**C. Approval of Annual Ongoing Task Work Orders – FY2022**

**HNTB PR 202200XX**  
**HI-0089 P-76**  
**2021-2022 FDOT Future Projects (7/1/21 - 6/30/22)**  
**Scope Of Services**

**Purpose & Need**

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff in the development/implementation of FDOT Future Projects. This task work order is for FDOT Future Projects from 7/1/21 - 6/30/22.

**Scope**

Provide support as required to assist THEA Staff in the development/implementation of FDOT Future Projects. Anticipated work includes providing engineering, administrative, and operational data, and input and analyses necessary to assist with the development and implementation of FDOT Future Projects.





**HNTB PR 202200XX**

**HI-0089 P-85**

**2021-2022 Central Office Coordination (7/1/21 - 6/30/22)**

**Scope Of Services**

**Purpose & Need**

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff in the development/implementation of Central Office Coordination. This task work order is for Central Office Coordination from 7/1/21 - 6/30/22.

**Scope**

Provide support with Central Office Coordination as required to assist THEA Staff in the development/implementation of Central Office Coordination. Anticipated work includes providing engineering, administrative, and operational data, and input and analyses necessary to assist with the development and implementation of Central Office Coordination.

SUMMARY FEE SHEET																			
ATTACHMENT "A"																			
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority		HNTB PR 202200XX																	
GEC CONTRACT NO. HNTB PR 202200XX		2021-2022 Central Office Coordination (7/1/21 - 6/30/22)																	
HI-0089 P-85																			
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	
Central Office Coordination	4	\$572.80	75	\$10,218.00	75	\$7,104.00	75	\$5,460.00	91	\$4,877.60	90	\$3,967.20	50	\$1,952.00	50	\$1,268.00	510	\$35,419.60	\$69.45
Total Man Hours	4	\$572.80	75	\$10,218.00	75	\$7,104.00	75	\$5,460.00	91	\$4,877.60	90	\$3,967.20	50	\$1,952.00	50	\$1,268.00	510	\$35,419.60	\$69.45
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$35,419.60
																		Cost Elements & Additives	
																		(a) 2.78 Multiplier	\$98,466.49
Direct Expenses		4.37%		\$ 1,547.84														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$98,466.49
																		(d) Direct Reimbursables	\$1,547.84
																		Total Project Cost:	\$100,014.32
																		Maximum Limiting Amount:	\$100,000.00

**HNTB PR 202200XX**  
**HI-0031 P-112**  
**2021-2022 Strategic Projects Support (7/1/21 - 6/30/22)**  
**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 Strategic Projects. This task work order is for Strategic Projects Support Services from 7/1/21 - 6/30/22.

**Scope**

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

SUMMARY FEE SHEET																			
ATTACHMENT "A"																			
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority			HNTB PR 202200XX														
GEC CONTRACT NO.:		HNTB PR 202200XX			2021-2022 Strategic Projects Support (7/1/21 - 6/30/22)														
HI-0031 P-112																			
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	
Strategic Projects Support	4	\$572.80	75	\$10,218.00	75	\$7,104.00	75	\$5,460.00	90	\$4,824.00	90	\$3,967.20	50	\$1,952.00	52	\$1,318.72	511	\$35,416.72	\$69.31
Total Man Hours	4	\$572.80	75	\$10,218.00	75	\$7,104.00	75	\$5,460.00	90	\$4,824.00	90	\$3,967.20	50	\$1,952.00	52	\$1,318.72	511	\$35,416.72	\$69.31
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$35,416.72
																		Cost Elements & Additives	
																		(a) 2.78 Multiplier	\$98,458.48
Direct Expenses		4.37%		\$ 1,547.71														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$98,458.48
																		(d) Direct Reimbursables	\$1,547.71
																		Total Project Cost:	\$100,006.19
																		Maximum Limiting Amount:	\$100,000.00

**HNTB PR 202200XX**

**HI-0110 P-15**

**2021-2022 Meridian MMC GEC Support (7/1/21 - 6/30/22)**

**Scope Of Services**

**Purpose & Need**

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff in the development/implementation of the Meridian MMC. This task work order is scheduled for services from 7/1/21 - 6/30/22.

**Scope**

Provide GEC support for Meridian MMC as required to assist THEA Staff in the development/implementation of the project. Anticipated work includes providing engineering, administrative and operational data, and input and analyses necessary for the Meridian MMC.

SUMMARY FEE SHEET																							
ATTACHMENT "A"																							
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority																					
GEC CONTRACT NO.:		HNTB PR 202200XX																					
HI-0110 P-15		2021-2022 Meridian MMC GEC Support (7/1/21 - 6/30/22)																					
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					
Meridian MMC GEC Support	4	\$572.80	75	\$10,218.00	75	\$7,104.00	75	\$5,460.00	90	\$4,824.00	90	\$3,967.20	50	\$1,952.00	52	\$1,318.72	511	\$35,416.72	\$69.31				
Total Man Hours	4	\$572.80	75	\$10,218.00	75	\$7,104.00	75	\$5,460.00	90	\$4,824.00	90	\$3,967.20	50	\$1,952.00	52	\$1,318.72	511	\$35,416.72	\$69.31				
																		Basic Activities Maximum Limiting Fees (Salary Costs)		\$35,416.72			
																		Cost Elements & Additives					
																		(a) 2.78 Multiplier		\$98,458.48			
Direct Expenses		4.37%		\$ 1,547.71																SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$98,458.48	
																		(d) Direct Reimbursables		\$1,547.71			
																		Total Project Cost:		\$100,006.19			
																		Maximum Limiting Amount:		\$100,000.00			

**HNTB PR 202200XX**

**HI-0110 P-18**

**2021-2022 Meridian MMC Real Estate Support (7/1/21 - 6/30/22)**

**Scope Of Services**

**Purpose & Need**

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff in the development/implementation of the Meridian MMC Real Estate. This task work order is scheduled for services from 7/1/21 - 6/30/22.

**Scope**

Provide GEC support as required to assist THEA Staff in the development/implementation of the project. Anticipated work includes providing engineering, administrative, and operational data, and input and analyses necessary to assist with the development and implementation of the Meridian MMC Real Estate project.



<b>SUMMARY FEE SHEET</b>																							
<b>ATTACHMENT "A"</b>																							
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority				HNTB PR 202200XX																			
GEC CONTRACT NO. HNTB PR 202200XX				2021-2022 Meridian MMC Real Estate Support (7/1/21 - 6/30/22)																			
HI-0110 P-18																							
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				
Meridian MMC Real Estate Support		4	\$572.80	75	\$10,218.00	75	\$7,104.00	75	\$5,460.00	90	\$4,824.00	90	\$3,967.20	50	\$1,952.00	52	\$1,318.72	511	\$35,416.72	\$69.31			
Total Man Hours	Total Salary [(MHxHR)]	4	\$572.80	75	\$10,218.00	75	\$7,104.00	75	\$5,460.00	90	\$4,824.00	90	\$3,967.20	50	\$1,952.00	52	\$1,318.72	511	\$35,416.72	\$69.31			
																			Basic Activities Maximum Limiting Fees (Salary Costs)		\$35,416.72		
																			Cost Elements & Additives				
																			(a) 2.78 Multiplier		\$98,458.48		
Direct Expenses		4.37%		\$ 1,547.71																SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$98,458.48	
																			(d) Direct Reimbursables		\$1,547.71		
																			Total Project Cost:		\$100,006.19		
																			Maximum Limiting Amount:		\$100,000.00		

**HNTB PR 202200XX**

**HI-0031 P-42**

**2021-2022 Strategic Planning Organizational Support (7/1/21 - 6/30/22)**

**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 7/1/21 - 6/30/22.

**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				HNTB PR 202200XX															
GEC CONTRACT NO.:		HNTB PR 202200XX				2021-2022 Strategic Planning Organizational Support (7/1/21 - 6/30/22)															
HI-0031 P-42																					
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			
Strategic Planning Organizational Support	4	\$572.80	75	\$10,218.00	75	\$7,104.00	75	\$5,460.00	90	\$4,824.00	90	\$3,967.20	50	\$1,952.00	52	\$1,318.72	511	\$35,416.72	\$69.31		
Total Man Hours	4	\$572.80	75	\$10,218.00	75	\$7,104.00	75	\$5,460.00	90	\$4,824.00	90	\$3,967.20	50	\$1,952.00	52	\$1,318.72	511	\$35,416.72	\$69.31		
																		Basic Activities Maximum Limiting Fees (Salary Costs)		\$35,416.72	
																		Cost Elements & Additives			
																		(a) 2.78 Multiplier		\$98,458.48	
Direct Expenses		4.37%	\$ 1,547.71															SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$98,458.48	
																		(d) Direct Reimbursables		\$1,547.71	
																		Total Project Cost:		\$100,006.19	
																		Maximum Limiting Amount:		\$100,000.00	

**HNTB PR 202200XX  
HI-0072 P-17**

**2021-2022 ITS America Technical Support (7/1/21 - 6/30/22)  
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 maintain and coordinate membership in the ITS America committee to support THEA's AV/CV & ITS activities.

**Scope**

Services to be performed include:

1. Assist THEA staff as required for membership activities in the ITS America national committee to support THEA's AV/CV & ITS programs.
2. Assist THEA staff in preparing for and attending ITS America national committee meetings to support THEA's AV/CV & ITS programs.

Services from 7/1/21 - 6/30/22.

**SUMMARY FEE SHEET**

**ATTACHMENT "A"**

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority  
 GEC CONTRACT NO. HNTB PR 202200XX  
 HI-0072 P-17  
 PRIME CONSULTANT: **HNTB Corporation**

**HNTB PR 202200XX**  
**2021-2022 ITS America Technical Support (7/1/21 - 6/30/22)**

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 \$ 143.20	Man Hours	Hourly Rate \$ 136.24	Man Hours	Hourly Rate \$ 94.72	Man Hours	Hourly Rate \$ 72.80	Man Hours	Hourly Rate \$ 44.08	Man Hours	Hourly Rate \$ 39.04	Man Hours	Hourly Rate \$ 25.36	Manhours By Activity	Salary Cost By Activity	
ITS America Technical Support	10	\$1,432.00	50	\$6,812.00	50	\$4,736.00	50	\$3,640.00	50	\$2,204.00	49	\$1,912.96	20	\$507.20	279	\$21,244.16	\$76.14
<b>Total Man Hours</b>	<b>10</b>	<b>\$1,432.00</b>	<b>50</b>	<b>\$6,812.00</b>	<b>50</b>	<b>\$4,736.00</b>	<b>50</b>	<b>\$3,640.00</b>	<b>50</b>	<b>\$2,204.00</b>	<b>49</b>	<b>\$1,912.96</b>	<b>20</b>	<b>\$507.20</b>	<b>279</b>	<b>\$21,244.16</b>	<b>\$76.14</b>
																	Total
																	Basic Activities Maximum Limiting Fees (Salary Costs)
																	Cost Elements & Additives
Direct Expenses		4.37%		\$928.37													(a) 2.78 Multiplier
																	SUBTOTAL (Cost Elements applied to Basic Activities Fee):
																	(d) Direct Reimbursables
																	Subconsultants- None
																	Total Project Cost:
																	<b>Maximum Limiting Amount:</b>
																	<b>\$59,987.13</b>
																	<b>\$60,000.00</b>

**HNTB PR 202200XX**  
**HI-0072 P-67**

**2021-2022 Emerging Technologies Support (7/1/21 - 6/30/22)**  
**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 emerging technologies that would impact THEA's AV/CV & ITS program and activities.

**Scope**

Services to be performed include:

1. Assist THEA staff in identifying and evaluating existing emerging technologies that would impact THEA's AV/CV & ITS programs.

Services from 7/1/21 - 6/30/22.

**SUMMARY FEE SHEET**

**ATTACHMENT "A"**

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority  
 GEC CONTRACT NO. HNTB PR 202200XX  
 HI-0072 P-67  
 PRIME CONSULTANT: **HNTB Corporation**

**HNTB PR 202200XX**  
**2021-2022 Emerging Technologies Support (7/1/21 - 6/30/22)**

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 \$ 143.20	Man Hours	Hourly Rate \$ 136.24	Man Hours	Hourly Rate \$ 94.72	Man Hours	Hourly Rate \$ 72.80	Man Hours	Hourly Rate \$ 44.08	Man Hours	Hourly Rate \$ 39.04	Man Hours	Hourly Rate \$ 25.36	Manhours By Activity	Salary Cost By Activity	
Emerging Technologies Support	48	\$6,873.60	70	\$9,536.80	80	\$7,577.60	80	\$5,824.00	60	\$2,644.80	60	\$2,342.40	24	\$608.64	<b>422</b>	<b>\$35,407.84</b>	<b>\$83.90</b>
<b>Total Man Hours</b>	<b>48</b>	<b>\$6,873.60</b>	<b>70</b>	<b>\$9,536.80</b>	<b>80</b>	<b>\$7,577.60</b>	<b>80</b>	<b>\$5,824.00</b>	<b>60</b>	<b>\$2,644.80</b>	<b>60</b>	<b>\$2,342.40</b>	<b>24</b>	<b>\$608.64</b>	<b>422</b>	<b>\$35,407.84</b>	<b>\$83.90</b>
																	Total
																	Basic Activities Maximum Limiting Fees (Salary Costs)
																	\$35,407.84
Direct Expenses		4.37%		\$1,547.32													Cost Elements & Additives (a) 2.78 Multiplier
																	\$98,433.80
																	SUBTOTAL (Cost Elements applied to Basic Activities Fee):
																	\$98,433.80
																	(d) Direct Reimbursables
																	\$1,547.32
																	Subconsultants- None
																	Total Project Cost:
																	\$99,981.12
																	<b>Maximum Limiting Amount:</b>
																	<b>\$100,000.00</b>

**HNTB PR 202200XX**

**HI-0089 P-52**

**2020-2021 Sketch Level Analysis GEC Support (7/1/21 - 6/30/22)**

**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 Planing development/implementation.

This task work order is for Strategic Planning Support Services from 7/1/21 - 6/30/22.

**Scope**

Provide Strategic Plan Support as required to assist THEA Staff

in the development/implementation of the sketch level analysis. Anticipated work includes providing engineering, administrative, and operational data, and input and analyses necessary to assist with the development and implementation of the analysis.



**SUMMARY FEE SHEET**

ATTACHMENT "A"

HNTB PR 202200XX

2020-2021 Sketch Level Analysis GEC Support (7/1/21 - 6/30/22)

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority  
 GEC CONTRACT NO. HNTB PR 202200XX  
 HI-0089 P-52  
 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		Manhours By Activity	TOTAL Salary Cost By Activity	Avg. Hourly Rate	
	Man Hours	Hourly Rate \$ 143.20	Man Hours	Hourly Rate \$ 136.24	Man Hours	Hourly Rate \$ 94.72	Man Hours	Hourly Rate \$ 72.80	Man Hours	Hourly Rate \$ 53.60	Man Hours	Hourly Rate \$ 44.08	Man Hours	Hourly Rate \$ 39.04	Man Hours	Hourly Rate \$ 25.36				
Sketch Level Analysis GEC Support	8	\$1,145.60	64	\$8,719.36	70	\$6,630.40	80	\$5,824.00	110	\$5,896.00	110	\$4,848.80	40	\$1,561.60	31	\$786.16	513	\$35,411.92	\$69.03	
Total Man Hours	8	\$1,145.60	64	\$8,719.36	70	\$6,630.40	80	\$5,824.00	110	\$5,896.00	110	\$4,848.80	40	\$1,561.60	31	\$786.16	513	\$35,411.92	\$69.03	
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$35,411.92	
																		Cost Elements & Additives		
																		(a) 2.78 Multiplier	\$98,445.14	
Direct Expenses		4.37%		\$ 1,547.50														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$98,445.14	
																		(d) Direct Reimbursables	\$1,547.50	
																		Total Project Cost:	\$99,992.64	
																		<b>Maximum Limiting Amount:</b>	<b>\$100,000.00</b>	

**HNTB PR 202200XX**

**HI-0112 D-07**

**2021-2022 Selmon South Contamination Cleanup GEC Support (7/1/21 - 6/30/22)**

**Scope Of Services**

**Purpose & Need**

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff for the Selmon South Contamination Cleanup. This task work order is scheduled for services from 7/1/21 - 6/30/22.

**Scope**

Support as required to assist THEA Staff in the preliminary efforts for the Selmon South Contamination Cleanup required for preparing the DB RFP for the South Selmon Capacity improvements. Anticipated work includes providing engineering, administrative, and cleanup oversight.

SUMMARY FEE SHEET																					
ATTACHMENT "A"																					
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority										HNTB PR 202200XX									
GEC CONTRACT NO.:		HNTB PR 202200XX										2021-2022 Selmon South Contamination Cleanup GEC Support (7/1/21 - 6/30/22)									
HI-0112 D-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 \$	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		
Selmon South Contamination Cleanup GEC Support		2	\$286.40	40	\$5,449.60	35	\$3,315.20	35	\$2,548.00	45	\$2,412.00	45	\$1,983.60	25	\$976.00	29	\$735.44	256	\$17,706.24	\$69.17	
Total Man Hours	Total Salary [(MHxHR)]	2	\$286.40	40	\$5,449.60	35	\$3,315.20	35	\$2,548.00	45	\$2,412.00	45	\$1,983.60	25	\$976.00	29	\$735.44	256	\$17,706.24	\$69.17	
																			Basic Activities Maximum Limiting Fees (Salary Costs) Cost Elements & Additives	\$17,706.24	
																			(a) 2.78 Multiplier	\$49,223.35	
Direct Expenses			4.37%		\$ 773.76														SUBTOTAL (Cost Elements applied to Basic Activities Fee): (d) Direct Reimbursables	\$49,223.35 \$773.76	
																			Total Project Cost:	\$49,997.11	
																			<b>Maximum Limiting Amount:</b>	<b>\$50,000.00</b>	

**HNTB PR 202200XX**

**HI-0112 C-19**

**2021-2022 Selmon South Drainage & Contamination GEC Support (7/1/21 - 6/30/22)**

**Scope Of Services**

**Purpose & Need**

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff in the Selmon South Drainage & Contamination efforts for the South Selmon Capacity improvements. This task work order is scheduled for services from 7/1/20 - 6/30/21.

**Scope**

Provide GEC support as required to assist THEA Staff in the preliminary efforts for the Selmon South Drainage & Contamination preliminary work needed to prepare the DB RFP for the South Selmon Capacity improvements. Anticipated work includes providing engineering, administrative, and work effort oversight to assist with the scope, RFP and advertisement for the project.

**SUMMARY FEE SHEET**

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority  
 GEC CONTRACT NO. HNTB PR 202200XX  
 HI-0112 C-19  
 PRIME CONSULTANT: **HNTB Corporation**

**HNTB PR 202200XX**  
**2021-2022 Selmon South Drainage & Contamination GEC Support (7/1/21 - 6/30/22)**

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	
Selmon South Drainage & Contamination GEC Support	3	\$429.60	60	\$8,174.40	50	\$4,736.00	50	\$3,640.00	70	\$3,752.00	70	\$3,085.60	39	\$1,522.56	48	\$1,217.28	<b>390</b>	<b>\$26,557.44</b>	<b>\$68.10</b>
Total Man Hours	<b>3</b>	<b>\$429.60</b>	<b>60</b>	<b>\$8,174.40</b>	<b>50</b>	<b>\$4,736.00</b>	<b>50</b>	<b>\$3,640.00</b>	<b>70</b>	<b>\$3,752.00</b>	<b>70</b>	<b>\$3,085.60</b>	<b>39</b>	<b>\$1,522.56</b>	<b>48</b>	<b>\$1,217.28</b>	<b>390</b>	<b>\$ 26,557.44</b>	<b>\$68.10</b>
																	Basic Activities Maximum Limiting Fees (Salary Costs)		\$26,557.44
																	Cost Elements & Additives		
																	(a) 2.78 Multiplier		\$73,829.68
Direct Expenses		4.37%		\$ 1,160.56													SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$73,829.68
																	(d) Direct Reimbursables		\$1,160.56
																	Total Project Cost:		<b>\$74,990.24</b>
																	<b>Maximum Limiting Amount:</b>		<b>\$75,000.00</b>

**HNTB PR 202200XX**

**HI-0118 P-18**

**2020-2021 Waterfront District Support (7/1/21 - 6/30/22)**

**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 7/1/21 - 6/30/22.

**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.

<b>SUMMARY FEE SHEET</b>																				
<b>ATTACHMENT "A"</b>																				
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority				HNTB PR 202200XX														
GEC CONTRACT NO.:		HNTB PR 202200XX				2020-2021 Waterfront District Support (7/1/21 - 6/30/22)														
HI-0118 P-18																				
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	
Waterfront District Support	10	\$1,432.00	40	\$5,449.60	40	\$3,788.80	80	\$5,824.00	80	\$4,288.00	80	\$3,526.40	42	\$1,639.68	24	\$608.64	396	\$26,557.12	\$67.06	
Total Man Hours	<b>10</b>	<b>\$1,432.00</b>	<b>40</b>	<b>\$5,449.60</b>	<b>40</b>	<b>\$3,788.80</b>	<b>80</b>	<b>\$5,824.00</b>	<b>80</b>	<b>\$4,288.00</b>	<b>80</b>	<b>\$3,526.40</b>	<b>42</b>	<b>\$1,639.68</b>	<b>24</b>	<b>\$608.64</b>	<b>396</b>	<b>\$26,557.12</b>	<b>\$67.06</b>	
																	Basic Activities Maximum Limiting Fees (Salary Costs)		\$26,557.12	
																	Cost Elements & Additives			
																	(a) 2.78 Multiplier		\$73,828.79	
Direct Expenses	4.37%			\$ 1,160.55														SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$73,828.79
																	(d) Direct Reimbursables		\$1,160.55	
																	Total Project Cost:		\$74,989.34	
																	<b>Maximum Limiting Amount:</b>		<b>\$75,000.00</b>	

**HNTB PR 202200XX**

**HI-0118 P-22**

**2020-2021 Waterfront District Traffic Engineering & Modeling Support (7/1/21 - 6/30/22)**

**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 traffic activities. This task work order is for Waterfront District Traffic Engineering & Modeling Support Services from 7/1/21 - 6/30/22.

**Scope**

Provide Waterfront District Traffic Engineering & Modeling 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"																					
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority										HNTB PR 202200XX									
GEC CONTRACT NO.:		HNTB PR 202200XX										2020-2021 Waterfront District Traffic Engineering & Modeling Support (7/1/21 - 6/30/22)									
HI-0118 P-22																					
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			
Waterfront District Support Traffic Eng & Modeling Support	7	\$1,002.40	35	\$4,768.40	30	\$2,841.60	50	\$3,640.00	50	\$2,680.00	30	\$1,322.40	30	\$1,171.20	11	\$278.96	243	\$17,704.96	\$72.86		
Total Man Hours	Total Salary [(MhxHR)]		7	\$1,002.40	35	\$4,768.40	30	\$2,841.60	50	\$3,640.00	50	\$2,680.00	30	\$1,322.40	30	\$1,171.20	11	\$278.96	243	\$17,704.96	\$72.86
																	Basic Activities Maximum Limiting Fees (Salary Costs)		\$17,704.96		
																	Cost Elements & Additives				
																	(a) 2.78 Multiplier		\$49,219.79		
Direct Expenses		4.37%		\$ 773.71													SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$49,219.79		
																	(d) Direct Reimbursables		\$773.71		
																	Total Project Cost:		\$49,993.50		
																	<b>Maximum Limiting Amount:</b>		<b>\$50,000.00</b>		

**HNTB PR 202200XX**

**HI-0167 P-07**

**2021-2022 East Selmon Improvement Design Review & Management Support (7/1/21 - 6/30/22)**

**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 the East Selmon PD&E project. This task work order is for support services from 7/1/21 - 6/30/22.

**Scope**

Provide improvement support as required to assist THEA Staff in the management and review of the East Selmon PD&E project. Anticipated work includes providing engineering, administrative, review and coordination support to assist with the support of the project.



**HNTB PR 202200XX**  
**HI-0185 D-10**  
**2021-2022 THEA CAV Support (7/1/21 - 6/30/22)**  
**Scope Of Services**

**Purpose & Need**

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff in the development/implementation of the THEA FDOT CAV program. This task work order is for support services from 7/1/21 - 6/30/22.

**Scope**

Provide support with the CAV project as required to assist THEA Staff in the development/implementation of the CAV program. Anticipated work includes providing engineering, administrative and operational data, and input and analyses necessary to assist with the THEA CAV program.

SUMMARY FEE SHEET																					
ATTACHMENT "A"																					
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority		HNTB PR 202200XX																			
GEC CONTRACT NO.: HNTB PR 202200XX		2021-2022 THEA CAV Support (7/1/21 - 6/30/22)																			
HI-0185 D-10																					
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	Avg. Hourly Rate		
THEA FDOT CAV Support	8	\$1,145.60	100	\$13,624.00	100	\$9,472.00	100	\$7,280.00	160	\$8,576.00	160	\$7,052.80	101	\$3,943.04	80	\$2,028.80	809	\$53,122.24	\$65.66		
<b>Total Man Hours</b>	<b>8</b>	<b>\$1,145.60</b>	<b>100</b>	<b>\$13,624.00</b>	<b>100</b>	<b>\$9,472.00</b>	<b>100</b>	<b>\$7,280.00</b>	<b>160</b>	<b>\$8,576.00</b>	<b>160</b>	<b>\$7,052.80</b>	<b>101</b>	<b>\$3,943.04</b>	<b>80</b>	<b>\$2,028.80</b>	<b>809</b>	<b>\$ 53,122.24</b>	<b>\$65.66</b>		
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$53,122.24		
																		Cost Elements & Additives			
																		(a) 2.78 Multiplier	\$147,679.83		
Direct Expenses		4.37%		\$ 2,321.44														SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$147,679.83	
																		(d) Direct Reimbursables	\$2,321.44		
																		Total Project Cost:	\$150,001.27		
																		Maximum Limiting Amount:	\$150,000.00		

**HNTB PR 202200XX**  
**HI-0193 D-01IE**  
**2020-2021 THEA CPAM Support (7/1/21 - 6/30/22)**  
**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 developing a THEA specific CPAM. This task work order is for support services from 7/1/21 - 6/30/22.

**Scope**

Provide engineering and administrative support to develop a THEA specific CPAM for THEA Staff. Anticipated work includes providing engineering, administrative, and coordination support as required to assist THEA with the development of the CPAM.

SUMMARY FEE SHEET																			
ATTACHMENT "A"																			
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority																	
GEC CONTRACT NO.:		HNTB PR 202200XX																	
HI-0193 D-01IE		2020-2021 THEA CPAM Support (7/1/21 - 6/30/22)																	
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
THEA CPAM Support	10	\$1,432.00	40	\$5,449.60	40	\$3,788.80	80	\$5,824.00	80	\$4,288.00	79	\$3,482.32	62	\$2,420.48	65	\$1,648.40	456	\$28,333.60	\$62.14
Total Man Hours	10	\$1,432.00	40	\$5,449.60	40	\$3,788.80	80	\$5,824.00	80	\$4,288.00	79	\$3,482.32	62	\$2,420.48	65	\$1,648.40	456	\$28,333.60	\$62.14
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$28,333.60
																		Cost Elements & Additives	
																		(a) 2.78 Multiplier	\$78,767.41
Direct Expenses		4.37%		\$ 1,238.18														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$78,767.41
																		(d) Direct Reimbursables	\$1,238.18
																		Total Project Cost:	\$80,005.59
																		Maximum Limiting Amount:	\$80,000.00

## Scope of Work & Cost Estimate for CAV Deployer Task Force

### Period of Performance

July 1, 2021 – June 30, 2022

### Mission Statement

The Mission of the Connected and Automated Vehicle (CAV) Deployer Task Force is to provide a setting for CAV deployers to meet to openly discuss deployment challenges, successes, lessons learned, and other relevant information that other deployments can benefit from.

*Deliverables produced in association with this Task Force will help to inform CAV deployers about ongoing activities and progress in CAV technology, applications, and deployments, and service as a resource that can be leveraged to help those actively deploying (or planning to deploy) CAVs.*

### Meetings

Meetings are held once a month (virtually) with the expectation that future meetings may be held in-person at the ITS America (ITSA) Annual Meeting, ITS World Congress, or other Industry conferences/events. Virtual and in-person meetings will primarily cover the following:

Project-specific discussion:

- Review of the current status of each represented project: Each participating organization will present about the current status of their project – what has been done in the last quarter, what changes/updates were made, what has been accomplished, what is actively being worked on or considered, etc.
- Challenges and lessons learned: Members will highlight some of the challenges that have been faced within the past quarter – what was difficult and what advice or insights can be offered as a result. This discussion will loosely consist of two parts:
  - Presentation of challenges: explaining specific recent/ongoing issues
  - Group discussion/brainstorming of ways to mitigate problems faced
- Next steps: Members will discuss next steps in their projects

Key topic discussion:

- Each meeting, there will be a highlighted topic. (This topic can be selected by ITSA or in discussion with / via a survey of participating members.) Topics could, for example, focus on data use, system security, targeted applications, local partnership foundation, community outreach gaps, etc.

### Potential Deliverables

#### ***CAV Deployer Updates and Insights (quarterly publication):***

- This publication will cover highlights from the quarterly meetings – providing key takeaways regarding the status of current projects, challenges, next steps, and the key topics of the quarter. See previous page for an outline of meeting content. \* (Visually, this publication could be similar to MODA's Insights publications.)



- Each member will also come to quarterly meetings with an “updates & summary” document (1-pager, back/front) about their project that can be promoted along with the meeting takeaways.
- The meeting takeaways and project update documents will be packaged together, and shared/promoted across ITSA’s network so that others can gain awareness of and learn from the ongoing CAV work of the Task Force members.

***CAV News: Partnerships, Pilots, & Policies (monthly publication):***

- This publication would offer monthly snapshots of some of the latest developments related to CAVs and CAV deployments.
- This document, produced once a month, will connect readers to news about how CAV technology and systems are actively evolving across the country (and world) – highlighting a range of news stories (regarding CAV technology: partnerships, pilots, policies, etc.) and highlighting a couple recent stories of note.

***CAV Dive (monthly publication):***

- This publication will take a “dive” into an ongoing/active topic of interest to CAV deployment and/or deployers – highlighting a key issue, discussing ways that this topic is being addressed currently, and exploring how recent innovation, integration, and/or collaboration could help to move the topic forward.
- CAV Dive topics may be selected based on topics of interest mentioned in meetings with the Task Force, and/or based on re-occurring (“trending”) news items that present potential to impact/influence the deployment of CAV technology.
- This publication can be leveraged to help inform subsequent Task Force discussions. It can also serve as an informative asset to those looking to learn more about CAV deployment moving forward.

***Keeping Pace with CAV (website/one-stop resource):***

- This online resource would house all of the above mentioned deliverables, provide a one-stop place for users to learn about Task Force updates and ongoing pilots (with links connecting to the official projects’ webpages), and offer guidelines outlining key considerations (issues, steps, needs, etc.) for those interested in exploring or pursuing CAV deployment.
- Related webinars, ITSA events, and other related resources may also be posted here if/when they benefit the Taskforce and mission of this CAV toolkit.

**Cost Estimate**

Below you will find the estimated cost that ITSA has scoped out which would enable ITSA to complete the deliverables that were outlined as part of this work plan. ITSA estimates the level of effort to be:

- Approximately \$125,000 for a 12-month period.
- This level of effort translates to approximately 1,040 labor hours in support of this work plan.



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY**  
**TASK WORK ORDER: COMPREHENSIVE PROJECT MANAGEMENT PROGRAM & WORK PROGRAM SUPPORT**  
SCOPE OF WORK  
6-2-2021

## 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 by financial feasibility, supported by 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

## General CPMP Management Services

WSP worked through the functional specifications of the Comprehensive Project Management Program (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 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 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
- Additional Reports (As Needed)
  - To be defined by THEA Executive Leadership



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***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 updates are needed, the Consultant will continue to provide ongoing support.

***Continued Comprehensive Project Management Program Policy Development***

The CPMP continues to be an evolving tool to respond to THEA's operational and administrative needs. 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 web-based tool 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.

## **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 Work Program update process. 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.



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY**  
**TASK WORK ORDER: COMPREHENSIVE PROJECT MANAGEMENT PROGRAM & WORK PROGRAM SUPPORT**  
SCOPE OF WORK  
6-2-2021

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.

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.

## **I. 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, Board Adopted Work Program, and Inventory Projects Work Program.

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 for the tool development is July 1, 2021 and expected to terminate June 30, 2022 to provide support services.

## **Estimate of Work**

Attachment A provides the estimate of work.

**ATTACHMENT A: ESTIMATE OF WORK**

Task Work Order: 8  
 Project Manager: Bob Frey  
 Contract Number: P-00819-WSP  
 Project Description: CPMP & Work Program Support  
 Completion Date: 30-Jun-22

Tasks	Staff Classification									Staff Hours by Activity	Burdened Cost by Activity	Average Rate by Activity
	Senior Computer Programmer	Project Manager	Chief Engineer	Senior Planner	Planner	Engineer						
Loaded rates based on averaged base rate per classification with overhead, fixed fee, and FCCM	\$177.80	\$317.65	\$250.81	\$169.63	\$89.52	\$124.49						
<b>1 CPMP Support</b>												
Database Customizations	230			20	34					284	\$47,330.28	
Database Hosting & Support	30									30	\$5,334.00	
<b>2 Work Program Support</b>												
Work Program Development & Review Meetings		10		80	90					180	\$24,803.70	
Work Program Document Update		10		40	90					140	\$18,018.50	
<b>3 PROJECT MANAGEMENT &amp; COORDINATION</b>												
Project Management/Consultation/Oversight		12								12	\$3,811.80	
											\$0.00	
Total Staff Hours by Classification	260	32	0	140	214	0	0	0	0	<b>646</b>	<b>\$99,298.28</b>	
Total Staff Cost (Unburdened) by Classification	\$16,221.40	\$3,599.68	\$0.00	\$8,409.80	\$6,783.80	\$0.00	\$0.00	\$0.00	\$0.00			

<b>SALARY RELATED COSTS:</b>		\$99,298.28
OVERHEAD:	134.58%	
Fixed Fee	36.00%	
FCCM (Facilities Capital Cost Money):	0.53%	
EXPENSES @11.28%		\$0.00
<b>SALARY RELATED SUBTOTAL:</b>		<b>\$99,298.28</b>
Survey (Field - if by Prime)		\$0.00
<b>SUBTOTAL PRIME:</b>		<b>\$99,298.28</b>
Sub consultant:		\$0.00
Sub consultant:		\$0.00
Sub consultant:		\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>		<b>\$99,298.28</b>
Optional Services		\$0.00
<b>GRAND TOTAL ESTIMATED FEE:</b>		<b>\$99,298.28</b>

**Tampa Hillsborough Expressway Authority**  
**Task Work Order: Strategic Planning & Policy Support**  
SCOPE OF WORK  
6/2/21

## Overview

The Tampa Hillsborough Expressway Authority (THEA) adopted the Strategic Blueprint in May 2015, to guide and set the strategic direction of the Authority. Following adoption of the strategic plan, THEA has initiated the implementation of the plan through a multi-faceted delivery schedule to implement strategic projects and programs consistent with the goals and objectives. Initiatives across the agency have built upon operational and financial excellence; positioned THEA as a leader in regional transportation; strengthened customer, community, and stakeholder relations; and prepared THEA's staff and Board for future expansion.

## General Management Services

### Services

WSP will continue to provide support services to THEA to assist with planning and technical work efforts related to Strategic Planning and Policy Support. As part of this task order, consultant assistance may include, but not be limited to:

- Continued support of activities driving THEA strategic goals and objectives
- Monitoring of agency status in achieving Strategic Blueprint goals and initiatives
- Review and support of legislative issues, funding opportunities and grant pursuits
- Agency and stakeholder involvement, coordination and technical support to assist in THEA's activities in membership organizations, committees and regional organizations
- Strategic Planning and coordination activities with public and private stakeholders related to strategic project initiatives
- Advisory support services to assist in organizational needs and development
- Engineering, planning, and technical analysis
- Potential market research and land development reviews
- Project analysis support and public engagement

The Consultant will attend staff and Board meetings, as well as agency and stakeholder meetings as requested. WSP will develop materials for meetings with the Board, public, and stakeholders as needed. Specific materials may include, but not be limited to fact sheets and handouts, presentations, displays, mapping, reports, and any other materials needed for technical or Board meetings, public engagement, and stakeholder coordination. In addition to production, work efforts may relate to technical and planning review of projects, operational and prioritization processes, and a projects plan.

The Consultant will manage appropriate project administrative, financial coordination, progress reports, and invoicing. Project management and control services for the project team will be performed, including sub-consultant management.

## **Schedule**

The anticipated Period of Performance start date for the tool development is July 1, 2021 and expected to terminate June 30, 2022 to provide support services.

## **Estimate of Work**

Attachment A provides the estimate of work.

ATTACHMENT A: ESTIMATE OF WORK

Task Work Order: 9  
 Project Manager: Bob Frey  
 Contract Number: P-00819-WSP  
 Project Description: Policy Planning Support  
 Completion Date: 30-Jun-22

Tasks	Staff Classification									Staff Hours by Activity	Burdened Cost by Activity	Average Rate by Activity
	Chief Planner	Project Manager	Chief Engineer	Senior Planner	Planner	Engineer						
Loaded rates based on averaged base rate per classification with overhead, fixed fee, and FCCM	\$279.00	\$317.65	\$250.81	\$169.63	\$89.52	\$124.49						
<b>1 Policy Planning Support</b>												
Research & Documentation	50			70	100	49				269	\$40,876.11	
Coordination & Stakeholder Engagement	50	50		70	100					270	\$50,658.60	
<b>3 PROJECT MANAGEMENT &amp; COORDINATION</b>												
Project Management/Consultation/Oversight		20								20	\$6,353.00	
											\$0.00	
Total Staff Hours by Classification	100	70	0	140	200	49	0	0	0	559	\$97,887.71	
Total Staff Cost (Unburdened) by Classification	\$9,880.00	\$7,874.30	\$0.00	\$8,409.80	\$6,340.00	\$2,160.41	\$0.00	\$0.00	\$0.00			

<b>SALARY RELATED COSTS:</b>		\$97,887.71
OVERHEAD:	134.58%	
Fixed Fee	36.00%	
FCCM (Facilities Capital Cost Money):	0.53%	
EXPENSES @11.28%		\$0.00
<b>SALARY RELATED SUBTOTAL:</b>		<b>\$97,887.71</b>
Survey (Field - if by Prime)		\$0.00
<b>SUBTOTAL PRIME:</b>		<b>\$97,887.71</b>
Sub consultant:		\$0.00
Sub consultant:		\$0.00
Sub consultant:		\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>		<b>\$97,887.71</b>
Optional Services		\$0.00
<b>GRAND TOTAL ESTIMATED FEE:</b>		<b>\$97,887.71</b>





**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY**  
**TASK WORK ORDER: CPMP PROCUREMENT INTEGRATION AND WORK PROGRAM INTERACTIVE MAP**  
SCOPE OF WORK  
6-10-2021

## Overview

As part of the development and management of a safe and efficient multimodal transportation system, THEA financially supports diverse regional and local multimodal projects. As such, THEA could elect to spatially display historic and planned investments in its infrastructure as part of its existing Comprehensive Project Management Program (CPMP) web-based tool. The intent of the interactive web-based mapping tool is to easily communicate to the community projects and initiatives undertaken by THEA for Project Management, consultant project coordination, and engagement and coordination efforts.

Additionally, as the CPMP has matured THEA has identified opportunities to integrate procurement functions into the tool. The purpose of this integration is to more closely/seamlessly align advertisement and award activities with THEA's project schedules and cash flows within the CPMP. The result of this integration will be the development of procurement schedules for 3, 6, and 12-month time frames as well as auto-updates of other procurement data points.

### ***Task 1: Mapping Data Processing and Development***

The Consultant will work with THEA to display five (5) years of historic Work Program project data as well as the adopted Work Program. Data will be defined by the major work program project types as well as ongoing THEA initiatives. The application will spatially display the three primary data views by project type, phase, and project year. The data will be processed into the specified file format required by the CPMP web-based tool.

The Consultant will develop additional filters for each of the three (3) primary data views. Each data view will allow the filtering of project by county, facility type, project keyword, Work Program Year, funding source, and mode subset. The data will be processed into the specified file format required by the web application.

### ***Deliverables:***

- The previous five years of Work Program data and adopted Work Program data will be processed in a file format to spatially display projects by project type, phase, and year and will be provided in a file format required by the web application. Additionally, the consultant will develop interactive features for the application of selected filters and data toggles.

### ***Task 2: Mapping Application Development and Implementation***

During application development, the Consultant will periodically meet with THEA to define the information architecture and functional specifications of the online application. The application will be comprised of an interactive map that visually-displays current Work Program data and Project Investment Forms, with an administrative tool for managing data updates and reporting capabilities. The application will also include links to supplementary content. The Consultant will work with THEA to define the following application elements:

- User-interface design/branding requirements



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY**  
**TASK WORK ORDER: CPMP PROCUREMENT INTEGRATION AND WORK PROGRAM INTERACTIVE MAP**  
SCOPE OF WORK  
6-10-2021

- Information architecture/navigation menu
- Base map limits and data layers and filters
- Supplementary resources/documents links and/or content pages
- Administration/maintenance requirements
- Hosting/migration requirements

The Consultant will develop a user-interface design mockup using design direction from THEA. Mockups will be provided for the application landing page illustrating base map style/detail, fly-out menus and functions, and supplementary content page template.

The Consultant will host periodic web conferences with THEA staff to review/approve recommended website elements, functionality, and user interface design, and to discuss proposed analytical algorithms for data display.

The Consultant will develop the website system architecture and navigation, HTML-formatted pages, interactive map, and administrative tool for map updates.

*Deliverables:*

- User-interface design concept / mockups
- Partially-functional application prototype
- Populated application prototype

***Task 3: Ongoing Maintenance, Data Management, and Hosting Support***

Web tools require ongoing website maintenance, hosting support, and content updates (data management). Following the development and substantial approval of the web tool the Consultant will provide ongoing support. This support will allow for dynamic updates of the tool prior to application migration and allow for tool functionality updates as a result of “lessons learned” from THEA’s use. Data management support may include the updating of the application to reflect newly adopted Work Program projects, the creation of any new project Shapefiles, project data updates, performance measures update, and report modifications.

The Consultant will continue to stage a secure mapping tool prototype on WSP USA servers utilized for hosting the CPMP web-based tool for one year.

***Task 4: Procurement Data Processing and Development***

The consultant will conduct a workshop with Planning and Procurement staff to identify required data points, reports, and proposed processes for the integration of Procurement Data. Based on the workshop, items that may be identified for inclusion are:

- Advertisement Schedule



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY**  
**TASK WORK ORDER: CPMP PROCUREMENT INTEGRATION AND WORK PROGRAM INTERACTIVE MAP**  
SCOPE OF WORK  
6-10-2021

- Award Schedule
- Purchase Order Integration
- Start and End Dates
- Auto Update Features
- Procurement Record Integration
- Business Rules (defining processes and time frames)

***Task 5: Procurement Application Development and Implementation***

During application development, the Consultant will periodically meet with THEA to define the information architecture and functional specifications for procurement integration. The consultant will develop a procurement user interface for the easy upload and management of procurement data. The consultant will, as necessary, develop a data upload interface and associated back end modifications for the auto-update of procurement data points.

***Task 6: Project Management***

The Consultant will provide THEA with overall project administration, including the review and monitoring of the project schedule and budget, coordination and communication with other agencies, and the development and maintenance of project files. The preparation of invoices and progress reports is also included in this task.

***Estimate of Optional Services Work***

\$120,201.90

**ATTACHMENT A: ESTIMATE OF WORK**

Task Work Order: 12  
 Project Manager: Bob Frey  
 Contract Number: P-00819-WSP  
 Project Description: Optional Services: Procurement Integration & Web Based Work Program Map  
 Completion Date: 30-Jun-22

Tasks	Staff Classification									Staff Hours by Activity	Burdened Cost by Activity	Average Rate by Activity
	Chief Planner	Project Manager	Senior Computer Programmer	Senior Planner	Planner	Computer Programmer						
Loaded rates based on averaged base rate per classification with overhead, fixed fee, and FCCM	\$270.89	\$308.40	\$179.43	\$174.80	\$99.46	\$131.40						
<b>1 Map Application Development and Implementation</b>												
Data Processing and Development	5	20	20	50	100	20				215	\$32,425.05	
Application Development and Implementation	5	20	200	20	15	75				335	\$58,251.35	
<b>2 Procurement Integration</b>												
Data Processing and Development		2	5	10	20					37	\$5,251.15	
Application Development and Implementation		2	65	10	10					87	\$15,022.35	
<b>3 PROJECT MANAGEMENT &amp; COORDINATION</b>												
Project Management/Consultation/Oversight		30								30	\$9,252.00	
											\$0.00	
Total Staff Hours by Classification	10	74	290	90	145	95	0	0	0	<b>704</b>	<b>\$120,201.90</b>	
Total Staff Cost (Unburdened) by Classification	\$959.30	\$8,081.54	\$18,093.10	\$5,571.00	\$5,108.35	\$4,412.75	\$0.00	\$0.00	\$0.00			

<b>SALARY RELATED COSTS:</b>		\$120,201.90
OVERHEAD:	134.58%	
Fixed Fee	36.00%	
FCCM (Facilities Capital Cost Money):	0.53%	
EXPENSES @11.28%		\$0.00
<b>SALARY RELATED SUBTOTAL:</b>		<b>\$120,201.90</b>
Survey (Field - if by Prime)		\$0.00
<b>SUBTOTAL PRIME:</b>		<b>\$120,201.90</b>
Sub consultant:		\$0.00
Sub consultant:		\$0.00
Sub consultant:		\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>		<b>\$120,201.90</b>
Optional Services		\$0.00
<b>GRAND TOTAL ESTIMATED FEE:</b>		<b>\$120,201.90</b>

## **Task Work Order: Economic Analysis Support**

**Vendor:** Center for Urban Transportation Research

The purpose of this task order is to have the Center for Urban Transportation Research (CUTR) provide support to THEA Strategic Blueprint Update. Under this task CUTR will:

- Conduct business and economic trend analysis to identify, measure, analyze key socio-economic and transportation indicators to inform the preparation of the Strategy Document.
- Identify and summarize key issues that might present opportunities, constraints, or threats to THEA.
- Supporting the establishment of performance measurement and benchmarking to track progress of the Blueprint strategies.

The proposed cost of the task work order is \$88,435.58 on a fixed fee basis. This Task Work order will be included in Project Number HI-0031-P-123 “Strategic Planning & Blueprint Support.”

### **Proposed Budget**

<i><b>Tampa Hillsborough Expressway Authority</b></i>	
<i>Support to Strategic Blueprint Update</i>	
<i>HI-0031-P-123</i>	
<b>Budget Categories</b>	
Faculty Salaries & Benefits	\$80,395.80
Graduate Researcher Support	0.00
Administrative Staff Salaries & Benefits	\$0.00
<b>Total Salaries and Benefits</b>	<b>\$80,395.80</b>
Expendable Equipment and Supplies	\$0.00
Domestic Travel	\$0.00
<b>Total Direct Costs</b>	<b>\$80,395.80</b>
Indirect Costs @ 10%	\$8,039.58
<b>TOTAL COSTS</b>	<b>\$88,435.38</b>

# **Tampa Hillsborough Expressway Authority**

## **SCOPE OF SERVICES For Downtown Tampa Ongoing Traffic Analysis**

### **I. Purpose**

The Tampa Hillsborough Expressway Authority (THEA) requires the professional services of a Consultant for general transportation planning services and traffic support. The scope of services for this work order shall include the professional services described below in Section II

### **II. Services to be Provided**

The Consultant shall conduct miscellaneous transportation planning and traffic analysis support to maintain and update the Comprehensive Downtown Tampa Traffic Analysis. Ongoing tasks may include:

- Update of Travel Demand Forecasts
- Development and Update of Project Traffic
- Update of Project Traffic Analysis
- Traffic Data Collection
- Coordination with Partner Agencies
- Meeting Attendance

### **III. Schedule**

The Consultant shall provide the support services outlined in this Scope of Services consistent with the schedule established by THEA for each planning task.

**SUMMARY FEE SHEET**

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority  
 MISC PLANNING AND TRAFFIC SERVICES CONTRACT NO. P-00819-RSH

**RS&H Task Work Order #8**  
**Downtown Tampa Ongoing Traffic Analysis**

PRIME CONSULTANT: **RS&H**

ACTIVITY	Chief Engineer		Project Manager		Senior Engineer		Sr. Project Engineer		Engineer		Project Planner		Planner		Secretary/Clerical		TOTAL		Avg. Hourly Rate	
	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	By Activity	By Activity		
<b>Transportation Planning Support</b>		\$0.00	160	\$36,204.80		\$0.00	120	\$22,360.80	160	\$19,289.60		\$0.00	164	\$20,834.56	12	\$997.32	<b>616</b>	<b>\$99,687.08</b>	<b>\$161.83</b>	
<b>Total Man Hours</b>	Total Loaded Salary [(MHxHR)]		<b>0</b>	<b>0</b>	<b>160</b>	<b>\$36,204.80</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>\$22,361</b>	<b>160</b>	<b>19,290</b>	<b>0</b>	<b>0</b>	<b>164</b>	<b>\$20,834.56</b>	<b>12</b>	<b>997</b>	<b>616</b>	<b>\$99,687.08</b>

Loaded Rates Include:  
 Home Office Overhead Rate: 174.86%  
 FCCM Rate: 0.185%  
 Operating Margin: 26%  
 Expenses: 6.19%  
  
 Total Project Cost: **\$99,687.08**

# **Tampa Hillsborough Expressway Authority**

## **SCOPE OF SERVICES For Sketch Planning - Scenario Planning Support**

### **I. Purpose**

The Tampa Hillsborough Expressway Authority (THEA) requires the professional services of a Consultant for general transportation planning services and traffic support. The scope of services for this work order shall include the professional services described below in Section II

### **II. Services to be Provided**

The Consultant shall conduct transportation planning and traffic analyses in order to provide scenario planning support to THEA. Ongoing tasks may include:

- Develop Travel Demand Forecasts
- Conduct demand and traffic analyses to assess various project scenarios and their impact on surrounding areas
- Develop presentations of results for THEA staff and partner agencies
- Coordination with Partner Agencies
- Meeting Attendance

### **III. Schedule**

The Consultant shall provide the support services outlined in this Scope of Services consistent with the schedule established by THEA for each planning task.



**SUMMARY FEE SHEET**

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority  
 MISC PLANNING AND TRAFFIC SERVICES CONTRACT NO. P-00819-RSH

**RS&H Task Work Order #9**  
**Scenario Planning Support**

PRIME CONSULTANT: **RS&H**

ACTIVITY	Chief Engineer		Project Manager		Senior Engineer		Sr. Project Engineer		Engineer		Project Planner		Planner		Secretary/Clerical		TOTAL		Avg. Hourly Rate	
	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	Man Hours	Loaded Hourly Rate \$	By Activity	By Activity		
<b>Transportation Planning Support</b>		\$0.00	150	\$33,942.00		\$0.00	120	\$22,360.80	172	\$20,736.32		\$0.00	160	\$20,326.40	9	\$747.99	<b>611</b>	<b>\$98,113.51</b>	<b>\$160.58</b>	
<b>Total Man Hours</b>	Total Loaded Salary [(MHxHR)]		<b>0</b>	<b>0</b>	<b>150</b>	<b>\$33,942.00</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>\$22,361</b>	<b>172</b>	<b>20,736</b>	<b>0</b>	<b>0</b>	<b>160</b>	<b>\$20,326.40</b>	<b>9</b>	<b>748</b>	<b>611</b>	<b>\$98,113.51</b>

Loaded Rates Include:  
 Home Office Overhead Rate: 174.86%  
 FCCM Rate: 0.185%  
 Operating Margin: 26%  
 Expenses: 6.19%

Total Project Cost: **\$98,113.51**

**WORK ORDER # 2021-1**

**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 April 14, 2021, the following describes the Project/Task, Scope of Work, Schedule, Payment Terms and Special Terms and Conditions to support THEA with traffic and revenue services.

THEA ID#: XXXX

**THEA Authorized Representative:** Bob Frey

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

**Telephone No.:** 813-272-6740

**Stantec 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 analyses and documentation supporting the Tampa-Hillsborough Expressway Authority (THEA) under standard annual traffic and revenue services, strategic planning, 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. Strategic planning support will provide input into opportunities regarding optimizations of net revenues to support THEA's strategic goals. Special projects support will be under an ad-hoc basis as various program support needs arise during the 2021 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. Update database of T&R on the Selmon Expressway
      - ii. Socioeconomic data for the region
      - iii. Transportation improvement programs in the region (including THEA)
      - iv. Previous T&R forecasts for the Selmon Expressway

- v. COVID-19 recovery and impacts on traffic and revenue as applicable
  - b. Update of forecasting models
    - i. A revised forecast model will be developed based on COVID recovery potential and other data collected
    - ii. Toll rates for future years will be developed based on THEA policy
    - iii. T&R model will be developed based on the preceding
    - 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 and review needed cost estimates from THEA and their Financial Advisor
  - 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 and review needed costs estimates from THEA and Financial Advisor
  - 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
  - e. Review drafts of full Annual Report
- 5. Strategic Plan Support
  - a. Research and analysis of any potential revenue generation opportunities for THEA in the short and long-term including but not limited to the following:
    - i. Traffic and toll revenue
    - ii. Fee revenue
    - iii. Mobility revenue
    - iv. Ancillary services revenue
  - b. Review of net revenue optimization opportunities through revenue and cost analysis
  - c. Support strategic planning through quantitative analysis that align with potential mission and/or goals
  - d. Participate in strategic planning workshops

6. 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. Value pricing
  - e. Parking analyses
  - f. Transit related analyses
  - g. Strategic tolling analyses
  - h. Operational 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 12 person meetings (either 6 meetings for 2 people or 12 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 2022, from Notice to Proceed (NTP) to June 30, 2022. Final schedules for deliverables will be determined as the data and needs of THEA arise.
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 \$300,000. 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.

**THEA Task Work Order #1  
Stantec Cost Estimate**

<b>Work Task</b>	<b>Senior Principal</b>	<b>Project Manager</b>	<b>Sr. T&amp;R Modeler</b>	<b>Sr. Planner</b>	<b>Jr. Planner</b>	
<b>Billing Rate</b>	\$325.00	\$260.00	\$225.00	\$160.00	\$120.00	
<b>Review and Deveopment of T&amp;R Forecasts</b>	8	16	8	40	40	112
<b>Revenue Sufficiency Certificate</b>	2	24	2	12	16	56
<b>Toll Index Report</b>	2	24	2	12	16	56
<b>Annual Report</b>	2	16	4	24	24	70
<b>Strategic Planning</b>	80	60	40	80	80	340
<b>Support of Special Projects</b>	80	120	100	200	200	700
<b>Project Management</b>		12				12
<b>Travel &amp; Meetings</b>	40	40				80
<b>Total Hours</b>	<b>214</b>	<b>312</b>	<b>156</b>	<b>368</b>	<b>376</b>	<b>1,426</b>
<b>Total Labor Fee</b>	<b>\$69,550</b>	<b>\$81,120</b>	<b>\$35,100</b>	<b>\$58,880</b>	<b>\$45,120</b>	<b>\$289,770</b>
<b>Estimated Out-of-pocket Expenses</b>	Copies, Fed-Ex, Travel etc.					\$10,230
<b>Total</b>						<b>\$300,000</b>

## **Exhibit C ~ Scope of Services**

### **Contract P-00719-SMI**

Services to be provided by the Consultant may include, but are not limited to the following:

- Emerging technologies
  - Software Application Development
  - Specifications Development and Review
  - Research and Analysis
  - Strategic Support related to National Trends, Legal and Policy Development, and Rulemaking related to Technologies and Implementation
  - Purchasing and Cost Estimate Support for Purchasing Assets, Software and Technology
  
- Connected Vehicle (CV) Technology
  - Planning, Design and/or Deployment of Vehicle to Infrastructure (V2I)
  - Software Development
  - Systems Engineering and Integration
  - Design Specifications and Review
  
- Automated/Autonomous Vehicle (AV) Technology
  - Vehicle Development and Technology
  - Modeling and Planning
  - Deployment and Integration Testing
  - Design Specifications and Review
  - Standards Development
  
- ITS and Smart Traffic Management
  - Modeling, Specifications Development and Review
  - Speed Harmonization
  - Data Security and Infrastructure Cybersecurity
  - Communications Technology and Security
  
- Mobility as a Service (MaaS) or Mobility on Demand (MoD)
  - On-demand Modeling
  - Service Development
  - Planning, Designing and Assessing Deployment Designs

- Smart Infrastructure and Applications, including but not limited to:
  - Smart Lighting
  - Smart Pavement/Paint
  - Smart Infrastructure Resiliency
  
- Data Analytics and Financial Strategies
  - Data Analysis and Analytic support for Policy, Planning and Investment
  - Public-Private Partnership Development Support
  - Innovative Financing Mechanisms for Innovative Technologies/Projects
  - Financial Modeling Tools for Return on Investment

**Exhibit D. THEA ELOI Emerging Markets (Siemens)**

For Tampa-Hillsborough Expressway Authority  
 Date of Estimate: June 4, 2021  
 Estimated Period of Project: July 1, 2021 to June 30, 2022



**Labor (Key Staff)**

Rate	302.17	295.33	223.72	266.94	139.68	216.06	257.63	192.86	147.76					
	Project Manager (SIE)	Deputy Project Manager (F&P)	Senior Technical Analyst (SIE)	Senior Systems Engineer - CV (SIE)	Systems Engineer - CV (SIE)	Data Scientist Digital Labs (SIE)	Technical Architect (SIE)	Senior Technical Analyst (F&P)	Junior Technical Analyst (F&P)		Total Hours	Travel	Other Costs (Printing, Misc)	Total Cost
<b>1. Kick-off and Brainstorming Workshops, Project Management</b>	16	0	0	24	0	0	4	0	0		44	\$ 1,120.00		\$ 13,391.80
Data gathering, input for internal Siemens stakeholders	8			8			2							\$ 5,068.14
Consultant planning meeting (HTNB, Siemens and THEA)	4			8			2							\$ 3,859.46
Other stakeholder meetings to discuss project work	4			8										\$ 3,344.20
<b>2. Tolling App for V2X</b>	12	0	4	48	8	0	48	0	0		120	\$ 1,120.00		\$ 31,937.72
Develop Concept of Operations	4		4	16			8							\$ 8,435.64
Pilot a V2X-Based fee collection app development by Siemens and Hyundai	4			16	8		32							\$ 14,841.32
Operational Readiness Plan	4			16			8							\$ 7,540.76
<b>3. Grant writing support (ATCMD, FTA, ITS4US)</b>	24	0	0	56	0	0	0	0	0		80	\$ 865.00		\$ 23,065.72
Workshops and Outlining of Concepts	8			16										\$ 6,688.40
Written deliverables for submission to the program management	8			24										\$ 8,623.92
Estimation of budget and scope elements	8			16										\$ 6,688.40
<b>4. ITS Smart Traffic Management and Multimodal Analysis</b>	28	8	0	24	16	16	0	16	32		140	\$ 865.00		\$ 31,600.88
Data analysis and analytic support for policy, planning and investment	4					16								\$ 4,665.64
Innovative financing mechanisms for innovative projects	4			16	16									\$ 7,714.60
Urban Air Mobility support	4	4						8	16					\$ 6,297.04
Digital Multimodal Hub Development	4	4						8	16					\$ 6,297.04
ITS World Congress Support	4			8										\$ 3,344.20
Ad-hoc traffic management / digital concepts for emerging markets	8													\$ 2,417.36
<b>Total Hours / Labor Only</b>	80	8	4	152	24	16	52	16	32		384			\$ 96,026.12
<b>Travel/Other Misc</b>												\$ 3,970.00		\$ 3,970.00
<b>Total Costs including Travel</b>														\$ 99,996.12

Rate Breakdown should include overhead; operating margin; & FCCM.

<b>Labor (Potential Support Staff Depending on Task Order)</b>	
Senior Advisor (F&P)	\$ 332.18
Senior Systems Engineer - ATMS (SIE)	\$ 277.62
Systems Engineer - ATMS (SIE)	\$ 140.71
Technical Writer (SIE)	\$ 196.42
Commercial CPM (SIE)	\$ 235.71
Visual Communication and Support (F&P)	\$ 144.65
Administrative Support (F&P)	\$ 133.76



# **Discussion/Action Items**

## **Budget & Finance**

### **IV. A.1**

## **Approval of FY22 Budget**

**Action:** Request the Board approve the FY2022 Budget



*Annual Operating Budget*  
*Fiscal Year 2022*

**Tampa-Hillsborough County Expressway Authority (THEA)**  
**Operating Budget**  
**Fiscal Year 2022**  
**(July 1, 2021 – June 30, 2022)**

	FY2022 Adopted Budget	FY2021 Amended Budget
<b>Fiscal Year Revenue and Expenditure Summary</b>		
<b>Revenue</b>		
Toll Revenues	\$99,138,000	\$78,300,000
Other Revenues	805,004	440,302
Investment/Interest Income	660,000	2,250,000
<b>Total Fiscal Year Revenues</b>	<b>\$100,603,004</b>	<b>\$80,990,302</b>
<b>Expenditure</b>		
Toll Operations	\$8,062,022	\$8,399,525
Maintenance	4,881,759	4,654,995
Communications	620,000	512,500
Administration – Personnel	4,755,683	3,799,232
Administration – Professional Services	1,558,150	1,369,720
Administration – General	664,700	689,850
<b>Total Fiscal Year Expenditures</b>	<b>\$20,542,314</b>	<b>\$19,425,822</b>
<b>Debt Service – Principal and Interest</b>		
Principal Series 2012D	\$12,010,000	\$11,655,000
Interest Series 2012D	2,245,202	11,855,764
Defeasance of Series 2012 Bonds	0	(4,549,216)
Interest Series 2017A	7,889,000	7,889,000
Principal Series 2017B	370,000	355,000
Interest Series 2017B	6,102,600	6,120,350
Interest Series 2017C	1,809,500	1,809,500
Principal Series 2020A	825,000	0
Interest Series 2020A	939,250	0
Principal Series 2020B	1,925,000	0
Interest Series 2020B	4,360,254	0
<b>Total Debt Service – Principal and Interest</b>	<b>\$38,475,806</b>	<b>\$35,135,398</b>
<i>Debt Service Ratio =&gt;1.30 (1.50)</i>	<i>2.10</i>	<i>1.76</i>
<b>Net Available for System Projects/Work Program (Rev-Exp &amp; DS)</b>	<b>\$41,584,884</b>	<b>\$26,429,083</b>

**Tampa-Hillsborough County Expressway Authority (THEA)**  
**Operating Budget**  
**Fiscal Year 2022**  
**(July 1, 2021 – June 30, 2022)**

	FY2022 Adopted Budget	FY2021 Amended Budget
<b>Toll Operations</b>		
<b>Toll Collections</b>		
FTE SunPass Transaction Process Fees	\$3,319,527	\$3,721,451
FTE Transponder Fees	369,570	343,700
FTE Sunpass Credit Card Fees	2,057,400	2,519,800
FTE COVID Impact Reserve	300,000	0
Managed Services for Image Review (TBP)	625,000	500,000
VPN Network Connection to CCSS	35,000	35,000
Toll Delinquency Services	5,000	5,000
Tolling Temporary Staffing	45,000	45,000
Other Professional Services – Toll Collections	0	156,970
Operational Support of Selmon Discount Program	25,000	0
<b>Total Toll Collections Expenditures</b>	<b>\$6,781,497</b>	<b>\$7,326,921</b>
<b>Toll System Maintenance and Support</b>		
Manual Image Review Application	\$50,000	\$50,000
Toll Operations IT Support	5,000	5,000
Roadside Operations – Maintenance of Traffic (MOT)	20,000	25,000
Toll Operations Software Licensing	111,143	65,000
Solar Panels	1,000	5,000
Solar Panel System Maintenance	5,000	5,000
Tolling Network Cybersecurity Improvements	20,000	20,000
<b>Total Toll System Maintenance and Support Expenditures</b>	<b>\$212,143</b>	<b>\$175,000</b>
<b>Other Toll Operations Expenses</b>		
Open Road Tolling (ORT) In-Lane IT Maintenance & Support	\$1,008,382	\$792,604
Open Road Tolling (ORT) In-Lane IT Spare Parts	45,000	45,000
Tolling Cabinet A/C Maintenance	5,000	5,000
Generator	10,000	10,000
Travel/Conferences – Operations	0	5,000
Miscellaneous Toll Operations Expenses	0	40,000
<b>Total Other Toll Operations Expenditures</b>	<b>\$1,068,382</b>	<b>\$897,604</b>
<b>Total Toll Operations Expenditures</b>	<b>\$8,062,022</b>	<b>\$8,399,525</b>

**Tampa-Hillsborough County Expressway Authority (THEA)**  
**Operating Budget**  
**Fiscal Year 2022**  
**(July 1, 2021 – June 30, 2022)**

	FY2022 Adopted Budget	FY2021 Amended Budget
<b>Maintenance</b>		
<b>Roadway, Facilities, Maintenance Support Services</b>		
Roadway Maintenance	\$1,790,000	\$1,735,000
Railroad Maintenance	45,000	45,000
Consultant – Roadway Maintenance	80,000	75,000
East & West Building Maintenance	27,000	27,000
Utilities Operations and Maintenance	370,000	370,000
Generator Fuel	5,000	5,000
Road Ranger	203,500	185,000
Roadway/Facility Maintenance Miscellaneous	206,000	65,000
Consultant – Environmental Monitoring and Maintenance	40,000	30,000
Consultant – Permitting	40,000	30,000
<b>Total Roadway, Facilities, Maintenance Support Services Expenditures</b>	<b>\$2,806,500</b>	<b>\$2,567,000</b>
<b>Landscape/Hardscape Brandon Parkway &amp; Meridian</b>		
Landscape Maintenance Provider	\$479,600	\$450,000
Irrigation Electrical	0	5,000
Consultant – GIS	50,000	40,000
Miscellaneous Landscape/Hardscape	0	70,000
<b>Total Landscape/Hardscape Brandon Parkway &amp; Meridian Expenditures</b>	<b>\$529,600</b>	<b>\$565,000</b>
<b>Intelligent Transportation System (ITS) &amp; Other Expenditures</b>		
ITS Maintenance and Service Provider	\$47,500	\$35,000
ITS Network Consulting Support	50,000	50,000
Spare Parts/Tools/ITS Equipment	125,000	125,000
Consultant – ITS Maintenance Support	60,000	60,000
Software Licensing	25,000	25,000
Bucket Truck Rental	22,500	22,500
Fleet Operation Costs – Fuel, Maintenance	12,000	18,000
Uniforms, safety vests, etc.	2,000	2,000
Miscellaneous ITS Maintenance	72,500	72,500
ITS Equipment Monitoring and Maintenance	41,000	41,000
AVI Video Wall – Service and Parts	20,000	20,000
City of Tampa – Overtime	0	18,000
Operations Network	20,000	20,000
Disaster Recovery	12,500	12,500
Travel/Conferences – Maintenance	0	25,000
<b>Total Intelligent Transportation System (ITS) &amp; Other Expenditures</b>	<b>\$510,000</b>	<b>\$546,500</b>
<b>FDOT Bridge Inspection</b>	<b>\$437,156</b>	<b>\$426,495</b>
<b>Bridge, Property, Railroad and Anti-Fraud Insurance</b>	<b>\$598,503</b>	<b>\$550,000</b>
<b>Total Maintenance Expenditures</b>	<b>\$4,881,759</b>	<b>\$4,654,995</b>

**Tampa-Hillsborough County Expressway Authority (THEA)**  
**Operating Budget**  
**Fiscal Year 2022**  
**(July 1, 2021 – June 30, 2022)**

	FY2022 Adopted Budget	FY2021 Amended Budget
<b>Communications</b>		
Communication Services	\$375,000	\$200,000
Print/Video Collateral	50,000	20,000
Website Services	15,000	2,500
Memberships	100,000	30,000
SunPass Minis	5,000	10,000
Special Events/Miscellaneous	75,000	50,000
Contingency	0	200,000
<b>Total Communications Expenditures</b>	<b>\$620,000</b>	<b>\$512,500</b>

**Tampa-Hillsborough County Expressway Authority (THEA)**  
**Operating Budget**  
**Fiscal Year 2022**  
**(July 1, 2021 – June 30, 2022)**

	FY2022 Adopted Budget	FY2021 Amended Budget
<b>Administration – Personnel</b>		
<b>Salaries and Taxes</b>		
Salaries	\$3,362,352	\$2,710,096
Social Security	177,461	149,161
Medicare	45,392	41,115
<b>Total Salaries and Taxes Expenditures</b>	<b>\$3,585,205</b>	<b>\$2,900,372</b>
<b>Benefits</b>		
Auto Allowance	\$6,615	6,000
FRS Retirement	629,364	616,476
Health Insurance	624,982	528,704
Life & AFLAC Insurance	39,947	31,584
Dental Insurance	21,602	19,278
Long-Term Disability Insurance	15,635	15,233
Accrued Leave Expense	239,085	0
Deferred Compensation	90,594	119,411
Flexible Spending Accounts – Medical	53,250	75,250
Vision Care	4,696	4,456
Other Post-Employment Benefit (OPEB)	8,125	6,000
<b>Total Benefits Expenditures</b>	<b>\$1,733,895</b>	<b>\$1,422,392</b>
<b>Transfers to CIP/Work Program - Salaries</b>	<b>(663,417)</b>	<b>(665,771)</b>
<b>Payroll Contingency</b>	<b>\$100,000</b>	<b>\$142,239</b>
<b>Total Administration - Personnel Expenditures</b>	<b>\$4,775,683</b>	<b>\$3,799,232</b>

**Tampa-Hillsborough County Expressway Authority (THEA)**  
**Operating Budget**  
**Fiscal Year 2022**  
**(July 1, 2021 – June 30, 2022)**

	FY2022 Adopted Budget	FY2021 Amended Budget
<b>Administration – Professional Services</b>		
Legal Support Services	\$30,000	\$30,000
Government Relations	357,800	120,000
Temporary Personnel Services	60,000	35,000
Fiscal Year Financial Audit and Ad Hoc Audits	55,000	55,000
Administrative Support (GEC)	470,000	450,000
Crash Analysis	40,000	31,000
Work Program Support (GEC)	75,000	0
Toll Index Study	0	27,000
Biennial Inspection	110,000	0
Financial Advisory Services	90,000	90,000
Investment Advisory Services	105,000	105,000
Annual Report Preparation (GEC)	0	20,000
Revenue Sufficiency Certification	0	15,000
Microsoft GP Support Services	15,000	15,000
IT Support Services – Monitoring	21,000	20,000
IT Support Services – IT Help Desk	82,000	78,000
IT Support Services – Network Engineer	38,000	36,500
Paying Agent and Trustee Fees	4,350	9,000
Annual SEC Disclosure Services	5,000	2,500
Miscellaneous Professional Services	0	40,000
FY2021 Professional Services Amendment	0	190,720
<b>Total Administration – Professional Services Expenditures</b>	<b>\$1,558,150</b>	<b>\$1,369,720</b>



**Tampa-Hillsborough County Expressway Authority (THEA)**  
**Operating Budget**  
**Fiscal Year 2022**  
**(July 1, 2021 – June 30, 2022)**

	FY2022 Adopted Budget	FY2021 Amended Budget
<b>Administration – General</b>		
Sales Tax Expense	\$27,500	\$0
Insurance/Liability/Workers Compensation	40,000	40,000
Travel/Conferences – Enterprise-wide	50,000	30,000
Advertising/Legal Notices	10,000	10,000
TMC Building Expenses	30,000	40,000
TMC Utilities	65,000	125,000
Janitorial Services	27,500	35,000
TMC Inspection and Monitoring	10,000	15,000
Furniture and Equipment (under \$5,000)	500	4,000
Office Supplies	9,000	15,000
Postage/Delivery Charges	2,000	3,500
Printing/Publications	500	0
Telephone/Communications	54,000	50,000
Toll IT Equipment	5,000	5,000
IT Equipment and Expenses	52,000	52,000
Cyber-security Assessment	50,000	50,000
Equipment Leasing	4,700	4,700
Equipment Maintenance	3,000	10,800
Company Vehicle Costs	2,500	3,000
Dues, Fees and Subscriptions	10,000	42,000
Rating Agency Annual Fees	17,000	17,000
Special Events/Miscellaneous	10,000	20,000
Property Insurance – Flood	7,500	14,000
Professional Development	45,000	45,000
Disaster Recovery	12,500	12,500
Document Management Expense	13,500	13,500
Enterprise-wide Contingency	106,000	32,850
<b>Total Administration – General Expenditures</b>	<b>\$664,700</b>	<b>\$689,850</b>

# **Discussion/Action Items**

## **Planning Committee**

### **IV. B.1**

## **Adoption of THEA Work Program**

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

**Funding:** Capital Budget.

**Action:** Approval of the Capital Work Program.



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Selmon  
Expressway  
over the  
Hillsborough  
River

# INTRODUCTION

The Tampa Hillsborough Expressway Authority (THEA) is an independent agency of the state that owns, maintains, and operates the following transportation facilities within Hillsborough County, Florida:

- ▶ Lee Roy Selmon Expressway
- ▶ Brandon Parkway
- ▶ Meridian Avenue
- ▶ Selmon Greenway

THEA works collaboratively with community and regional partners to plan, develop, and maintain a world-class transportation system. This involves prioritizing projects that will be needed in the next five and 10 years, as well as longer-term mobility needs over the next 30 years.

As a leader in innovative transportation solutions, THEA is on the forefront of cutting-edge projects, such as the first reversible All-Electronic Tolling (AET) lanes, Autonomous Vehicle Technology (AVT) test bed designation, and the THEA Connected Vehicle Pilot. THEA also enhances the community's multimodal connectivity with the 1.7-mile Selmon Greenway multi-use trail. The trail travels under the Selmon Expressway, connecting to the City of Tampa's Riverwalk and the Meridian Trail.

## What is a Work Program?

The Work Program guides THEA's strategic capital investments and provides an overview of work efforts and budgetary commitments for future years. The Comprehensive Project Management Program (CPMP) is a process and tool used to plan and maintain a 30-year Long Range Work Program to assess needs and ensure agency sustainability, as

well as inventory needs for the future. THEA uses the CPMP process to prepare the Work Program annually, which includes the current fiscal year, budget year, and four planning years based on project needs. The process takes into consideration THEA's financial resources and policy direction from the governing board. The CPMP is continually updated to appropriately address needs and organizational direction. It guides planning, maintenance, construction, and THEA financial investments.

**The CPMP complies with THEA's investment priorities and long-term goals as provided within the Board-adopted Strategic Blueprint.**

This document provides an overview of the Work Program purpose and use, the Work Program components, the financial summary, information on major and minor project investments, and a glossary of terms. The inaugural Work Program was adopted in November 2015, and updates are issued each July for the THEA budget cycle.

The Selmon Expressway is an all-electronic toll road. Toll revenues collected are reinvested back into the community and to continual maintenance and enhancements of THEA assets.



# STRATEGIC BLUEPRINT

The Strategic Blueprint outlines THEA's strategy to position itself as a leader in providing efficient transportation options for the Tampa Bay region. The blueprint provides guidance and sets direction for the agency by defining the primary goals and objectives upon which to focus and execute in the short, mid, and long-term. The Strategic Blueprint serves the following purposes:

- ▶ Clearly defines the purpose of the organization and establishes realistic goals and objectives
- ▶ Communicates these goals and objectives to the organization and its stakeholders
- ▶ Ensures the most effective use of the organization's resources by focusing on key priorities
- ▶ Provides a baseline to measure progress against stated objectives
- ▶ Guides the budget process to allocate resources to best meet stated objectives

The Strategic Blueprint was adopted by the THEA governing Board in 2015. The Executive Director is responsible for its updates and implementation, while the THEA governing Board ensures that the goals and objectives of the Strategic Blueprint are met.

In developing the Work Program, the CPMP monitors THEA's financial commitments, with attention to the values, mission, and goals and objectives defined by the Strategic Blueprint.



Strategic Blueprint | 2015

The Strategic Blueprint defines and advances THEA's role in improving transportation and mobility options in the Greater Tampa Bay region.

# STRATEGIC GOALS AND OBJECTIVES

The following goals, outlined within the Strategic Blueprint, are based on THEA's values and mission:

1. Build upon operational and financial excellence
2. Position THEA as a leader in regional transportation
3. Strengthen customer, community, and stakeholder relations
4. Prepare THEA's staff and Board for future expansion

Goal 1, Objective 4 directs the advancement of the Work Program utilizing the following strategies:

- Create a plan to standardize and track projects (CPMP)
- Identify projects to include in the Work Program
- Expand local and community business opportunities to support THEA projects



# COMPREHENSIVE PROJECT MANAGEMENT PROGRAM

## Work Program and Resources

The Work Program outlines planned capital expenditures related to the projects and programs, and their prospective stages of development. This includes planning, environmental studies, design, right-of-way acquisitions, construction, and equipment purchases. Projects range from enhancement projects to replacement and renewal (or preservation).

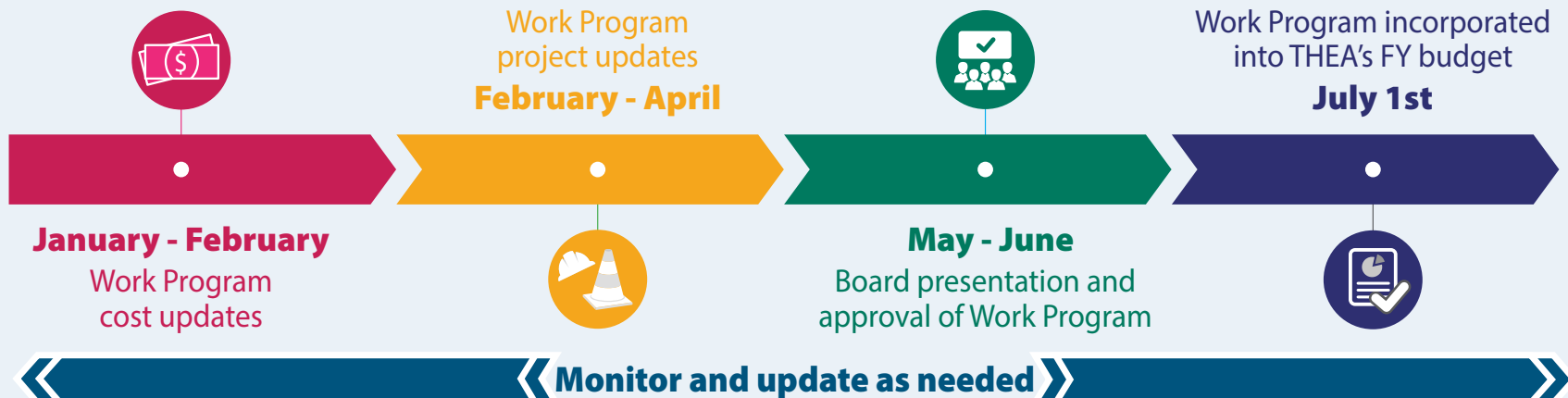
## Program Development, Updates, and Approval

Developing the 6-Year Work Program is a deliberate, iterative process between the Executive Director and the Directors of Planning, Roadway Operations, Toll Operations, and the Chief Financial Officer. Updates to the Work Program are presented to the Board in April/May of each year, along with the budget. Consistent with the State Fiscal Year, each Work Program is incorporated into the agency's budget from July 1st to June 30th. Once approved, the Work Program is used to allocate resources efficiently and effectively.

The CPMP is a continual process that requires coordination with local, regional, and state agencies and stakeholders. The CPMP is a tool that helps ensure financial sustainability of the agency by giving staff the resources to plan and monitor the delivery status of projects and programs. The CPMP is monitored and updated to reflect resource changes, financial commitments, maintenance and administrative needs, and project development updates.

### The Work Program...

- Identifies capital projects and resource commitments that are reviewed and approved by the THEA Board of Directors
- Provides annual snapshot of budgeting needs and finances for THEA
- Includes 6 years: existing fiscal year, budget year, four planning years
- Continues ongoing preservation needs and planned enhancements for the 24 years following is based on fiscal years for the purpose of budgetary expenditures

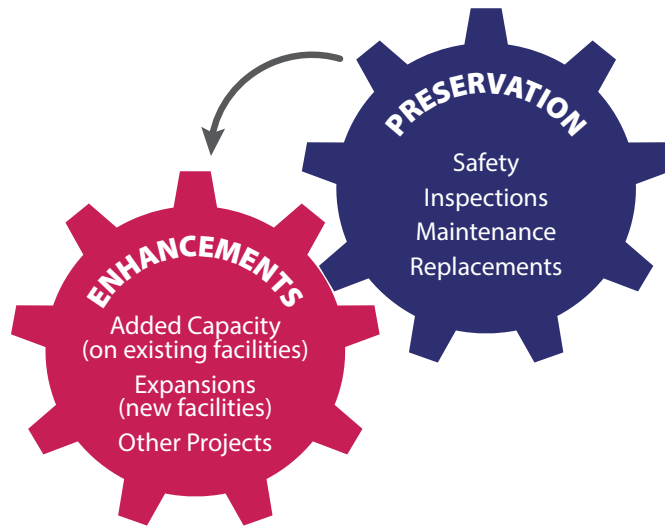




# PROGRAMMING ASSUMPTIONS

## Programming Guidelines

THEA focuses first on system preservation, of which a major element is safety, when prioritizing programs and projects. Once preservation projects are accounted for in the budget, enhancements and capacity projects are programmed.



## System Preservation

System preservation is a major priority for ensuring the safety and efficiency for all THEA assets. THEA's preservation program is based on ongoing maintenance and monitoring of the system, and identification of future preservation needs. This includes regular inspections to assess the physical condition of infrastructure such as bridges, drainage structures, roadway lighting, roadway pavement conditions, signage, and pavement markings. This also includes surrounding roadway elements, such as landscaping, THEA-owned buildings, and lighting.

THEA continues to maintain a 30-year planning horizon for the preservation program that includes short-term and long-term replacement and renewal projects. Preservation program categories include Roadway, Intelligent Transportation Systems, Toll Systems, and Facilities (buildings, Greenway, and parking).

Costs are reviewed and updated annually as part of the CPMP process. Program costs for each category are developed by THEA, based on programmatic needs. Costs are calculated using industry standards and ongoing experience with the existing system and infrastructure. The General Engineering Consultant (GEC) assists THEA staff in identifying the needed updates to the preservation program. Program assumptions include inflation from "budget year," as well as contingency costs.



Selmon Expressway overpass at Swann Avenue

# PROGRAMMING ASSUMPTIONS

## Preservation Categories

### Roadway

The preservation program for roadway needs is based on the lifecycle of the pavement, and is intended to ensure safety, extend the service life of the existing roadway facilities, and improve customer experience. Resurfacing for each facility is programmed every 12 to 15 years, with restriping every four years in between the resurfacing schedule. This cycle is based on industry standards and experience in maintaining target pavement conditions.



### Toll System

Similar to the ITS technology, the functionality of the toll system is crucial to the function of the expressway toll operations. This includes back office improvements and modifications as well as the continual replacement and renewal of tolling hardware. System hardware and performance are continually monitored and programmed or reprogrammed as necessary.



### Intelligent Transportation System (ITS)

Technology is critical to ensuring the safety, security, and functionality of transportation facilities. This includes replacing and updating technology, software, and hardware as needed. Replacement and renewal projects are cyclical, based on the various elements, from annual updates to every 20 years. Ongoing monitoring and periodic inspections are conducted between replacement and renewal cycles to ensure safety and reliability of the facilities.



### Facilities

THEA manages multiple facilities, including office, warehouse, and toll buildings to operate and maintain the expressway. THEA also maintains the Selmon Greenway, and pedestrian and bicycle paths along its roads. Replacement and renewal encompasses ongoing building and property maintenance such as roof upgrades, building heating, ventilation, and cooling upgrades. Parking associated with buildings and revenue generation is also included.



# PROGRAMMING ASSUMPTIONS

## Enhancement and Capacity

Once existing facility preservation needs are assessed and defined, THEA identifies programmatic and system-wide enhancements and capacity improvements. Ongoing system preservation and asset management, as well as planning and strategic development efforts, help to identify asset enhancements and capacity projects needed. Like the System Preservation program, Enhancement and Capacity categories include Roadway, ITS, Toll Systems, and Facilities. In addition, new system capacity projects and expansion projects are identified.

Project cost estimates are initially developed at the planning level and updated as further analysis is conducted. To ensure industry standardization, the rate of inflation accounted for within major investment projects is consistent with the Florida Department of Transportation's (FDOT's) Office of Work Program and Budget. Project costs also include contingency factors.

Brandon Tower along Brandon Parkway Walkway



Construction on the Selmon West extension



Pedestrians using the Selmon Greenway near the Brorein Street on-ramp



# PROGRAMMING ASSUMPTIONS

## Enhancement and Capacity Categories

### Roadway

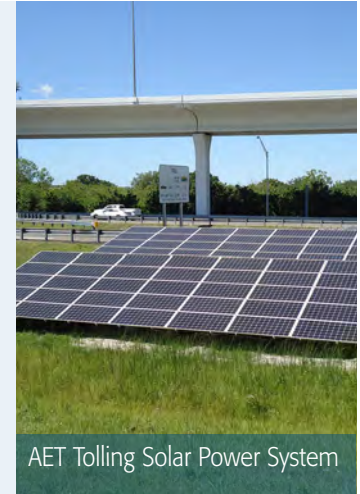
Roadway enhancements and capacity improvements are necessary to build upon THEA's operational excellence and to achieve facility expansion as directed within the Strategic Blueprint. THEA identifies opportunities for existing roadway enhancements, as well as opportunities for new roadway capacity. Example projects include the Selmon West Extension, Selmon East, and improvements at Twiggs Street and Nebraska Avenue.



Selmon West Extension (under construction)

### Toll System

The Centralized Customer Service System (CCSS) provides state-of-the-art technology and enhances operational efficiency for customers. The AET Tolling Solar Power System is a pilot project to use solar energy to power AET equipment on the Selmon Expressway. Continual enhancements are made to the operational components of the tolling system, including the infrastructure required for the Selmon West Extension.



AET Tolling Solar Power System

### Intelligent Transportation System (ITS)

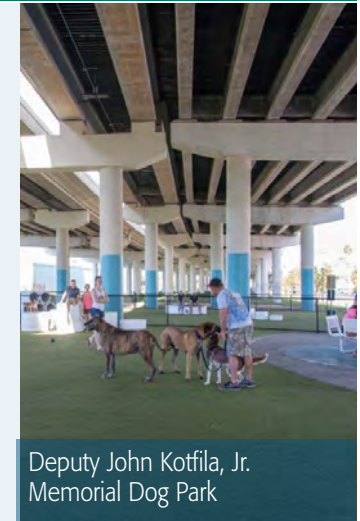
Technology enhancements can improve the current system as well as improve capacity within the system. Advanced Traffic Information System (ATIS) applications and Connected Vehicle (CV) technology can also improve the safety and security of the transportation system and expand THEA's contributions to the transportation network.



Roadside units (RSUs) send messages to vehicles

### Facilities

Enhancements to the existing facilities improve the user experience. Development of new community friendly facilities position THEA as a strong community partner. Recent enhancements to THEA facilities have included the addition of Pocket Parks along the Selmon Greenway, including the Deputy John Kotfila, Jr. Memorial Dog Park, and underpass enhancements.



Deputy John Kotfila, Jr. Memorial Dog Park

# FINANCIAL ANALYSIS

Table 1: THEA 6-Year Financial Plan (FY2021-FY2026)

	FY2021	FY2022	FY2023	FY2025	FY2025	FY2026	TOTAL
<b>Revenue</b>							
Toll Revenue	84,109,000	99,138,000	106,475,000	112,311,000	118,210,000	122,843,000	643,086,000
Other Funds (Grants, Loans, etc.)	-	-	-	-	-	-	-
Miscellaneous Revenue	440,302	444,705	449,152	453,644	458,180	462,762	2,708,745
Earnings on Investments	2,250,000	407,272	342,706	217,079	244,831	230,304	3,692,192
<b>Total Revenue</b>	<b>\$ 86,799,302</b>	<b>\$ 99,989,977</b>	<b>\$ 107,266,858</b>	<b>\$ 112,981,723</b>	<b>\$ 118,913,011</b>	<b>\$ 123,536,066</b>	<b>\$ 649,486,937</b>
<b>Operating Expenses</b>							
Toll Operations	8,399,525	8,735,506	9,084,926	9,448,323	9,826,256	10,219,306	55,713,842
Maintenance	4,688,495	4,876,035	5,071,076	5,273,919	5,484,876	5,704,271	31,098,672
Administration	5,830,302	6,063,514	6,306,055	6,558,297	6,820,629	7,093,454	38,672,251
Other Operating	512,500	522,750	533,205	554,533	576,715	599,783	3,299,486
<b>Subtotal</b>	<b>19,430,822</b>	<b>20,197,805</b>	<b>20,995,262</b>	<b>21,835,073</b>	<b>22,708,475</b>	<b>23,616,814</b>	<b>128,784,251</b>
Deposit to OM&A Fund	-	-	1,138,212	1,517,449	1,203,635	1,359,567	5,218,863
<b>Total Operating Expenses</b>	<b>\$ 19,430,822</b>	<b>\$ 20,197,805</b>	<b>\$ 22,133,474</b>	<b>\$ 23,352,521</b>	<b>\$ 23,912,111</b>	<b>\$ 24,976,381</b>	<b>\$ 134,003,114</b>
<b>Net Revenue</b>	<b>\$67,368,480</b>	<b>\$ 79,792,172</b>	<b>\$ 85,133,384</b>	<b>\$ 89,629,202</b>	<b>\$ 95,000,901</b>	<b>\$ 98,559,685</b>	<b>\$ 515,483,824</b>
<b>Debt Services Payment</b>							
Senior Debt Service	34,132,275	38,475,807	38,475,459	43,088,508	43,085,137	50,352,483	247,609,669
Subordinate Debt Service	-	-	-	-	10,691,692	10,691,692	21,383,384
<b>Total Debt Service</b>	<b>34,132,275</b>	<b>38,475,807</b>	<b>38,475,459</b>	<b>43,088,508</b>	<b>\$ 53,776,828</b>	<b>\$ 61,044,175</b>	<b>\$ 268,993,053</b>
Debt Service Ratio =>1.30(1.50)	44,371,951	2.07	2.21	2.08	2.20	1.96	
<b>Other Funding Requirements</b>							
Deposit to Renewal & Replacement Reserve (\$10M)	-	-	-	-	234,568	567,032	801,600
<b>Total Other Funding Requirements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>234,568</b>	<b>567,032</b>	<b>801,600</b>
Debt Service & Other Funding Ratio =>1.00(1.20)	1.97	2.07	2.21	2.08	1.76	1.6	
<b>Net Available for Work Program</b>	<b>\$ 33,236,205</b>	<b>\$ 41,316,365</b>	<b>\$ 46,657,926</b>	<b>\$ 46,540,694</b>	<b>\$ 41,224,072</b>	<b>\$ 37,515,510</b>	<b>\$ 246,490,772</b>
Current Work Program Capital - THEA Funds Only	\$ 36,167,102	\$ 53,740,553	\$ 62,756,668	\$ 120,702,739	\$ 110,418,980	\$ 141,081,275	\$ 524,867,317
Bonded Work Program Projects	\$ 59,200,892	\$ 10,756,342	\$ 9,397,484	-	-	-	\$ 79,354,718
<b>TOTAL WORK PROGRAM CAPITAL**</b>	<b>\$ 95,367,994</b>	<b>\$ 64,496,895</b>	<b>\$ 72,154,152</b>	<b>\$ 120,702,739</b>	<b>\$ 110,418,980</b>	<b>\$ 141,081,275</b>	<b>\$ 604,222,035</b>

# WORK PROGRAM SUMMARY

The 6-Year Work Program Summary provides the capital funding commitments for the existing fiscal year (FY 21), budget year (FY 22) and four planning years (FY22- FY26).

**Table 2: THEA 6-Year Committed Work Program Summary (in \$1,000s)**

	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	TOTAL
<b>6-Year Committed Summary</b>							
Total (including inflation/contingencies)	\$97,739	\$76,378	\$82,516	\$124,802	\$113,024	\$141,321	\$635,780
THEA Funding	\$95,454	\$71,124	\$78,083	\$120,703	\$110,419	\$141,081	\$616,864
Other Funding	\$2,285	\$5,254	\$4,433	\$4,099	\$2,605	\$240	\$18,916
<b>6-Year Committed Summary by Program</b>							
<b>Preservation (Replacement and Renewal)</b>							
Roadway	\$10,984	\$9,410	\$1,077	\$14,914	\$804	\$439	\$37,627
ITS	\$404	\$4,243	\$456	\$146	-	\$359	\$5,608
Tolls	\$715	\$2,076	\$159	\$159	\$5,029	\$5,029	\$13,168
Facilities	\$824	\$470	\$475	\$400	\$1,263	\$288	\$3,720
<b>Total Preservation</b>	<b>\$12,927</b>	<b>\$16,199</b>	<b>\$2,167</b>	<b>\$15,619</b>	<b>\$7,096</b>	<b>\$6,114</b>	<b>\$60,123</b>
<b>Total THEA Funding</b>	<b>\$12,927</b>	<b>\$16,199</b>	<b>\$2,167</b>	<b>\$15,619</b>	<b>\$7,096</b>	<b>\$6,114</b>	<b>\$60,123</b>
<b>Total Other Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Enhancement/Capacity</b>							
Roadway	\$74,183	\$43,058	\$73,024	\$101,586	\$102,321	\$132,618	\$526,791
ITS	\$6,241	\$11,927	\$5,357	\$4,605	\$2,380	\$1,647	\$32,157
Tolls	\$900	\$1,518	\$954	\$1,174	\$624	\$219	\$5,390
Facilities	\$3,488	\$3,675	\$1,013	\$1,817	\$603	\$723	\$11,319
<b>Total Enhancement/Capacity</b>	<b>\$84,813</b>	<b>\$60,178</b>	<b>\$80,348</b>	<b>\$109,183</b>	<b>\$105,928</b>	<b>\$135,207</b>	<b>\$575,657</b>
<b>Total THEA Funding</b>	<b>\$82,527</b>	<b>\$54,925</b>	<b>\$75,916</b>	<b>\$105,084</b>	<b>\$103,323</b>	<b>\$134,967</b>	<b>\$556,742</b>
<b>Total Other Funding</b>	<b>\$2,285</b>	<b>\$5,254</b>	<b>\$4,433</b>	<b>\$4,099</b>	<b>\$2,605</b>	<b>\$240</b>	<b>\$18,916</b>

Figure 1: Fiscal Year 2022 Funding by Program  
(in thousands)

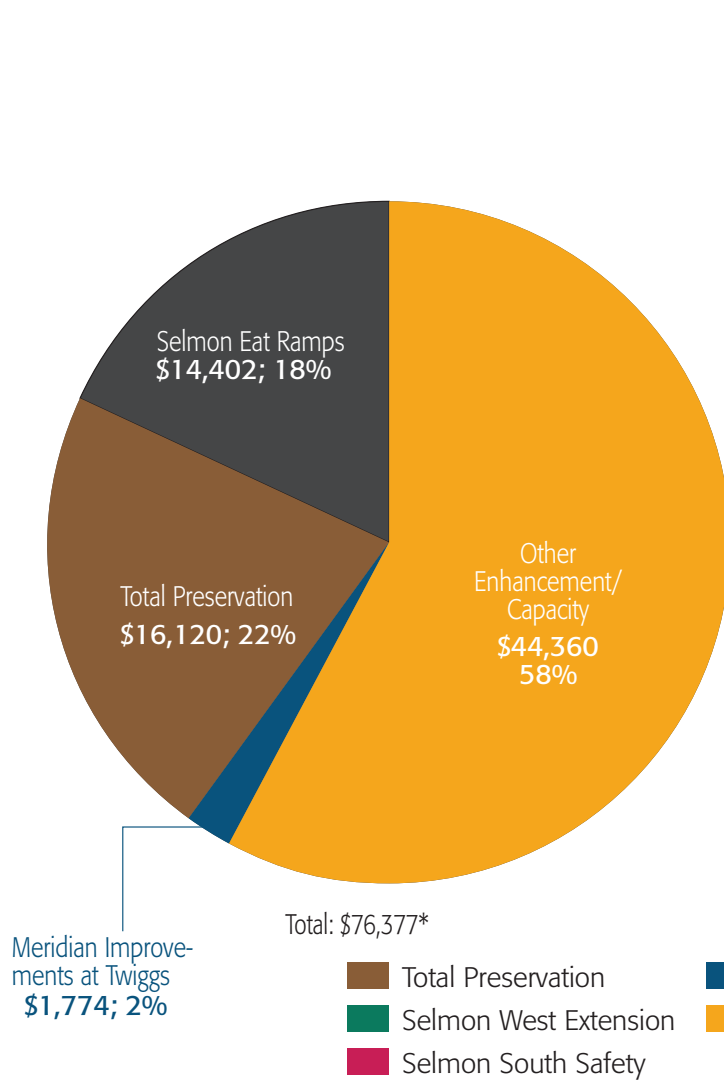


Figure 2: Fiscal Years 2021-2026 Funding by Program  
(in thousands)

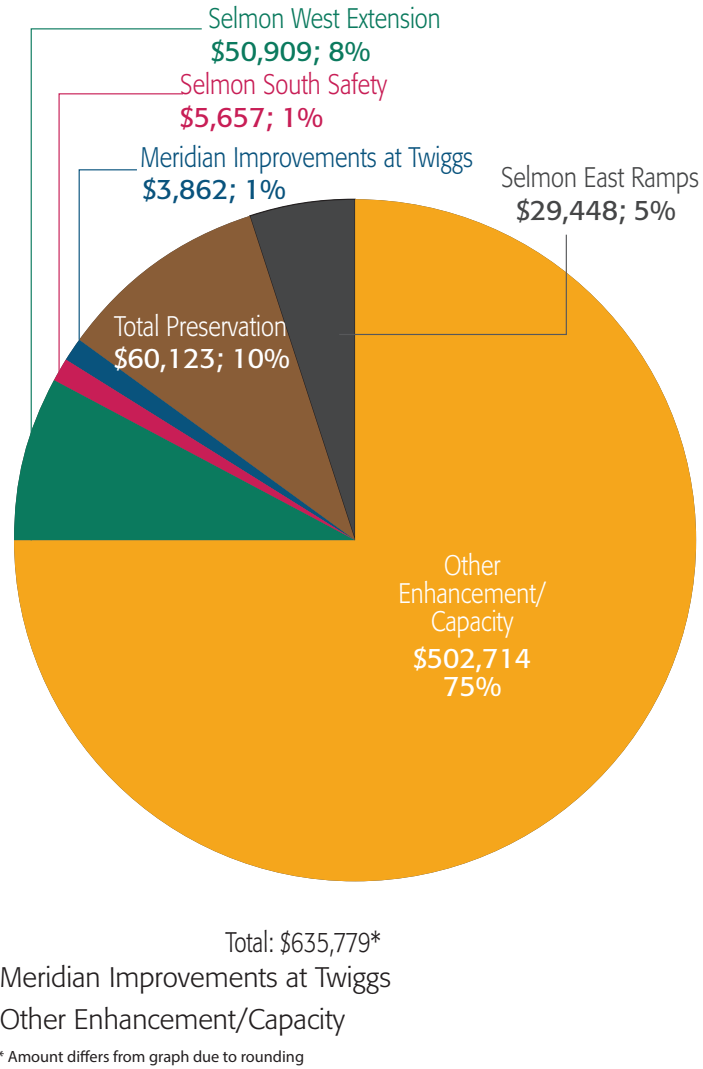


Figure 3: Prior Year to New Budget Year (FY 21 vs FY 22) Comparison  
(in thousands)

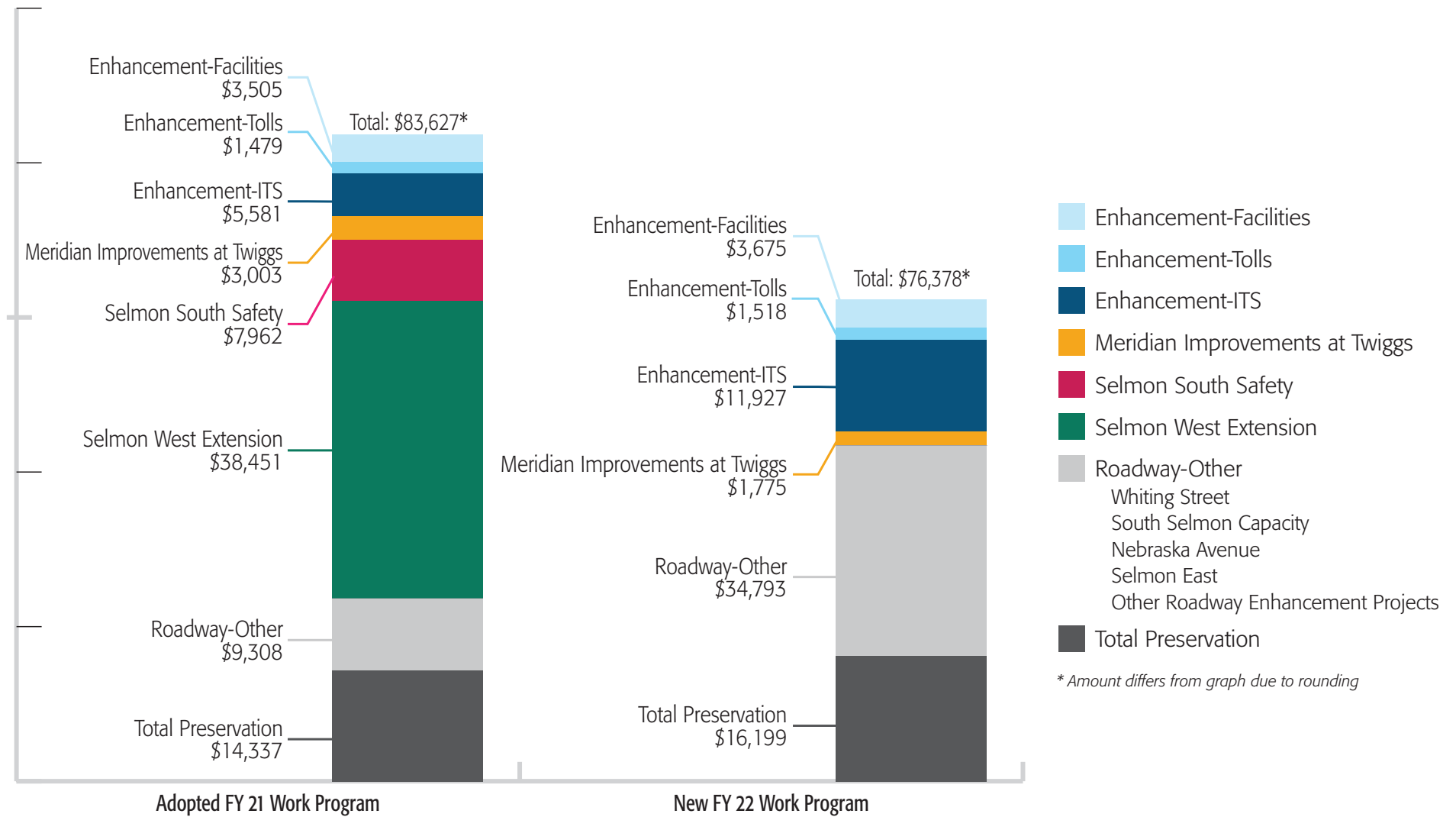
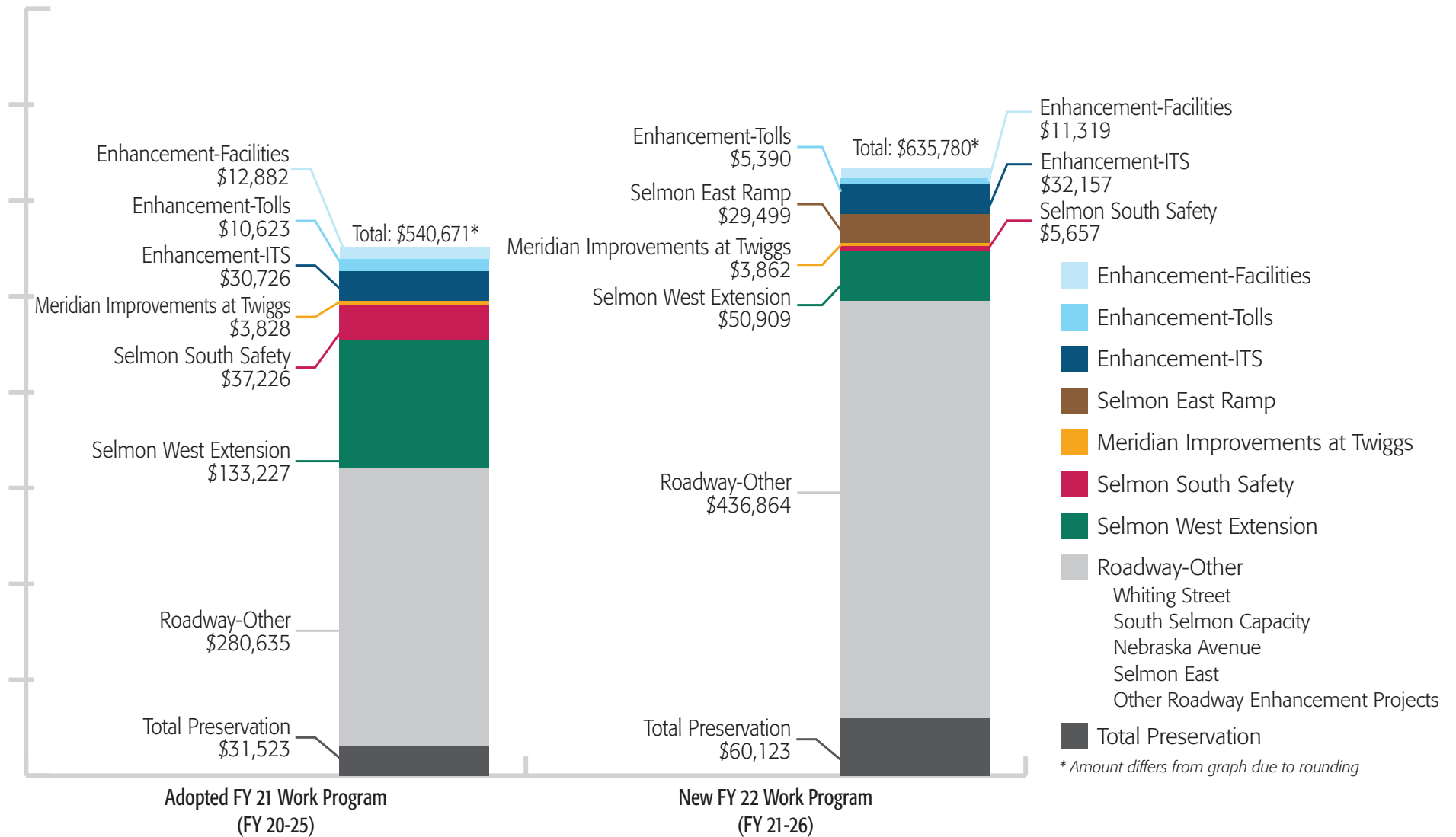




Figure 4: New 6-Year Work Program Comparison to Previous Adopted Work Program  
(in thousands)



# PROJECT INVESTMENT FORMS

## Project Investment Form Overview

Project Investment Forms (PIFs) are developed and updated for each of the major capital enhancement projects. PIFs outline the project description, purpose and need summary, project status, and estimated funding needs, as well as provide a project map. Each PIF has planning level projected costs for project development phases including planning, engineering, right-of-way acquisition, and construction. As study analyses progress, costs are refined and updated as appropriate. PIFs are developed in a consistent format for every new project or study.

## Project Investment Form Elements

**Figure 5** shows the basic layout of a PIF. Project costs are identified by year and project phase. "Other Funding" refers to phases that will receive funding assistance from sources other than THEA, such as federal or state grants, or other local government contribution and/or partnership. Individual PIFs with detailed project descriptions and funding expectations are provided in the following pages.

**Figure 5: Project Investment Form Elements**

The screenshot shows a Project Investment Form for the 'SELMON WEST EXTENSION' project. The form is divided into several sections:

- Project Title:** SELMON WEST EXTENSION
- Program Status:** CONSTRUCTION PROGRAM
- Project Name:** PROJECT: Selmon West Extension (SR 600/US 92) from east of the existing Gandy Bridge to the Selmon Expressway
- Project Location:** LOCATION: Hillsborough
- Project Description:** DESCRIPTION: This project will connect the Selmon Expressway at Gandy Boulevard to the Gandy Bridge (2.5 miles). The project consists of a two-lane, two-way elevated express lane structure in the median of existing Gandy Boulevard. Bridge piers will be located in the median of Gandy Boulevard and new ramps will be constructed near the intersection of Gandy Boulevard and Dale Mabry Highway to enter and exit the new elevated express lanes on the east end of the project. Eastbound Gandy Bridge traffic will have a choice of using the Extension, or staying on Gandy Boulevard.
- Project Purpose & Need:** PURPOSE & NEED SUMMARY STATEMENT: The project will provide additional capacity for the Gandy Boulevard corridor (between the Gandy Bridge and the Selmon Expressway); to meet future trip demands while separating regional and local traffic it will improve operations for local traffic on Gandy Boulevard by removing regional traffic from the surface facility; to safely accommodate future vehicle traffic as well as non-vehicle users and transit; and provide improved hurricane and emergency evacuation for portions of south Tampa and Pinellas County.
- Project Status:** STATUS: The Selmon West Extension (SR 600/US 92) SEIR was approved in February 2017. The project let for construction in 2017 and the design/build is currently underway and scheduled to be complete by Mid-2021.
- Project Phase:** A table showing the estimated project cost by phase and year.

Phase	Total	Expended to FY19	Current Year				Budget Year				Total (FY20 - FY25)	Balance to Complete
			FY20	FY21	FY22	FY23	FY24	FY25				
Planning	\$ 2,021	\$ 1,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	\$ 6,144	\$ 6,090	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ -
Right of Way	\$ 268	\$ 160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 249,304	\$ 116,079	\$ 94,780	\$ 38,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133,225	\$ -	\$ -
<b>Total</b>	<b>\$ 257,737</b>	<b>\$ 124,208</b>	<b>\$ 94,782</b>	<b>\$ 38,446</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 133,227</b>	<b>\$ -</b>	<b>\$ -</b>
THEA Funding	\$ 257,737	\$ 124,208	\$ 94,782	\$ 38,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133,227	\$ -	\$ -
Other Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project phases for funding are shown in **Table 3**. **Figure 6** shows the project development process for programming purposes.

**Table 3: Project Phases**

Project Phase	Elements	Description
Planning	<ul style="list-style-type: none"> <li>▶ Planning</li> <li>▶ Project Development and Environment</li> </ul>	<ul style="list-style-type: none"> <li>▶ Analysis of the need and general feasibility of a project; Development of Conceptual Designs</li> </ul>
		<ul style="list-style-type: none"> <li>▶ Analysis required to support project implementation; Project Development and Environment (PD&amp;E) process addresses impacts for a project footprint, technical analysis, and public input; the PD&amp;E will lead to a determination of impact, before proceeding to approval of a design alternative for project implementation</li> </ul>
		<ul style="list-style-type: none"> <li>▶ Analysis is required in order to determine acquisition of right-of-way</li> </ul>
Design	<ul style="list-style-type: none"> <li>▶ Design</li> </ul>	<ul style="list-style-type: none"> <li>▶ Design includes the preparation of design plans, preparation of right-of-way maps, and resolves any outstanding issues</li> </ul>
Right of Way	<ul style="list-style-type: none"> <li>▶ Right of Way Acquisition</li> </ul>	<ul style="list-style-type: none"> <li>▶ Appraisal, acquisition, outside legal services, experts, etc. related to the land/property needed to implement project design</li> </ul>
Construction	<ul style="list-style-type: none"> <li>▶ Construction</li> <li>▶ Construction Engineering and Inspection</li> <li>▶ General Engineering Consultant Oversight</li> </ul>	<ul style="list-style-type: none"> <li>▶ Actual construction phase</li> </ul>
		<ul style="list-style-type: none"> <li>▶ Construction management and administration, construction engineering, and inspection of construction projects to ensure value engineering. Construction cannot begin until necessary environmental permits are obtained</li> </ul>
		<ul style="list-style-type: none"> <li>▶ The GEC often acts as an extension of staff to provide ongoing technical assistance on either a specific project or ongoing services</li> </ul>

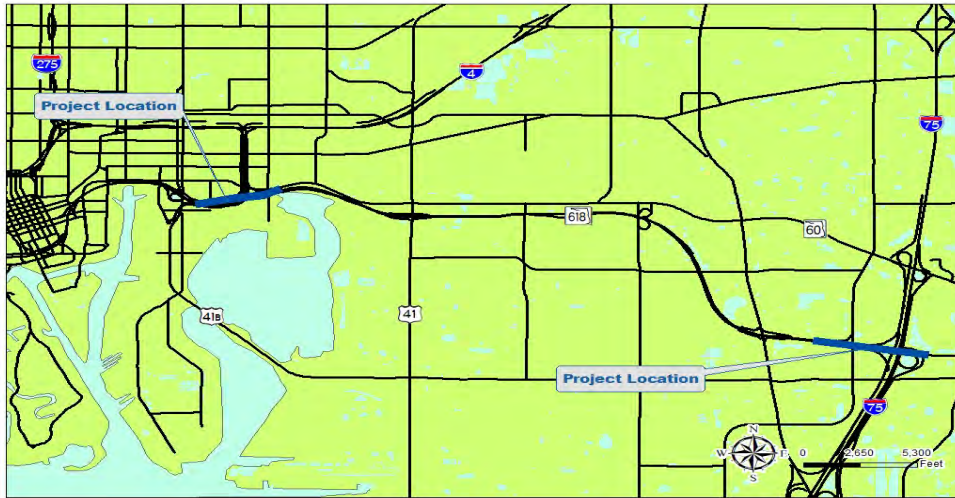
**Figure 6: Project Development Process**



The Construction Program includes projects that have completed project development, evaluation, and impact assessment and are currently in the implementation/construction process or are near to letting for implementation/construction.

# SELMON EAST RAMPS

## CONSTRUCTION



**PROJECT:** Selmon East Ramps

**LOCATION:** Hillsborough

**DESCRIPTION:** The Selmon East Ramps project includes two slip ramps. One slip ramp is located from the northbound I-75 ramp to westbound Reversible Express Lanes (REL). The second slip ramp is from the westbound REL to the local lanes at the I-4 connector interchange,

**PURPOSE & NEED SUMMARY STATEMENT:** The need for slip ramps was determined as part of the Selmon East Feasibility Study completed in FY 2019. The slip ramps are the first of a multi-phased implementation plan to provide additional capacity and efficiency, meet future trip demands, improve the operational efficiency and utilization of the REL, and enhance operations and safety.

**STATUS:** The Selmon East PD&E began in FY 2020 (Spring 2020) and is currently underway. The PD&E will cover the construction segments of Selmon East Slip Ramps, Western Construction, Eastern Construction, and Downtown Construction respectfully.

Construction for the slip ramps is anticipated to let in 2021.

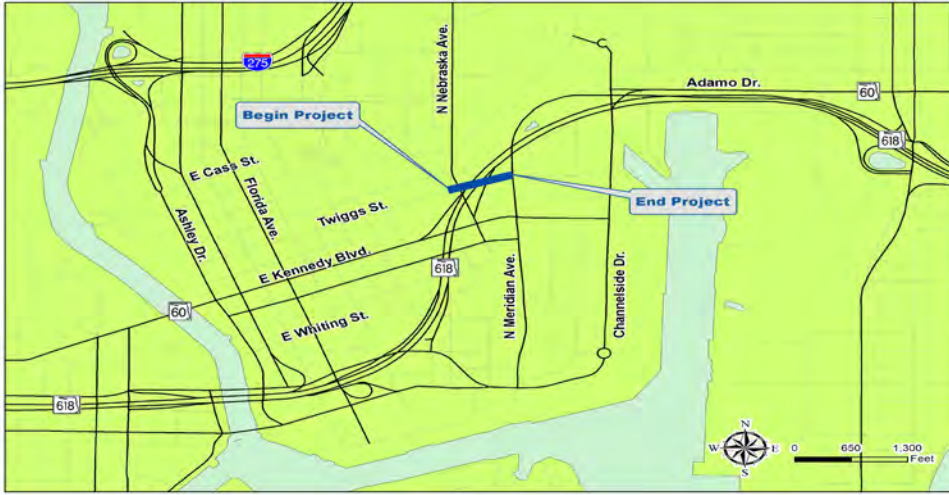
Traffic along the Selmon East between Downtown Tampa and I-75 has steadily grown along the local lanes to over 100,000 Average Daily Traffic (ADT) in 2019. Traffic is projected to increase by 70% by 2040 requiring additional capacity and operational efficiency.

### Estimated Project Cost (in Thousands)

Phase	Total	Expended to FY20	Current Year		Budget Year		Four Planning Years				Total (FY21 - FY26)	Balance to Complete
			FY21	FY22	FY23	FY24	FY25	FY26				
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Right of Way	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 30,649	\$ -	\$ 623	\$ 14,617	\$ 15,409	\$ -	\$ -	\$ -	\$ -	\$ 30,649	\$ -	
<b>Total</b>	<b>\$ 30,649</b>	<b>\$ -</b>	<b>\$ 623</b>	<b>\$ 14,617</b>	<b>\$ 15,409</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,649</b>	<b>\$ -</b>	
THEA Funding	\$ 30,649	\$ -	\$ 623	\$ 14,617	\$ 15,409	\$ -	\$ -	\$ -	\$ -	\$ 30,649	\$ -	
Other Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

## MERIDIAN IMPROVEMENTS AT TWIGGS

## CONSTRUCTION PROGRAM



**PROJECT:** Meridian Improvements at Twiggs

**LOCATION:** Hillsborough

**DESCRIPTION:** The Meridian Improvement project at Twiggs will provide an additional right turn lane on westbound Twiggs Street to northbound Nebraska Avenue.

**PURPOSE & NEED SUMMARY STATEMENT:** Improvements along Twiggs Street will improve safety and access in Downtown Tampa and expedite traffic to and from the Selmon Expressway Reversible Express Lanes (REL). Currently, there is significant backup exiting the REL turning right onto Twiggs Street in the morning. An additional right turn lane on Twiggs Street from Meridian Avenue to Nebraska Avenue can improve the flow of traffic and safety in Downtown Tampa.

**STATUS:** Construction is anticipated to be complete in 2022.

### Estimated Project Cost (in Thousands)

Phase	Total	Expended to FY20	Current Year	Budget Year	Four Planning Years				Total (FY21 - FY26)	Balance to Complete
			FY21	FY22	FY23	FY24	FY25	FY26		
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	\$ 992	\$ 297	\$ 632	\$ 63	\$ -	\$ -	\$ -	\$ -	\$ 695	\$ -
Right of Way	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 3,401	\$ 157	\$ 1,455	\$ 1,763	\$ -	\$ -	\$ -	\$ -	\$ 3,218	\$ -
<b>Total</b>	<b>\$ 4,393</b>	<b>\$ 454</b>	<b>\$ 2,087</b>	<b>\$ 1,826</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,913</b>	<b>\$ -</b>
THEA Funding	\$ 4,393	\$ 454	\$ 2,087	\$ 1,826	\$ -	\$ -	\$ -	\$ -	\$ 3,913	\$ -
Other Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CV REAL WORLD TEST SITE - CV PILOT PHASE 4**

**CONSTRUCTION PROGRAM**



**PROJECT:** CV Real World Test Site - CV Pilot Phase 4

**LOCATION:** Hillsborough

**DESCRIPTION:** THEA will utilize the data to evaluate the effectiveness of applications and identify how to improve operations based on the performance of the CV infrastructure.

THEA CV Pilot Deployment Project investment to develop a real-world test site for connected technologies. The project will focus on integrating the next generation of wireless technology including Roadside Unit (RSU) messages to both satellite radio and CV. Auto Original Equipment Manufacturers (OEMs) will be incorporated as project partners to ensure future CV integration, interoperability, and interconnectedness of the infrastructure for real system compatibility with OEM On-board Units (OBUs). Other components of the next phase will incorporate expanding the parameters of the previous CV project to connect and integrate with the FDOT I-4 Frame Project.

**STATUS:** THEA is exploring partnership opportunities at the federal, state, local levels and private sector. THEA Pilot Project team members will be joined by OEMs to partner in the effort, including Hyundai, Honda, and Toyota. The project schedule includes four months of planning, 12 months of design and deployment, and 12 months of performance measurement.

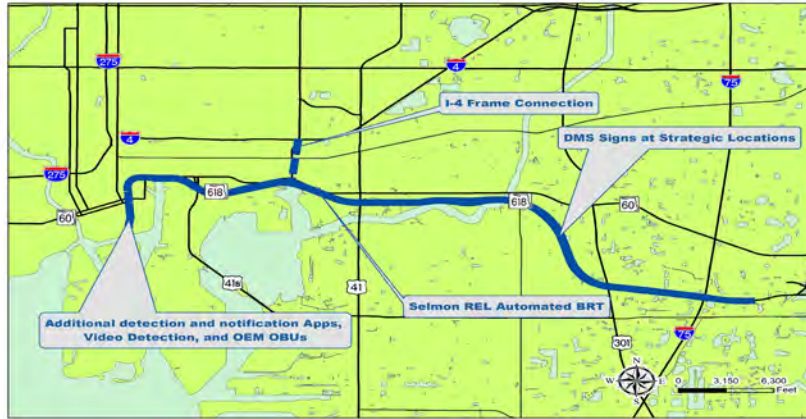
**PURPOSE & NEED SUMMARY STATEMENT:** The purpose of this project is to continue the groundwork and advancements made from the CV Pilot Project investment to provide analysis prior to deployment of next generation CV technology. The project will focus on developing independent and ubiquitous CV infrastructure analysis to respond and adapt to technology changes and variations.

**Estimated Project Cost (in Thousands)**

Phase	Total	Expended to FY20	Current Year				Budget Year				Four Planning Years				Total (FY21 - FY26)	Balance to Complete
			FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30				
Planning	\$ 75	\$ 16	\$ 44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44	\$ -
Design	\$ 7,796	\$ -	\$ 3,812	\$ 3,189	\$ 795	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,796	\$ -
Right of Way	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 7,871</b>	<b>\$ 16</b>	<b>\$ 3,856</b>	<b>\$ 3,189</b>	<b>\$ 795</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,840</b>	<b>\$ -</b>
THEA Funding	\$ 3,494	\$ 16	\$ 2,470	\$ 1,200	\$ 297	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,967	\$ -
Other Funding	\$ 4,376	\$ -	\$ 1,386	\$ 1,990	\$ 497	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,873	\$ -

**SELMON SYSTEM MOBILITY TECHNOLOGY ENHANCEMENTS**

**CONSTRUCTION PROGRAM**



**STATUS:** THEA will consider various mechanisms to partner and fund the upgrades to the Selmon system, including various grant opportunities.

**PROJECT:** Selmon System Mobility Technology Enhancements

**LOCATION:** Hillsborough

**DESCRIPTION:** THEA will incorporate additional detection and notification applications to supplement the technology from existing THEA CV Pilot Deployment Project infrastructure. This may include utilizing Dynamic Messaging Signs (DMS) and video analytics at strategic locations to provide warnings or notifications to drivers, particularly at ramp locations. Other components of the upgrade will incorporate expanding the parameters of the previous CV project study area to connect to I-4 with improved technology along the I-4 Connector. The project will incorporate multi-modal accommodations with automated and connected Bus Rapid Transit (BRT) within the study area from Brandon to Downtown Tampa. Buses will be retrofitted with applications to enable automation and connectivity with On-board Units (OBUs). The Automated BRT service will serve a dual purpose to also provide probe data within the study area to feed the connected system.

**PURPOSE & NEED SUMMARY STATEMENT:** The purpose of this project is to upgrade the technology on the Selmon Expressway to give drivers the best information available for decision making. Technology will include existing technology where appropriate to support and fill in the gap of future technology as they continue to emerge. This includes leveraging the CV Pilot Project investment to expand and integrate varying technology for greater safety and operational benefits with complimentary and expanded applications. The technology upgrade will encompass a multi-faceted and multi-modal approach to expanding connected infrastructure and information technologies. This project will determine how varying technologies can function and coexist in a complimentary environment to improve safety and efficiency of the transportation network.

**Estimated Project Cost (in Thousands)**

Phase	Total	Expended to FY20	Current Year		Budget Year				Four Planning Years				Total (FY21 - FY26)	Balance to Complete
			FY21	FY22	FY23	FY24	FY25	FY26						
Planning	\$ 2,603	\$ 14	\$ 544	\$ 1,135	\$ 611	\$ 100	\$ 100	\$ 100	\$ 2,589	\$ -				
Design	\$ 3,670	\$ -	\$ 484	\$ 1,005	\$ 1,021	\$ 580	\$ 580	\$ -	\$ 3,670	\$ -				
Right of Way	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Construction	\$ 9,311	\$ -	\$ -	\$ 1,500	\$ 2,884	\$ 2,335	\$ 1,913	\$ 680	\$ 9,311	\$ -				
<b>Total</b>	<b>\$ 15,585</b>	<b>\$ 14</b>	<b>\$ 1,028</b>	<b>\$ 3,639</b>	<b>\$ 4,516</b>	<b>\$ 3,015</b>	<b>\$ 2,593</b>	<b>\$ 780</b>	<b>\$ 15,570</b>	<b>\$ -</b>				
THEA Funding	\$ 11,758	\$ 14	\$ 785	\$ 3,393	\$ 3,598	\$ 1,932	\$ 1,497	\$ 540	\$ 11,744	\$ -				
Other Funding	\$ 3,827	\$ -	\$ 243	\$ 247	\$ 918	\$ 1,082	\$ 1,097	\$ 240	\$ 3,827	\$ -				



**SELMON GREENWAY IMPROVEMENTS**

**CONSTRUCTION PROGRAM**



**PROJECT:** Selmon Greenway Improvements

**LOCATION:** Hillsborough

**DESCRIPTION:** The Selmon Greenway is a 1.7-mile, 15-foot wide multi-use mobility trail located within and adjacent to the Selmon Expressway right of way traversing downtown Tampa.

The goal of the Selmon Greenway is a fully improved greenway providing connectivity and a safe mobility corridor for pedestrians and bicyclists.

**PURPOSE & NEED SUMMARY STATEMENT:** Future aspects of the Selmon Greenway will address pedestrian safety in Downtown Tampa.

Florida Avenue to Jefferson Street - This project is needed to complete the pedestrian path from the USF Center for Advanced Medical Learning and Simulation (CAMLs) in Downtown Tampa to the new USF Medical School at the corner of Channelside Drive and Meridian Avenue.

**STATUS:** Phases 1, 2, and 3 of the Greenway have been completed and included trail construction, lighting, as well as select linear park development.

Additional Greenway Segments will be constructed as follows:

Florida Avenue to Jefferson Street - Design began in FY 2020, and construction is anticipated for FY 2022

Whiting Street to Meridian Avenue - Design is anticipated for FY 2022, and construction is anticipated for FY 2024

Meridian Avenue to 19th Street - To be determined as Adamo Drive develops.

Whiting Street to Meridian Avenue -Pedestrian traffic between Kennedy Boulevard and Amalie Arena continues to increase in Downtown as more commercial and residential development is constructed. The Selmon Greenway provides a safer pedestrian route with its increased usage.

Meridian Avenue to 19th Street - As more commercial and residential units are constructed in the Channel District and Ybor City, along with the high popularity of the Deputy Kotfila Memorial Dog Park, this segment may require future improvements to be determined as development plans are submitted and finalized by the private sector. THEA is working with the City of Tampa to identify potential funding partners to develop the trail in this area.

**Estimated Project Cost (in Thousands)**

Phase	Total	Expended to FY20	Estimated Project Cost (in Thousands)				Total (FY21 - FY26)	Balance to Complete		
			Current Year	Budget Year	Four Planning Years					
			FY21	FY22	FY23	FY24	FY25	FY26		
Planning	\$ 57	\$ 9	\$ 13	\$ 11	\$ 6	\$ 6	\$ 6	\$ 6	\$ 48	\$ -
Design	\$ 733	\$ 225	\$ 56	\$ 248	\$ -	\$ -	\$ -	\$ -	\$ 305	\$ -
Right of Way	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 4,311	\$ -	\$ -	\$ 2,561	\$ 460	\$ 1,190	\$ -	\$ -	\$ 4,211	\$ -
<b>Total</b>	<b>\$ 5,101</b>	<b>\$ 234</b>	<b>\$ 69</b>	<b>\$ 2,820</b>	<b>\$ 466</b>	<b>\$ 1,196</b>	<b>\$ 6</b>	<b>\$ 6</b>	<b>\$ 4,563</b>	<b>\$ -</b>
THEA Funding	\$ 5,101	\$ 234	\$ 69	\$ 2,820	\$ 466	\$ 1,196	\$ 6	\$ 6	\$ 4,563	\$ -
Other Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

The Development and Evaluation Program includes projects that are currently in project development or will begin evaluation within the six-year Work Program schedule. These projects may include feasibility and traffic analyses or Project Development and Environment (PD&E) studies to determine concept development and design, traffic, costs, and impacts. Following analysis, it will be determined if these projects

## SOUTH SELMON CAPACITY PROJECT - DESIGN BUILD

## PROJECT DEVELOPMENT AND ENVIRONMENTAL PROGRAM



**PROJECT:** South Selmon Capacity Project - Design Build from Gandy Boulevard to Downtown Tampa

**LOCATION:** Hillsborough

**DESCRIPTION:** This project will consider adding a minimum of one lane in each direction to the Selmon Expressway to provide additional continuous through travel lanes from the new Selmon West Extension to Downtown Tampa. The construction will be completed within the existing right of way.

**PURPOSE & NEED SUMMARY STATEMENT:** Traffic on this section of the Selmon Expressway has nearly doubled over the past 10 years. To meet future growth and traffic demands, an evaluation of future needs will analyze various alternatives, including technological solutions, to address the capacity needs for the Selmon Expressway between Gandy Boulevard and Downtown Tampa. Improvements to the Expressway would also enhance hurricane and emergency evacuation for South Tampa and Pinellas County.

**STATUS:** The Project Environmental Impact Report began in 2019 and is currently underway.

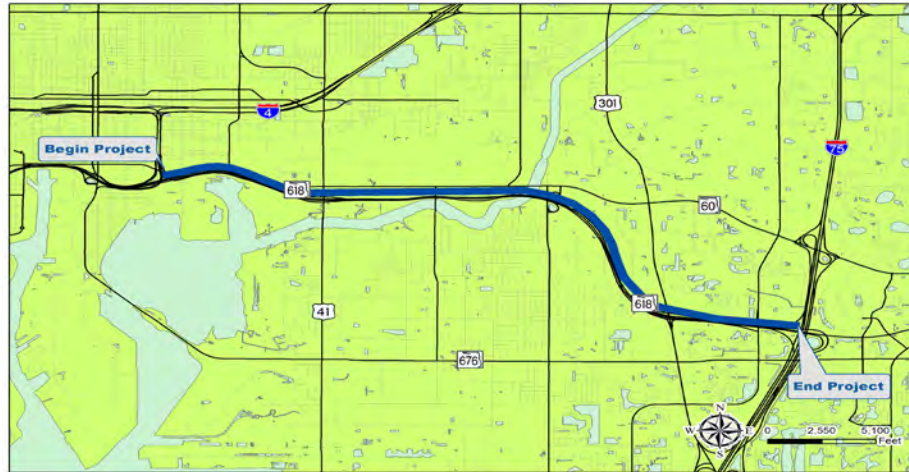
Construction is anticipated to be let in FY 2023.

### Estimated Project Cost (in Thousands)

Phase	Total	Expended to FY20	Current Year				Budget Year				Total (FY21 - FY26)	Balance to Complete
			FY21	FY22	FY23	FY24	FY25	FY26				
Planning	\$ 5,239	\$ 2,162	\$ 2,487	\$ 589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,075	\$ -	
Design	\$ 2,793	\$ -	\$ -	\$ 485	\$ 2,308	\$ -	\$ -	\$ -	\$ -	\$ 2,793	\$ -	
Right of Way	\$ 4,171	\$ -	\$ 463	\$ 2,781	\$ 927	\$ -	\$ -	\$ -	\$ -	\$ 4,171	\$ -	
Construction	\$ 269,297	\$ -	\$ -	\$ 847	\$ 32,833	\$ 78,539	\$ 78,539	\$ 78,539	\$ 78,539	\$ 269,297	\$ -	
<b>Total</b>	<b>\$ 281,500</b>	<b>\$ 2,162</b>	<b>\$ 2,950</b>	<b>\$ 4,701</b>	<b>\$ 36,068</b>	<b>\$ 78,539</b>	<b>\$ 78,539</b>	<b>\$ 78,539</b>	<b>\$ 78,539</b>	<b>\$ 279,337</b>	<b>\$ -</b>	
THEA Funding	\$ 281,500	\$ 2,162	\$ 2,950	\$ 4,701	\$ 36,068	\$ 78,539	\$ 78,539	\$ 78,539	\$ 78,539	\$ 279,337	\$ -	
Other Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

## SELMON EAST - EASTERN CONSTRUCTION DESIGN BUILD

## PROJECT DEVELOPMENT AND ENVIRONMENTAL PROGRAM



**PROJECT:** Selmon East - Eastern Construction Design Build

**LOCATION:** Hillsborough

**DESCRIPTION:** Selmon East project will consider: an additional westbound local lane from I-75 to the I-4 Connector, an additional eastbound off-ramp lane to US 301, and a relocation of the existing slip ramp from the REL to the local lanes just east of the US 301 overpass.

**PURPOSE & NEED SUMMARY STATEMENT:** This project's needs were determined by the Selmon East Feasibility Study completed in FY 2019. This is one of several projects to provide additional capacity and efficiency, meet future trip demands, improve the operational efficiency and utilization of the REL, and enhance operations and safety.

Traffic along the Selmon East between Downtown Tampa and I-75 has steadily grown along the local lanes to over 100,000 Average Daily Traffic (ADT) in 2019. Traffic is projected to increase by 70% by 2040 requiring additional capacity and operational efficiency, as partially provided by this project.

**STATUS:** The Selmon East PD&E began in FY 2020 (Spring 2020) and is currently underway. The PD&E will cover the construction segments of Selmon East Slip Ramps, Western Construction, Eastern Construction, and Downtown Construction respectfully.

Eastern Construction is anticipated to let in 2029.

### Estimated Project Cost (in Thousands)

Phase	Total	Expended to FY20	Current Year		Budget Year				Four Planning Years				Total (FY21 - FY26)	Balance to Complete
			FY21	FY22	FY22	FY23	FY24	FY25	FY26					
Planning	\$ 7,596	\$ 458	\$ 3,170	\$ 2,566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,736	\$ 1,037	
Design	\$ 2,548	\$ -	\$ 425	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460	\$ 2,088	
Right of Way	\$ 5,305	\$ -	\$ -	\$ 1,179	\$ 3,537	\$ 589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,305	\$ -	
Construction	\$ 175,846	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,846	
<b>Total</b>	<b>\$ 191,296</b>	<b>\$ 458</b>	<b>\$ 3,595</b>	<b>\$ 3,780</b>	<b>\$ 3,537</b>	<b>\$ 589</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,501</b>	<b>\$ 178,971</b>	
THEA Funding	\$ 191,296	\$ 458	\$ 3,595	\$ 3,780	\$ 3,537	\$ 589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,501	\$ 178,971	
Other Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

## SELMON EAST - WESTERN CONSTRUCTION DESIGN BUILD

## PROJECT DEVELOPMENT AND ENVIRONMENTAL PROGRAM



**PROJECT:** Selmon East - Western Construction Design Build

**LOCATION:** Hillsborough

**DESCRIPTION:** Selmon East Western Construction project will consider: an additional eastbound local lane from the I-4 connector to the I-75 interchange, an additional lane to the Reversible Express Lanes (REL) from the current 3-lane section to I-75 and an additional off-ramp from the eastbound REL to southbound I-75. The Selmon East Phase 1 PD&E will also identify the Phase 2 impacts and preferred design solutions to provide capacity improvements.

**PURPOSE & NEED SUMMARY STATEMENT:** The purpose and need for this project is to provide additional capacity and efficiency, meet future trip demands, improve the efficiency and utilization of the Reversible Express Lanes (REL), and enhance operations and safety.

Traffic along the Selmon East between I-75 and Downtown Tampa has steadily grown along the local lanes to over 100,000 Average Daily Traffic (ADT) in 2019. Traffic is projected to increase by 70% by 2040 requiring additional capacity and operational efficiency, as partially provided by this project.

### STATUS:

The Selmon East PD&E began in FY 2020 (Spring 2020) and is currently underway. The PD&E will cover the construction segments of Selmon East Slip Ramps, Western Construction, Eastern Construction, and Downtown Construction respectfully.

Western Construction is anticipated to let in 2026.

### Estimated Project Cost (in Thousands)

Phase	Total	Expended to FY20	Current Year		Budget Year				Four Planning Years				Total (FY21 - FY26)	Balance to Complete
			FY21	FY22	FY23	FY24	FY25	FY26						
Planning	\$ 278	\$ -	\$ -	\$ -	\$ 93	\$ 185	\$ -	\$ -	\$ 278	\$ -				
Design	\$ 2,078	\$ -	\$ -	\$ -	\$ -	\$ 2,078	\$ -	\$ -	\$ 2,078	\$ -				
Right of Way	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Construction	\$ 156,914	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,247	\$ -	\$ 48,247	\$ 108,667				
<b>Total</b>	<b>\$ 159,269</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93</b>	<b>\$ 185</b>	<b>\$ 2,078</b>	<b>\$ 48,247</b>	<b>\$ 50,602</b>	<b>\$ 108,667</b>				
THEA Funding	\$ 159,269	\$ -	\$ -	\$ -	\$ 93	\$ 185	\$ 2,078	\$ 48,247	\$ 50,602	\$ 108,667				
Other Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				

## SELMON EAST- DOWNTOWN CONSTRUCTION DESIGN BUILD

## PROJECT DEVELOPMENT AND ENVIRONMENTAL PROGRAM



**PROJECT:** Selmon East- Downtown Construction Design Build

**LOCATION:** Hillsborough

**DESCRIPTION:** Selmon East Downtown Construction project will provide: an additional westbound local lane between the Brorein Street off-ramp and the I-4 Connector, an additional eastbound local lane between the Jefferson Street on-ramp and the I-4 Connector, and adding one lane to each of the westbound off-ramps at Kennedy Boulevard and Brorein Street.

**PURPOSE & NEED SUMMARY STATEMENT:** The purpose and need for this project is to provide additional capacity and efficiency, meet future trip demands, improve operational safety and efficiency, and increase use of the Reversible Express Lanes (REL).

Traffic along the Selmon East between I-75 and Downtown Tampa has steadily grown along the local lanes to over 100,000 Average Daily Traffic (ADT) in 2019. Traffic is projected to increase by 70% by 2040 requiring additional capacity and operational efficiency, as partially provided by this project.

**STATUS:**

The Selmon East PD&E began in FY 2020 (Spring 2020) and is currently underway. The PD&E will cover the construction segments of Selmon East Slip Ramps, Western Construction, Eastern Construction, and Downtown Construction respectfully.

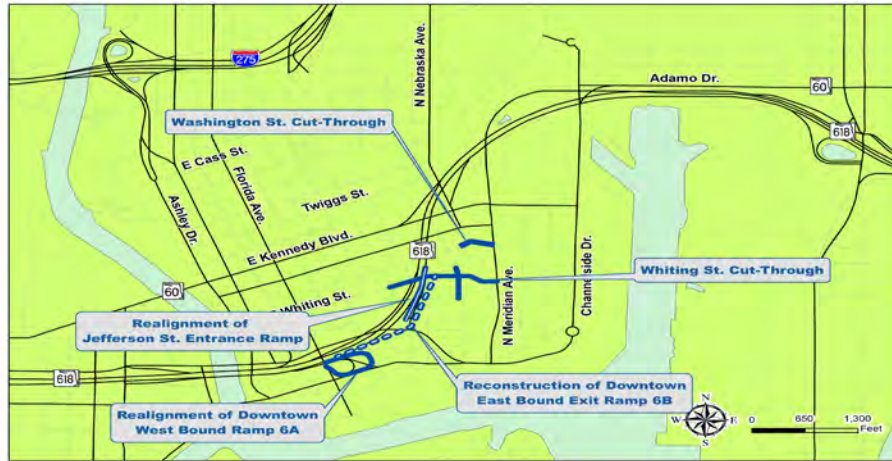
Downtown Construction is anticipated to let in 2027.

**Estimated Project Cost (in Thousands)**

Phase	Total	Expended to FY20	Current Year		Budget Year				Four Planning Years				Total (FY21 - FY26)	Balance to Complete
			FY21	FY22	FY23	FY24	FY25	FY26	FY23	FY24	FY25	FY26		
Planning	\$ 293	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195	\$ 98	\$ 293	\$ -	
Design	\$ 2,408	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 833	\$ 833	\$ 1,576	
Right of Way	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ 189,522	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,522	
<b>Total</b>	<b>\$ 192,223</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 195</b>	<b>\$ 930</b>	<b>\$ 1,126</b>	<b>\$ 191,097</b>	

## WHITING STREET IMPROVEMENTS - DESIGN BUILD

## PROJECT DEVELOPMENT AND ENVIRONMENTAL PROGRAM



**PROJECT:** Whiting Street Improvements - Design Build

**LOCATION:** Hillsborough

**DESCRIPTION:** This project includes: extending Whiting Street east to Meridian Avenue, realigning the existing segment from Jefferson Street to Brush Street, and reconfiguring the on-ramps from Jefferson Street to the Selmon Expressway, and the off-ramps from the Selmon Expressway to Florida Avenue. The Exit 6B off-ramp will be reconfigured to connect to the new Whiting Street connection.

**PURPOSE & NEED SUMMARY STATEMENT:** The extension of Whiting Street is a THEA commitment to the City of Tampa associated with the Reversible Express Lanes (REL) project.

**STATUS:** A PD&E study to examine the components of the Whiting Street Extension started in FY 2020 and is currently underway.

Construction is anticipated to be let in FY 2024.

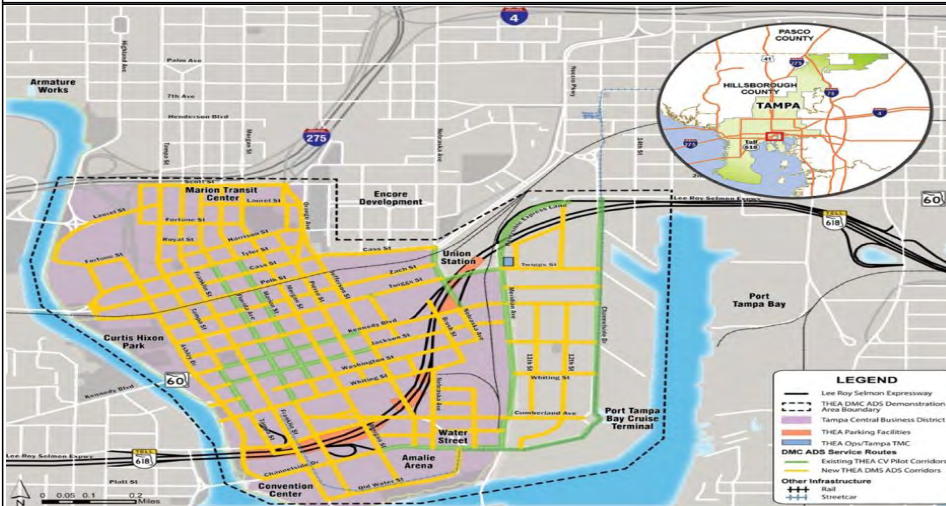
The combination of relocating Exit 6B and extending Whiting Street is anticipated to improve traffic flow and safety for all modes, increase capacity on the adjacent street network, and offer additional connections within the street network.

### Estimated Project Cost (in Thousands)

Phase	Total	Expended to FY20	Current Year	Budget Year	Four Planning Years				Total (FY21 - FY26)	Balance to Complete
			FY21	FY22	FY23	FY24	FY25	FY26		
Planning	\$ 2,836	\$ 573	\$ 1,088	\$ 1,175	\$ -	\$ -	\$ -	\$ -	\$ 2,263	\$ -
Design	\$ 532	\$ -	\$ -	\$ -	\$ 532	\$ -	\$ -	\$ -	\$ 532	\$ -
Right of Way	\$ 2,295	\$ -	\$ -	\$ 2,295	\$ -	\$ -	\$ -	\$ -	\$ 2,295	\$ -
Construction	\$ 32,288	\$ -	\$ -	\$ -	\$ -	\$ 16,152	\$ 16,136	\$ -	\$ 32,288	\$ -
<b>Total</b>	<b>\$ 37,952</b>	<b>\$ 573</b>	<b>\$ 1,088</b>	<b>\$ 3,470</b>	<b>\$ 532</b>	<b>\$ 16,152</b>	<b>\$ 16,136</b>	<b>\$ -</b>	<b>\$ 37,379</b>	<b>\$ -</b>
THEA Funding	\$ 37,952	\$ 573	\$ 1,088	\$ 3,470	\$ 532	\$ 16,152	\$ 16,136	\$ -	\$ 37,379	\$ -
Other Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# DOWNTOWN MERIDIAN MOBILITY CENTER

# PROJECT DEVELOPMENT AND ENVIRONMENTAL PROGRAM



**PROJECT:** Downtown Meridian Mobility Center

**LOCATION:** Hillsborough

**DESCRIPTION:** The Downtown Meridian Connector (DMC) is a Mobility as a Service (MaaS) concept that utilizes THEA owned parking facilities and emerging technologies to provide a safer, more customized trip to and from the Downtown Tampa area while enhancing connectivity.

The DMC provides an alternative for commuters parking in Downtown Tampa by utilizing a mobility scheduling/payment application for convenience, system connectivity, and an automated vehicle (AV) shuttle service in conveniently located THEA Parking facilities for first-mile last-mile connections Downtown.

**STATUS:** THEA is actively pursuing funding opportunities to support the Meridian Connector vision.

**PURPOSE & NEED SUMMARY STATEMENT:** As the Downtown Tampa area continues to grow, safety and capacity of downtown streets become more of a challenge. The DMC project proposes to test the benefits and financial sustainability to investigate if local governments can utilize MaaS to provide an enhanced travel experience and achieve the benefits of systemwide CV technology through a mobility center.

## Estimated Project Cost (in Thousands)

Phase	Total	Expended to FY20	Current Year		Budget Year				Four Planning Years			
			FY21	FY22	FY23	FY24	FY25	FY26	Total (FY21 - FY26)	Balance to Complete		
Planning	\$ 1,225	\$ 485	\$ 360	\$ 261	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 671	\$ -	
Design	\$ 51	\$ -	\$ 51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51	\$ -	
Right of Way	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ 13,510	\$ 25	\$ 153	\$ 3,809	\$ 3,809	\$ 3,809	\$ 1,905	\$ -	\$ -	\$ 13,485	\$ -	
<b>Total</b>	<b>\$ 14,786</b>	<b>\$ 510</b>	<b>\$ 564</b>	<b>\$ 4,070</b>	<b>\$ 3,859</b>	<b>\$ 3,809</b>	<b>\$ 1,905</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,207</b>	<b>\$ -</b>	
THEA Funding	\$ 4,226	\$ 510	\$ 564	\$ 1,053	\$ 842	\$ 792	\$ 396	\$ -	\$ -	\$ 3,647	\$ -	



## NEBRASKA AVENUE (US 41) IMPROVEMENT

## PROJECT DEVELOPMENT AND ENVIRONMENTAL PROGRAM



**PROJECT:** Nebraska Avenue (US 41) Improvement Nebraska Avenue from Twigg Street to north of Cass Street

**LOCATION:** Hillsborough

**DESCRIPTION:** This project includes operational improvements along Nebraska Avenue from Twigg Street to north of Cass Street to optimize traffic flow and improve safety. The project will also examine potential alignments to extend Nebraska Avenue from its southern terminus to Whiting Street.

**PURPOSE & NEED SUMMARY STATEMENT:** The Nebraska Improvements objective is to improve safety and traffic flow into and around the City in conjunction with THEA's facilities. This project will provide better access to Twigg Street and the Courthouse area.

**STATUS:** A PD&E evaluation began in FY 2021.

Construction is anticipated to be let in FY 2022.

### Estimated Project Cost (in Thousands)

Phase	Total	Expended to FY20	Current Year	Budget Year	Four Planning Years				Total (FY21 - FY26)	Balance to Complete
			FY21	FY22	FY23	FY24	FY25	FY26		
Planning	\$ 3,273	\$ 54	\$ 1,496	\$ 1,336	\$ 387	\$ -	\$ -	\$ -	\$ 3,219	\$ -
Design	\$ 103	\$ -	\$ -	\$ 103	\$ -	\$ -	\$ -	\$ -	\$ 103	\$ -
Right of Way	\$ 1,056	\$ -	\$ 244	\$ 812	\$ -	\$ -	\$ -	\$ -	\$ 1,056	\$ -
Construction	\$ 9,720	\$ -	\$ -	\$ 790	\$ 8,930	\$ -	\$ -	\$ -	\$ 9,720	\$ -
<b>Total</b>	<b>\$ 14,152</b>	<b>\$ 54</b>	<b>\$ 1,740</b>	<b>\$ 3,041</b>	<b>\$ 9,316</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,097</b>	<b>\$ -</b>
THEA Funding	\$ 14,152	\$ 54	\$ 1,740	\$ 3,041	\$ 9,316	\$ -	\$ -	\$ -	\$ 14,097	\$ -
Other Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Preservation Projects (in thousands)

Roadway Preservation Projects (Total \$37.627 M) FY 2021-2026		Estimated Cost
HI-0016	Pavement Markings Meridian Ave.	\$133
HI-0017	Pavement Markings Meridian Avenue	\$573
HI-0018	Pavement Markings Brandon Parkway	\$203
HI-0021	Replace Pier Uplighting Fixtures	\$9,646
HI-0023	Steel Bridge Painting	\$6,738
HI-0025	Clean & Restain REL Structures	\$7,637
HI-0132	22nd & 50th Exit Ramps	\$143
HI-0150	Resurfacing and Loops Toll Gantrys	\$444
HI-0164	Miscellaneous Paving	\$1,626
HI-0171	CV - RSU Support Post Pilot	\$1,003
HI-0184	South Selmon Ramp Resurfacing	\$510
HI-0192	Selmon East LED Lighting Upgrade	\$6,676
HI-0193	THEA CPAM	\$82
HI-0195	Major Strategic Blueprint Update FY 22	\$1,060
HI-0201	Straddle Bendt	\$175

Toll System Preservation Projects (Total \$13.168M) FY 2021-2026		Estimated Cost
HI-0076	Tolling Operational Back Office System-hardware upgrade	\$434
HI-0080	CCCS	\$13
HI-0096	All-Electronic Tolling System Hardware Upgrades	\$10,420
HI-0099	Image Review workstation replacement	\$85
HI-0100	Update Tolling Operational Back Office System (Disaster Recovery)	\$373
HI-0147	Tolling Video Enforcement Cameras	\$1,110
HI-0177	New Financial Back Office System	\$733

ITS Preservation Projects (Total \$6.137 M) FY 2021-2026		Estimated Cost
HI-0054	Video Wall Upgrade	\$954
HI-0055	TMC-Upgrade Equipment Racks/Operator Consoles	\$247
HI-0056	TMC-Upgrade Control Room Work Stations/Monitors	\$75
HI-0060	Power-Upgrade ACN UPS Batteries	\$23
HI-0061	Network-Upgrade Field ITS Network Equipment (Switches and Routers)	\$485
HI-0065	ITS-Upgrade CCTV Cameras	\$919
HI-0067	Upgrade ITS VMS and DMS	\$106
HI-0069	ITS Master Plan	\$1,804
HI-0149	Extend Fiber to DMS and CMS Signs	\$529
HI-0189	Ops Network Re-IP & Security	\$200
HI-0197	Fiber Optics Characterization	\$411
HI-0200	Access Control Node Cabinets	\$385

Facilities Preservation Projects (Total \$3.720M) FY 2021-2026		Estimated Cost
HI-0034	East Toll Bldg Roof Upgrade	\$76
HI-0035	West Toll Building A/C Upgrade	\$162
HI-0036	West Toll Bldg Roof Upgrade	\$65
HI-0037	GIS	\$907
HI-0111	Service Utility Truck	\$50
HI-0113	West Toll Plaza Renovation	\$1,086
HI-0125	Facilities	\$728
HI-0139	Replace 3rd Floor Copy, Printer, and Scanner Machine	\$43
HI-0148	Replace Generators (TMC, DR Site, and All gate/signs)	\$603

# APPENDIX: GLOSSARY OF TERMS

**Access Control System (ACS)** – Technology required to support the Selmon Expressway Reversible Express Lanes (REL), which allows for traffic to flow east to west (toward Downtown Tampa) in the AM and west to east (toward Brandon/East Hillsborough County) in the PM. ACS operates the REL gate control system and provides a precise selection of controls for Traffic Management Center (TMC) operators.

**Advanced Traffic Information System (ATIS)** – Traveler information utilizing technology that provides users with information to make decisions on routes, estimate travel times, and avoid congestion.

**Autonomous Vehicle (AV)** – A vehicle that uses Autonomous Vehicle Technology (AVT) to automate driving functions, up to and including vehicles that can guide themselves without human interaction. AVT can include elements such as crash warning systems, adaptive cruise control, lane keeping assist systems, and self-driving technology.

**Balance to Complete** – Costs identified outside of the 5-year range shown; includes additional phases of work with costs associated.

**Better Utilizing Investments to Leverage Development (BUILD)** – U.S. Department of Transportation competitive award program for surface transportation projects that are expected to have significant local or regional impact, evaluated based on specified criteria. In 2018 BUILD replaced the Transportation Investment Generating Economic Recovery (TIGER) Grant program.

**Bus Rapid Transit (BRT)** – Flexible high performance rapid transit mode that combines features of rail transit with over-the-road vehicles. Characteristics include operability on special purpose lanes, or on city streets. Vehicles and infrastructure are integrated with Intelligent Transportation System (ITS) technology to keep track of vehicles, provide real-time information, and improve safety.

**Capital Costs (CAP)** – Costs of long-term transportation system and infrastructure assets, such as buildings, vehicles, right-of-way, and property.

**Central Business District (CBD)** – Area of (typically) high land value with a concentration of business, office, retail, service, hotel, and cultural attractions, as well as a higher traffic flow of daily trips. CBDs are primarily the downtown of a metropolitan area.

**Comprehensive Project Management Program (CPMP)** – Process to plan and maintain the 30-year long range Work Program to assess THEA's needs, as well as inventory needs for the future. THEA uses the CPMP process annually to prepare the Work Program.

**Connected Vehicle (CV)** – Development and deployment of a combination of ITS technologies to enhance safety and ensure reliability and interoperability of the transportation system. Connected vehicle technology can include vehicle-to-vehicle (V2V) or vehicle to infrastructure (V2I) applications.

**Construction Engineering and Inspection (CEI)** – Construction management and administration, engineering, and inspection of construction projects.

**Department of Transportation (DOT)** – Agency responsible for local, state, or federal transportation. (See FDOT or U.S. DOT).

**Enhancement** – Project that either adds elements to an existing roadway or added capacity to the facility. Often times it will be grouped as “Enhancement/Capacity”.

**Express Bus** – Bus operating on a portion of a route without stops or complete route with a limited number of stops.

**Express Lane** – Actively managed lanes/facilities that maintain a free-flow condition. Also see Managed Lanes.

**Federal Highway Administration (FHWA)** – Federal agency responsible for developing regulation policies and guidelines on safety, access, economic development, and other goals related to construction and improvement of the nation’s highway system.

**Federal Transit Administration (FTA)** – Federal agency responsible for developing policies on public transit issues and allocating capital and operating funds for public transit projects.

**Fiscal Year (FY)** – Budget year. The State of Florida and THEA FYs run from July 1 through June 30; federal and local government FYs run from October 1 through September 30.

**Florida Department of Transportation (FDOT)** – State agency responsible for state transportation issues and planning in Florida.

**General Engineering Consultant (GEC)** – Designated engineering firm that assists on major projects and other projects as needed. GEC responsibilities differ by project, but may include planning, design, and program management.

**Geographic Information System (GIS)** – Computerized data management and mapping system of spatially related information. GIS provides ability to integrate geographic and non-geographic information for management and analyses purposes.

**Global Positioning System (GPS)** – Satellite-based navigation system that sends and receives data regarding location or navigation.

**Hillsborough Area Regional Transit Authority (HART)** – Transit authority granted the abilities to plan, finance, acquire, construct, operate, and maintain mass transit facilities and supply transportation assistance in Hillsborough County.

**Intelligent Transportation System (ITS)** – Application of technology to the transportation system; includes a broad range of communications-based technology such as electronics, sensors, and computers. ITS technologies allow for full integration and an interoperable transportation network, to achieve greater safety and security, monitor the efficiency of the system, reduce environmental impacts, and ease congestion.

**Interchange Justification Report (IJR)** – Report used to justify a new access point (interchange) on a limited access freeway or highway.

**Level of Service (LOS)** – Qualitative assessment of an operating condition on a roadway, generally using a scale of A (free-flow) to F (gridlock) relative to congestion.

**Long Range Transportation Plan (LRTP)** – Long-term transportation plan for a region or county that takes into account all travel modes (automobile, bicycle, rail, surface freight, and pedestrian). The Hillsborough County Metropolitan Planning Organization (MPO) updates and adopts the LRTP for Hillsborough County. A Regional LRTP is updated and adopted by the Tampa Bay Area Regional Transit Authority (TBARTA). Updates are made to account for changes in travel patterns, socioeconomic conditions, technology, and policies.

**Maintenance (MNT)** – Ongoing preservation work to ensure the safety and functionality of the transportation system and infrastructure.

**Managed Lane** – Access controlled tolled highway lane/facility that is separated from general-purpose lanes, actively managed, and dynamically priced to maintain free-flow conditions with tolls, with potential transit preference.

**Metropolitan Planning Organization (MPO)** – A transportation policy-making board for urbanized areas with populations over 50,000.

**National Environmental Policy Act (NEPA)** – Legislation that requires federal agencies to integrate environmental evaluations into their decision-making process by considering the environmental impacts of proposed actions and reasonable alternatives and/or mitigation measures. Local, regional, and state agencies using federal funds for a project are required to comply with NEPA when planning for transportation investments.

**Operations and Maintenance (O&M)** – Costs associated with operations and maintenance of transportation infrastructure. O&M ensures safety, performance, and reliability.

**Other Funding** – Federal or state grants or other non-THEA funding.

**Project Development and Environment (PD&E)** – State process to ensure that a transportation project design appropriately reflects and incorporates the unique issues and community characteristics within an area. Projects receiving federal funding must follow the policies and procedures outlined by the National Environmental Policy Act (NEPA).

**Project Environmental Impact Report (PEIR)** – Documentation prepared for non-federal transportation projects during a Project Development and Environment (PD&E) on THEA facilities to evaluate potential effects on the environment, similar to a State Environmental Impact Report (SEIR).

**Project Investment Form (PIF)** – Provides an overview of each THEA current or potential major project; includes the project title, description, purpose and need summary, status, project costs, and project location. High level costs are used in early planning stages. As studies and analyses progress, more detailed cost estimates are calculated.

**Project Total** – Entire cost estimated for all development phases.

**Replacement and Renewal (R&R)** – Maintenance and preservation of the roadways, Intelligent Transportation Systems (ITS), tolls, and facilities.

**Reversible Express Lanes (REL)** – Highway or road where traffic flow direction is changed during peak periods to coincide with traffic demands. (i.e., Selmon Expressway Reversible Express Lanes)

**Right-of-way (ROW)** – Real property used for transportation purposes; defines the extent of a corridor that can be used for road and associated utilities/drainage. In planning, the ROW Phase consists of acquiring the real property necessary for the construction of a transportation project, including retention ponds. The ROW Phase includes issues such as land ownership and title searches, geospatial plat and easement mapping, estimates of land acquisition project costs, land owner legal fees, potential eminent domain concerns, and completion and execution of landowner monetary remuneration.

**State Environmental Impact Report (SEIR)** – Report required as part of a Project Development and Environment (PD&E) for all non-federal transportation projects where the Florida Department of Transportation (FDOT) and/or THEA is responsible for providing funding, and the project is on the State Highway System (SHS).

**State Highway System (SHS)** – System of roads under the jurisdiction of the Florida Department of Transportation (FDOT), state-chartered authorities, and other state agencies.

**Southwest Florida Water Management District (SWFWMD)** – State/local district that manages the water resources for West Central Florida as directed by state law. Responsibilities include managing the water supply, protecting water quality, and preserving natural systems that serve important water-related functions.

**Tampa Hillsborough Expressway Authority (THEA)** – Independent agency of the state, which provides innovative tolling transportation solutions to the Tampa Bay region.

**Traffic Management Center (TMC)** – The City of Tampa's TMC is located at the THEA Building on Twiggs Street, and is the hub of the THEA and City of Tampa traffic management systems.

**Traffic and Revenue (T&R)** – Study that forecasts traffic and revenue potential from toll operations on an expressway alignment alternative.

**Transit Flex Lane (TFL) (also Bus Toll Lane, or BTL)** – Combines public transit capital project funding with long-term revenue and tolling business practices. A TFL is dedicated first to transit, using price-managed lanes with guaranteed capacity, premium level of service (LOS), reliability, and lower fares for Bus Rapid Transit (BRT) and Express Bus.

**United States Department of Transportation (U.S DOT)** – Federal Cabinet department of the U.S. government concerned with transportation; administrations under the U.S. DOT include the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Federal Railroad Administration (FRA), among others.

**Vehicle to Infrastructure (V2I)** – Form of Connected Vehicle (CV) technology that communicates wirelessly between vehicles and infrastructure.

**Vehicle to Vehicle (V2V)** – Form of Connected Vehicle (CV) technology that communicates wirelessly between vehicles.

**Work Program** – Program of investments planned for each fiscal year by an agency. THEA manages a 30-year Work Program with a focus on current year, budget year, and four planning years for a Consolidated Work Program.



Tampa Hillsborough Expressway Authority  
1104 E Twiggs Street  
Tampa, FL 33602  
[www.tampa-xway.com](http://www.tampa-xway.com)

# **Discussion/Action Items**

## **Planning Committee**

### **IV. B.2**

## **Update of Strategic Blueprint Goals, Objectives and Policies**

**Purpose:** Every 5 years, THEA updates its strategic blueprint, which encompasses agency's mission, vision, goals, objectives, and policies. This update will extend the Strategic Blueprint planning period from 2025 through 2034. The Blueprint will provide the foundation for the decisions and initiatives necessary to position THEA as a competitive option to provide transportation improvements. The Blueprint and its strategies provide THEA with the means to utilize the agency's assets, competencies, and financially sustainable business practices to provide mobility options to the Tampa Bay region.

**Funding:** Capital Budget - \$437,000

**Action:** Approval of the Execution of a Task Work Order for WSP in the amount not to exceed \$437,000 to complete the Strategic Blueprint Update.





**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY**  
**TASK WORK ORDER: 2021 STRATEGIC PLAN UPDATE**  
**SCOPE OF WORK**  
6/2/2021

## Scope of Services

**Project:** Update the existing goals, objectives and policies and implementation plan/schedule for the existing strategic blueprint as part of the 5-year update. This update will extend the Strategic Blueprint planning period from 2025 through the year 2034. The update is anticipated to provide Goals, Objectives and Policies for a five-year period with the total planning period being ten years.

### Approach:

This project is to update the Tampa-Hillsborough Expressway Authority (THEA) Strategic Blueprint 2025 Goals, Objectives and Policies and implementation schedule that defines and advances THEA's mission through the year 2034.

The blueprint will provide the foundation for the decisions, actions and initiatives necessary to position THEA as a competitive option to provide transportation improvements to the Tampa Bay region. The Blueprint and its strategies provide THEA with the means to utilize the agency's assets, competencies, and potential reflective of a true multi-modal regional transportation system.

Critical elements of the Blueprint include;

- Update of the Strategy Document
- Update of the Implementation Plan with deadlines
- Update and Development of a Strategic Communications Plan
- Provide Implementation Support (3 years)

This project is time sensitive. The development of the Strategy Document and Implementation Plan must be completed within 90 days of contract award.

## Strategy Documentation

### 1) Research/Review

Audit existing documents, plans, and agreements that identify future projects, issues or opportunities for THEA. Gather and analyze information to become familiar with the Tampa Hillsborough Expressway Authority, through its existing mission statement, legislative charter, and community/business/ economic development partners.

- Provide an assessment of THEA's current conditions and operating environment to include current program offerings, business model, competitors, trends, organizational strengths and challenges.
- Conduct a strategic assessment of all key program areas, including a thorough review of MPO, state, and Regional plans to identify future projects, issues or opportunities for THEA.



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY**  
**TASK WORK ORDER: 2021 STRATEGIC PLAN UPDATE**  
**SCOPE OF WORK**  
6/2/2021

**2) Update THEA Mission**

Update THEA's mission (and possible vision and values) to align and position THEA as a relevant option to provide transportation improvements to the Tampa Bay region.

**3) Identify Strategic Issues**

Identify key issues that may provide opportunities, constraints or threats to THEA. Create a summary of these strategic issues. Identify issues with implementable action items. Identify issues that should be known, but not necessarily addressed. Identify, analyze and define roles/responsibilities in existing and potential partnerships with other entities (local, regional, state and national) that will achieve overall success of the Blueprint.

**4) Identify Industry Opportunities**

Identify project or project areas that represent the best opportunity for THEA to carry out its mission. Provide elements needed to successfully achieve opportunities for input into work program development.

## Strategy Implementation Plan

Identify implementation strategies that address/support issues and opportunities identified in the Strategy Document.

Provide a timeline and schedule of events and activities that support the strategies listed above as well as,

- Clearly define strategies in all key areas that will help to achieve overall success of the Blueprint;
- Develop a timeline for implementation of strategies.
- Articulate THEA's strengths and how these strengths can be applied to the strategies for the overall success of the Blueprint;
- Identify what makes THEA unique and special and how these can be applied to the strategies for the overall success of the Blueprint;
- Identify the organizational capacity that is required to successfully implement the strategies;
- Identify strategic ways to generate the revenue needed to achieve the strategies for the overall success of the Blueprint;
- Outline indicators of success to track progress of the Blueprint strategies;
- Establish performance measures, benchmarks or milestones that measure THEA's progress with each strategy.
- Include strategies and action items for short, medium, and long-term implementation timeframes.

## Strategy Communications Plan

Identify public relations and marketing opportunities and constraints and subsequent implementation strategies to position THEA for success.



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY**  
**TASK WORK ORDER: 2021 STRATEGIC PLAN UPDATE**  
**SCOPE OF WORK**  
6/2/2021

- Identify Legislative Opportunities and potential constraints and subsequent strategies to position THEA for success (City, County, State, National)
- Provide a timeline and schedule of annual events and activities that support the strategies listed above.
- Recommend primary message delivery channels of communicating strategies and objectives of THEA's Strategic Plan
- Provide strategies and support of Communication and Marketing efforts that will support the Blueprint and its strategies.

## Estimate of Work

Attachment A provides the estimate of work.

ATTACHMENT A. ESTIMATE OF WORK

Task Work Order:  
 Project Manager:  
 Contract Number:  
 Project Description:  
 Completion Date:

10  
 Bob Frey  
 P-0819 - WSP  
 FY 2021 Strategic Plan Update

Tasks	Staff Classification										Staff Hours by Activity	Burdened Cost by Activity	Average Rate by Activity
	Project Manager	ITS Manager	Strategic Advisor	Chief Engineer	Engineer	Chief Planner	Senior Planner	Planner	Designer (graphics)				
Loaded rates based on averaged base rates per classification with overhead, travel fee, and TCSM	\$177.63	\$221.76	\$276.21	\$250.81	\$144.26	\$368.55	\$157.87	\$95.11	\$113.96				
<b>1 RESEARCH AND REVIEW</b>													
Audit existing plans, documents, reports, and agreements	2		24			6	24	48				104	\$16,629.76
Baseline Assessment of 2015 Strategic Blueprint goals and status baseline	2	4	24			6	42	48				126	\$20,884.54
Conduct a strategic assessment of all key program areas	2	8	42			24	60	24				160	\$32,206.36
Develop Status Matrix of 2015 Strategic Objectives	2		24			12	24	48	18			128	\$20,292.70
<b>2 ANALYSIS AND REVISION</b>													
Update THEA's Mission	4	2	24			8	16	2				56	\$12,843.66
Align THEA's Mission with Regional Program	2	4	32			8	24	12				82	\$17,083.70
Stakeholder Coordination	2	4	32			24	32	24				118	\$23,820.78
<b>3 STRATEGIC PLAN DEVELOPMENT</b>													
Identify/Address Strategic Issues	4	4	24			16	8	8	6			70	\$15,559.20
Identify/Address Industry Issues	4	4	32			48	42	32				162	\$33,294.62
Develop Timeline for strategies	4	2	16			18	2	16	6			60	\$11,952.20
SWOT Assessment	4	4	48			42	16	32	16			158	\$31,921.42
Organizational Capacity Analysis			4			42	24	8				78	\$16,973.70
Legislative Strategy Development	2		24			24	24	16				90	\$18,484.14
Develop Indicators and Performance Measures for Tracking			4			32	6	8				52	\$11,650.28
Identify Strategies and Action Items in short, medium and long-term	4		24			52	24	40	8			152	\$29,785.28
Draft and Final Strategic Implementation Plan	4		36			32	48	48	24			192	\$33,918.24
Draft and Final Communications Implementation Plan	4		36			12	48	48	24			132	\$35,551.24
Draft and Final Documentation/Executive Summary	2		24			42	60	48	40			216	\$36,792.08
Draft/Final Presentation Slides	2		6			24	18	32	24			108	\$17,748.84
<b>PROJECT MANAGEMENT &amp; COORDINATION</b>													
Executive Interviews and One-on-Ones (includes 7 meetings, 1hr ea, 1 hr prep, 1 hr summary/review) + meeting set-up/coordination	21		21					21	36			99	\$18,696.87
Board Work Sessions (up to 3) (3 meetings, 4 x staff, 2 hr ea + 40 hr prep and ppt each, 2 hrs summary/minutes) (102 hrs)	6	8	42			16	42	24				138	\$28,861.70
Project Management/Consultant/Ownership	6											6	\$1,905.78
Review Meetings	6		6									12	\$3,395.04
Total Staff Hours by Classification	21	32	433	6	6	460	453	416	120	16	6	2021	\$393,238.97
Total Staff Cost (Unburdened) by Classification	\$8,271.71	\$3,646.71	\$38,412.36	\$93.06	\$93.06	\$41,844.00	\$27,502.26	\$38,991.06	\$6,943.44	\$93.06	\$93.06	\$93.06	

**SALARY RELATED COSTS:**

OVERHEAD	134.50%	
Fixed Fee	36.00%	
TCSM (includes Capital Cost Money)	0.52%	
	\$	43,268

\$393,238.97

**EXPENSES W/1-20%**

SALARY RELATED SUBTOTAL:		\$43,256.29
Salary of Field - F by Prime)		\$436,495.26
SUBTOTAL PRIME:		\$0.00
Sub consultant:		\$436,495.26
Sub consultant:		\$0.00
Sub consultant:		\$0.00
SUBTOTAL ESTIMATED FEE:		\$436,495.26
Optional Services		\$0.00
GRAND TOTAL ESTIMATED FEE:		\$436,495.26

# **Discussion/Action Items**

## **Planning Committee**

### **IV. B.3**

#### **Whiting PD&E Additional Services**

**Purpose:** During the Whiting Street PD&E, the study area and traffic analysis requirements increased to address peer agency future plans and state requirements. These tasks include the Intersection Modification Report (IMR) as required by FDOT, revised traffic analysis, concept revisions to address City of Tampa policies, and an enhanced visualization option for the Public Hearing based on the transforming nature of the Channel District. These additional services are included in the Supplemental Amendment.

**Funding:** Capital Budget - \$355,000

**Action:** Approval of the Supplemental Amendment for Lochner to complete necessary work for the Whiting Street PD&E in the amount not to exceed \$355,000.

**Scope of Services  
Supplemental Agreement 2  
Contract O-00519**

**Tampa Hillsborough Expressway Authority  
Whiting Street Project Development & Environment (PD&E) Study**

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**I. TRAFFIC ANALYSIS**

**A. Develop Design Hour Volumes (DHV) and Average Daily Traffic (ADT) Volumes**

The **CONSULTANT** will develop DHV and ADT using the agreed upon methodology approved by the **AUTHORITY** to include areas added since the original contract. These areas include:

- Channelside Drive from Meridian Avenue to Kennedy Boulevard
- Modifications made by Strategic Property Partners (SPP) in the network
- Expansion of the overall study area to the north to Kennedy Boulevard

The **CONSULTANT** will obtain the available initial traffic data from the **AUTHORITY**, FDOT, City of Tampa and Hillsborough County for Channelside Drive from Meridian Avenue to Kennedy Boulevard. Such data may include:

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

The **CONSULTANT** will coordinate with other agencies and if necessary will collect roadway segment counts based on availability. Any obtained traffic data will be combined with the original data collection efforts of the Whiting Street PD&E Study.

The **CONSULTANT** will also develop a separate traffic methodology statement prepared in accordance with the FDOT's Project Traffic Forecasting Procedure (#525-030-120) for the **AUTHORITY**'s approval for the addition of the Channelside Drive Corridor from Meridian Avenue to Kennedy Boulevard to the Project Traffic Analysis Report (PTAR). The traffic methodology will include a description of the proposed data collection, analysis procedures and techniques, formats for documentation, and reporting analysis results. The traffic methodology statement will address all traffic/transportation related concepts within this Scope of Services in summary detail for presentation, submittal, and approval by the **AUTHORITY**.

For the PTAR, the **CONSULTANT** will analyze the existing Whiting Street PD&E Study area with the addition of the Channelside Drive Corridor as follows:

- Volume Development and Operational Analysis:
  - The current Whiting Street PD&E study area bounded by Channelside Drive to the south, Whiting Street/Washington Street to the north, Florida Avenue/Jefferson Street to the west, and Meridian Avenue to the east.

- Volume Development Only:
  - The current Whiting Street PD&E study area bounded by Jackson Street to the south, Kennedy Boulevard to the north, Jefferson Street to the west, and Meridian Avenue to the east; and
  - The addition of Channelside Drive from Meridian Avenue to Kennedy Boulevard.

## **B. Synchro Analysis**

For the PTAR, the **CONSULTANT** will construct a Synchro network for the study area. The **CONSULTANT** will identify existing conditions through as-built plans, aerial photography, photographs, signal timing parameters, and existing traffic volumes and operational characteristics. The existing conditions Synchro analysis will consist of one-hour AM and PM peak hour analysis utilizing HCM outputs. This will be accomplished using methods and guidance from FDOT's Traffic Analysis Handbook.

For the PTAR, the **CONSULTANT** will summarize the future year's operational analyses for AM and PM peak hours. Each of the future year analysis for 2026, 2036 and 2046 will include queue and delay analyses. Information will be summarized in the PTAR in graphic and tabular format.

## **II. Interchange Modification Report**

### **A. Methodology Letter of Understanding**

The **CONSULTANT** will develop a proposed Methodology Letter of Understanding (MLOU) prepared in accordance with the FDOT's Interchange Access Request User's Guide (2020) for the **AUTHORITY**'s and FDOT's approval for the Interchange Modification Report (IMR). The MLOU will include a description of the proposed data collection, analysis procedures and techniques, formats for documentation, and reporting analysis results. The MLOU will address all traffic/transportation related concepts within this Scope of Services in summary detail for presentation, submittal, and approval by the **AUTHORITY** and FDOT.

### **B. Study Area**

For the IMR, the **CONSULTANT** will analyze the following study area:

- Eastbound Selmon Expressway from west of the Plant Avenue on-ramp to east of the Nebraska Avenue on-ramp;
- Florida Avenue from Channelside Drive to Brorein Street;
- Channelside Drive from Florida Avenue to Morgan Street; and
- Whiting Street from Jefferson Street to Meridian Avenue.

### **C. Analysis**

For the IMR, the **CONSULTANT** will construct a VISSIM microsimulation model for the study area. The **CONSULTANT** will identify existing conditions through as-built plans,

aerial photography, photographs, signal timing parameters, and existing traffic volumes and operational characteristics. Once the existing conditions simulation models are constructed, they will be calibrated to reasonably match the traffic operations observed in the field. The objective of model calibration is to obtain the best match possible between model performance and field measurements of performance. The existing conditions VISSIM traffic simulation models will be calibrated to existing three-hour AM and PM peak periods. Default traffic factors in the modeling software will be adjusted to obtain similar results to those conditions observed in the field to a reasonable degree of accuracy. This will be accomplished using methods and guidance from FDOT's Traffic Analysis Handbook and FHWA's Traffic Analysis Toolbox Volume III. The calibration effort will focus on the VISSIM model realistically reflecting the existing conditions (travel speed/travel time, delay, and queues). The calibration parameters will be applied to the future conditions models. All calibration efforts will be documented in a VISSIM Calibration and Validation Report.

For the IMR, the **CONSULTANT** will summarize the future year's operational analyses for AM and PM peak period conditions. Each of the future year analysis for 2026 and 2046 will include queue, travel time/speed, and delay analyses, as well as network-wide delay, travel time, and speed analyses. Information will be summarized in the IMR in graphic and tabular format.

VISSIM models will be developed with future 2026 and 2046 AM and PM traffic conditions for the No-Build scenario. Each of the VISSIM traffic simulation models will be run for a minimum of three hours (not including network loading time) with multiple runs having different random number seeds due to the stochastic nature of traffic simulation models. A statistical test will be performed to determine the adequate number of simulation runs. The output from these model runs will then be summarized and averaged in tabular format. Measures of Effectiveness (MOEs) will include queues and delay for the intersections and network-wide outputs will include total delay, total travel time, average speed, etc.

VISSIM models will be developed with future 2026 and 2046 AM and PM traffic conditions for the Build alternative. Each of the VISSIM traffic simulation models will be run for a minimum of three hours (not including network loading time) with multiple runs having different random number seeds due to the stochastic nature of traffic simulation models. A statistical test will be performed to determine the adequate number of simulation runs. The output from these model runs will then be summarized and averaged in tabular format. MOEs will include queues and delay for the intersections and network-wide outputs will include total delay, total travel time, average speed, etc.

#### **D. Documentation**

The **CONSULTANT** will prepare an Interchange Modification Report (IMR) and Project Traffic Analysis Report (PTAR). The IMR/PTAR will document all data collection efforts, travel demand modeling, development of future traffic volumes, and traffic operational analysis of the existing conditions, no-build conditions, and build alternative for their respective study areas. The design traffic will be prepared in accordance with the Project Traffic Forecasting Procedure (#525-030-120). The results of the operational analysis



conducted for all identified alternatives will be documented and compared within the IMR/PTAR. The IMR/PTAR will include recommendations for the phased implementation of the improvement alternative(s) identifies in these studies.

### **III. CONCEPT PLANS**

The **CONSULTANT** will develop and analyze additional concept plans due to changes/comments from the City of Tampa and SPP. These concepts include:

- Nebraska Avenue connection with Water Street
- Washington Street to accommodate 10 feet wide sidewalks
- SPP network changes affecting the ramp design
- Washington Street/Nebraska Avenue intersection revisions
- Whiting Street from Jefferson Street to the Selmon Expressway Off-ramp

### **IV. VISUALIZATION**

The **CONSULTANT** will develop separate visualization scenarios to show traffic simulation for presentation to THEA leadership. These scenarios are in addition to the ones provided for in the original scope of services.

Upon approval from the **AUTHORITY**, create a 3D model of the preferred alternative to incorporate to show the proposed improvements. The 3D model should be of enough detail and accuracy that the viewer will see a realistic depiction of the project.

The **CONSULTANT** will produce one 3D animation for the length of the project corridor. This animation will visualize the preferred alternative for purposes of public display and presentation at the alternatives public workshop and public hearing. The final project deliverables will include a master DVD suitable for duplication and an internet ready video file suitable for posting on the project website. The animation will be of enough detail and accuracy, so the viewer can see a realistic depiction of the project from multiple viewpoints. The **CONSULTANT** will photograph the existing structures and landmarks along the project corridor to provide backgrounds for the animations. Updated aerial imagery will be obtained. Survey data will be used to determine building heights.

### **V. PROGRESS MEETINGS**

The **CONSULTANT** will attend additional progress meetings associated with the time extension of the contract.

**PROJECT DEVELOPMENT & ENVIRONMENT  
PROJECT DATA**

**ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT**

Name of Project: Project Development and Environmental (PD&E) Study for Whiting Street  
 County: Hillsborough  
 FPN: ELOI O-00519  
 FAP No.: N/A

Consult. Name: H. W. Lochner, Inc.  
 Consult. No. enter consultants proj. number  
 Date: 6/10/2021  
 Estimator: insert name

Staff Classification	Total Staff Hours From "SH Secretary Firm"	Project Manager 2	Principal Engineer	Chief Engineer 1	Chief Engineer 2	Senior Engineer 1	Senior Engineer 2	Engineer 1	Engineer 2	Engineering Intern	Senior Engineering Technician	Technician Aid	Chief Scientist	Environmental Specialist	Transportation Data Scientist	GIS Specialist	Graphics Designer	Contract Coordinator	Secretary / Clerical	SH	Salary	Average
		\$85.72	\$100.00	\$86.37	\$100.00	\$61.51	\$61.31	\$39.20	\$47.05	\$32.69	\$37.13	\$17.00	\$66.49	\$30.00	\$61.90	\$31.17	\$40.25	\$29.87	\$20.47	By Activity	Cost By Activity	Rate Per Task
Public Involvement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Engineering Analysis & Report	2,639	0	0	0	29	0	0	726	203	926	0	63	0	0	343	115	235	0	0	2,640	\$106,527	\$40.35
Environmental Analysis & Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
Miscellaneous	144	29	29	0	22	0	0	0	0	43	0	0	0	0	23	0	0	0	0	146	\$10,415	\$71.34
<b>Total Staff Hours</b>	2,783	29	29	0	51	0	0	726	203	969	0	63	0	0	366	115	235	0	0	2,786		
<b>Total Staff Cost</b>		\$2,485.88	\$2,900.00	\$0.00	\$5,100.00	\$0.00	\$0.00	\$28,459.20	\$9,551.15	\$31,676.61	\$0.00	\$1,071.00	\$0.00	\$0.00	\$22,655.40	\$3,584.55	\$9,458.75	\$0.00	\$0.00		<b>\$116,942.54</b>	<b>\$41.98</b>

Survey Field Days by Subconsultant  
 4 - Person Crew:

SALARY RELATED COSTS:		\$116,942.54
OVERHEAD:	161.89%	\$189,318.28
OPERATING MARGIN:	34.00%	\$39,760.46
FCCM (Facilities Capital Cost Money):	0.22%	\$257.27
EXPENSES:	7.13%	\$8,338.00
<b>SALARY RELATED SUBTOTAL:</b>		<b>\$354,616.55</b>
Survey (Field - if by Prime)	0.00	4-man crew days   5 - /day
<b>SUBTOTAL - PRIME</b>		<b>\$354,616.55</b>
Subconsultant: Adams Traffic		\$0.00
Subconsultant: AREHNA		\$0.00
Subconsultant: ECHO UES		\$0.00
Subconsultant: IAA		\$0.00
Subconsultant: Janus		\$0.00
Subconsultant: KB Env		\$0.00
Subconsultant: Tindale Oliver		\$0.00
Subconsultant: WSP		\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>		<b>\$354,616.55</b>
Optional Services		\$0.00
<b>GRAND TOTAL ESTIMATED FEE:</b>		<b>\$354,616.55</b>

Notes:

1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.
2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

Check -- \$116,942.54

# **Discussion/Action Items Planning Committee**

## **IV. B.4**

### **Approval of Whiting Street Staff Recommended Preferred Alternative**

**Purpose:** The Whiting Project Development and Environment (PD&E) Study completed the public alternatives meeting in May 2021, with public comment closing on June 10, 2021. This project investigates connecting Whiting Street to Meridian Avenue. The project looked at ways to improve operations and safety for Whiting Street between Jefferson Street and Brush Street, the Jefferson Street entrance ramp, and the downtown Tampa eastbound exit ramps. Three alternatives were analyzed after meeting with local peer agencies, jurisdictions, and the public. The staff recommended preferred alternative will enhance safety and community connections in downtown Tampa, as well as complement City future transportation investments.

**Funding:** N/A

**Action:** Approval of the staff Recommended Preferred Alternative for the Whiting Street PD&E for further study, leading to a Public Hearing and subsequent Board approval of completed PD&E study.

# Alternatives Update

Please visit the study  
website:  
[whitingstreetpde.com](http://whitingstreetpde.com)



# Project Development Process



- Involves a wide-range of environmental, engineering, and public involvement activities
- Evaluates potential social, economic, natural, and physical environmental impacts

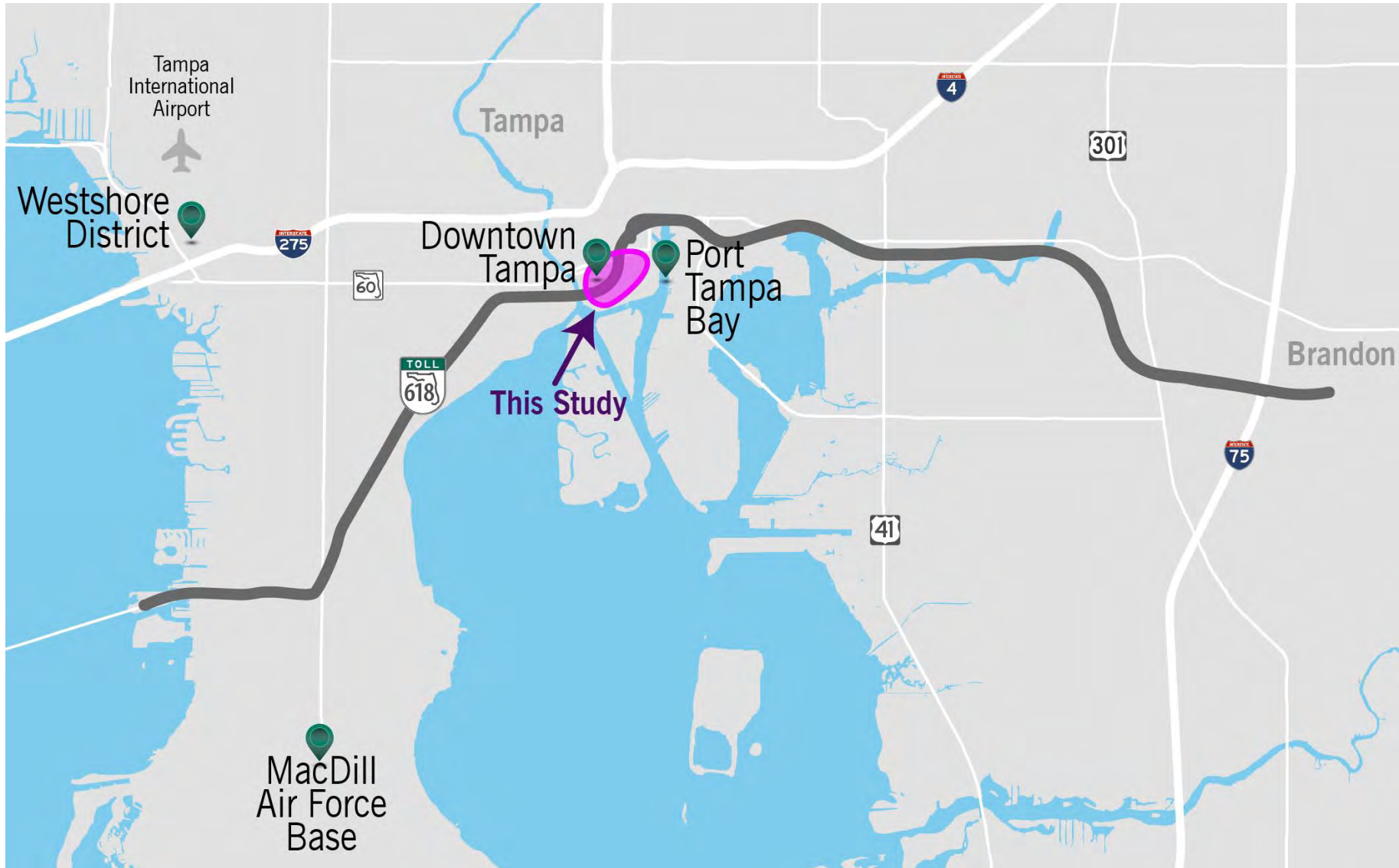
**STEP 1** Develop Alternatives

**STEP 2** Evaluate Alternatives

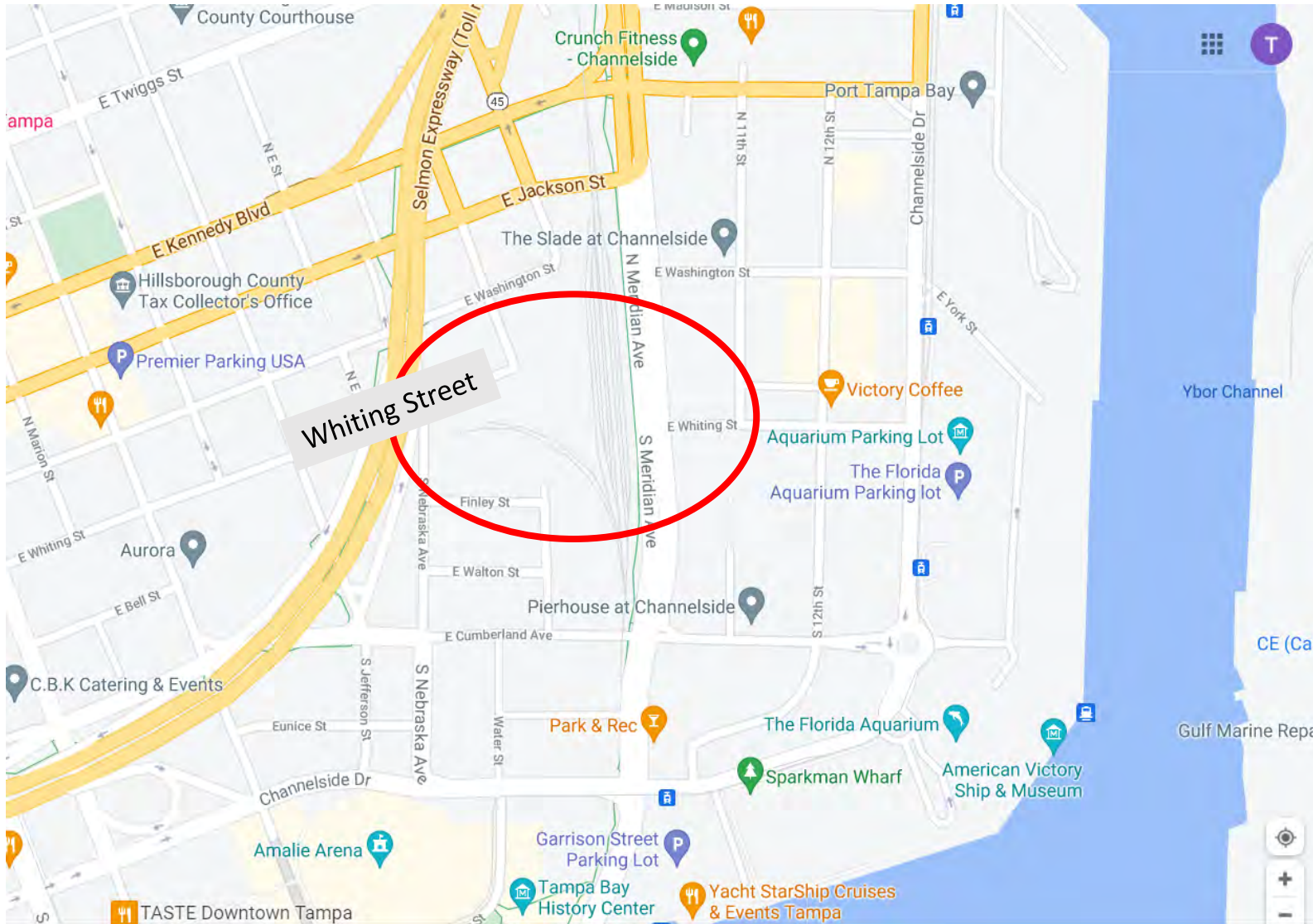
**STEP 3** Gather Public Comments

**STEP 4** Identify Preferred Alternative

# PD&E Study Area



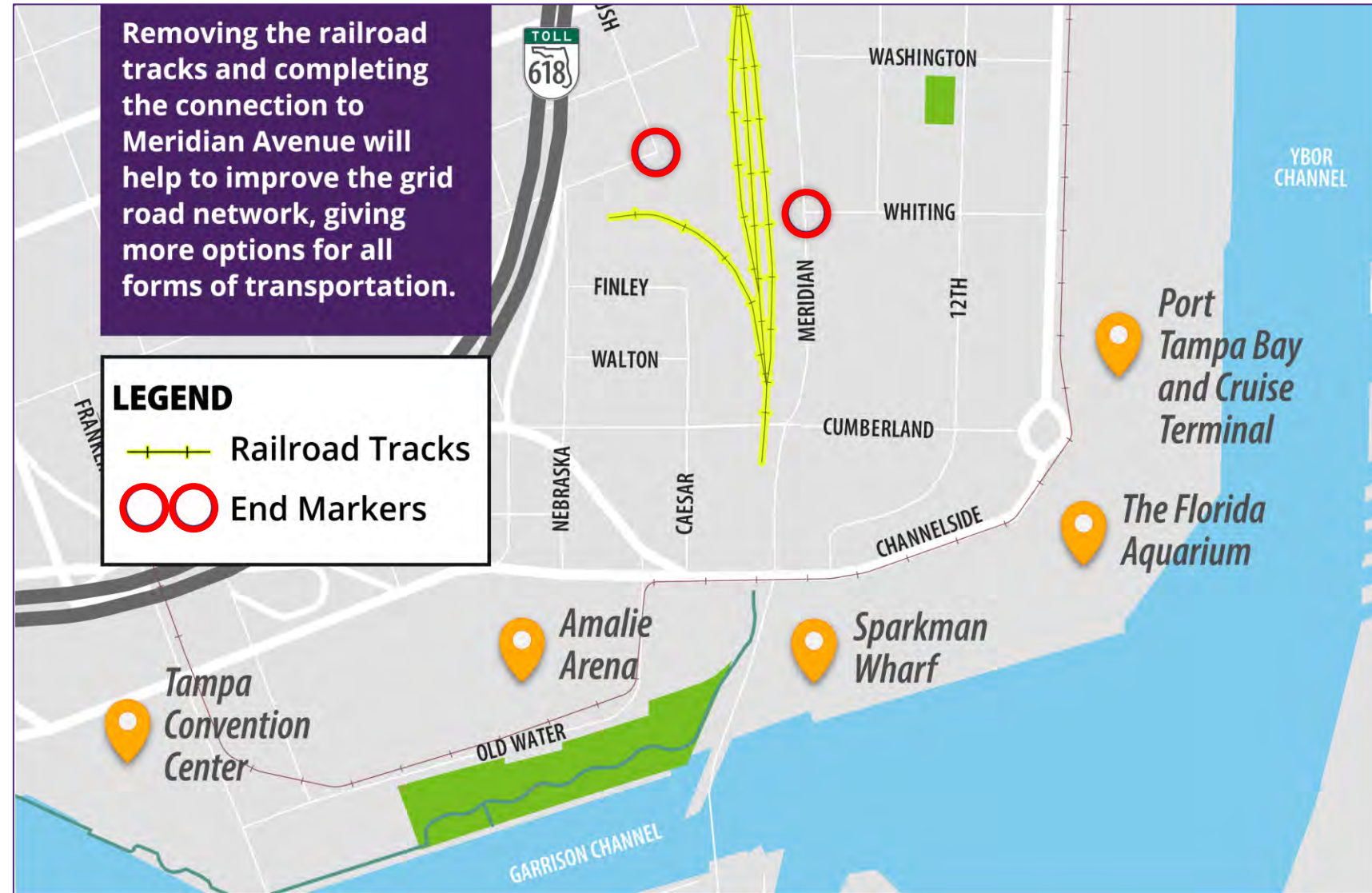
# PD&E Study Area





# THEA's Community Commitment

- Enhance East-West Mobility
- Railroad tracks currently create barrier
- Enhance pedestrian safety & walkability
- Improve the grid network



# Study Area Includes:

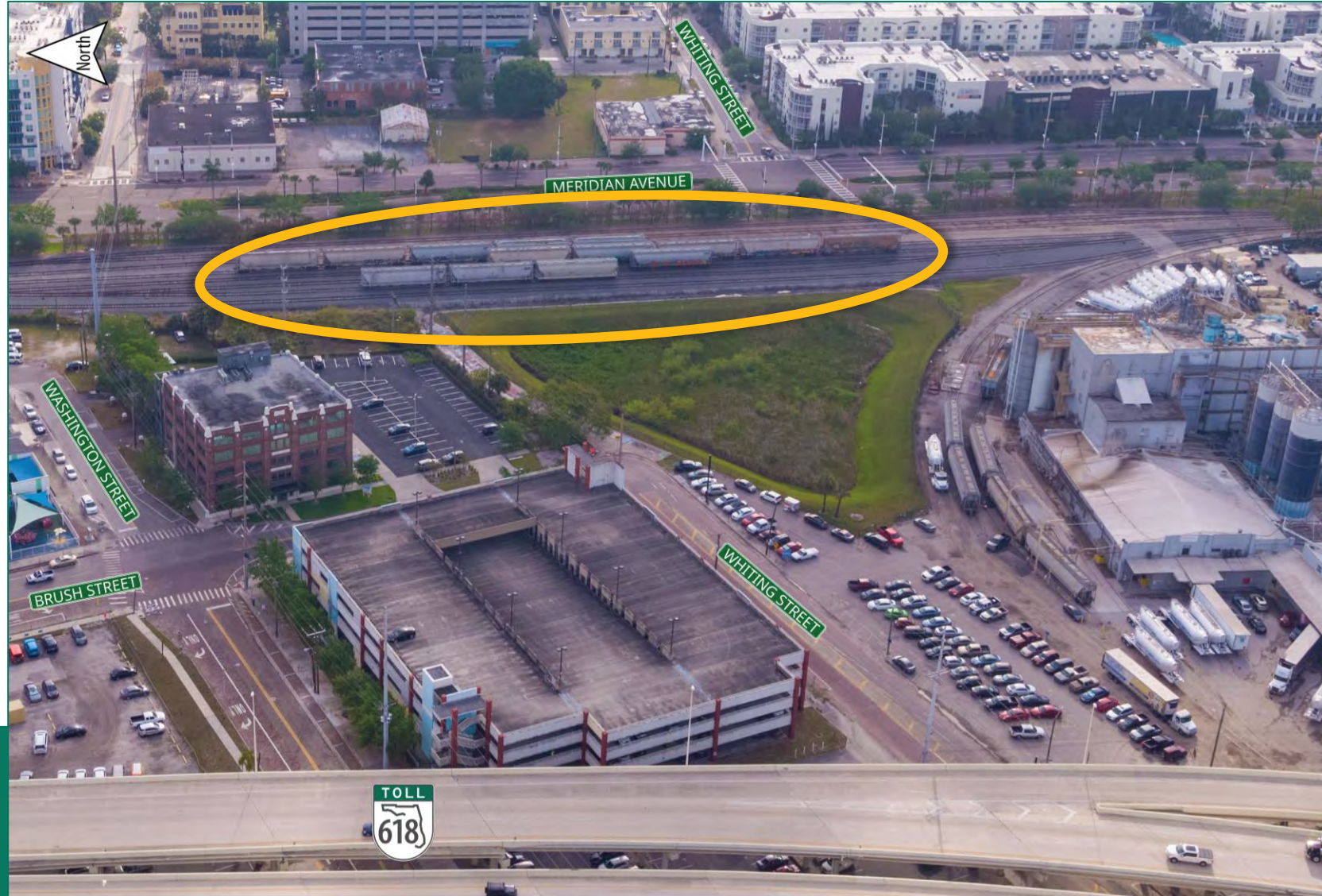


- A** Whiting Street from Meridian Avenue to Brush Street
- B** Whiting Street from Brush Street to Jefferson Street
- C** Jefferson Street Entrance Ramp and new Whiting Street Exit Ramp
- D** Removal of Exit Ramp 6B and Reconstruction of Exit Ramp 6A

# Conditions, Constraints, & Considerations

## Location A: Whiting Street from Meridian Avenue to Brush Street

*Railroad tracks create a barrier for Whiting Street between Brush Street and Meridian Avenue*

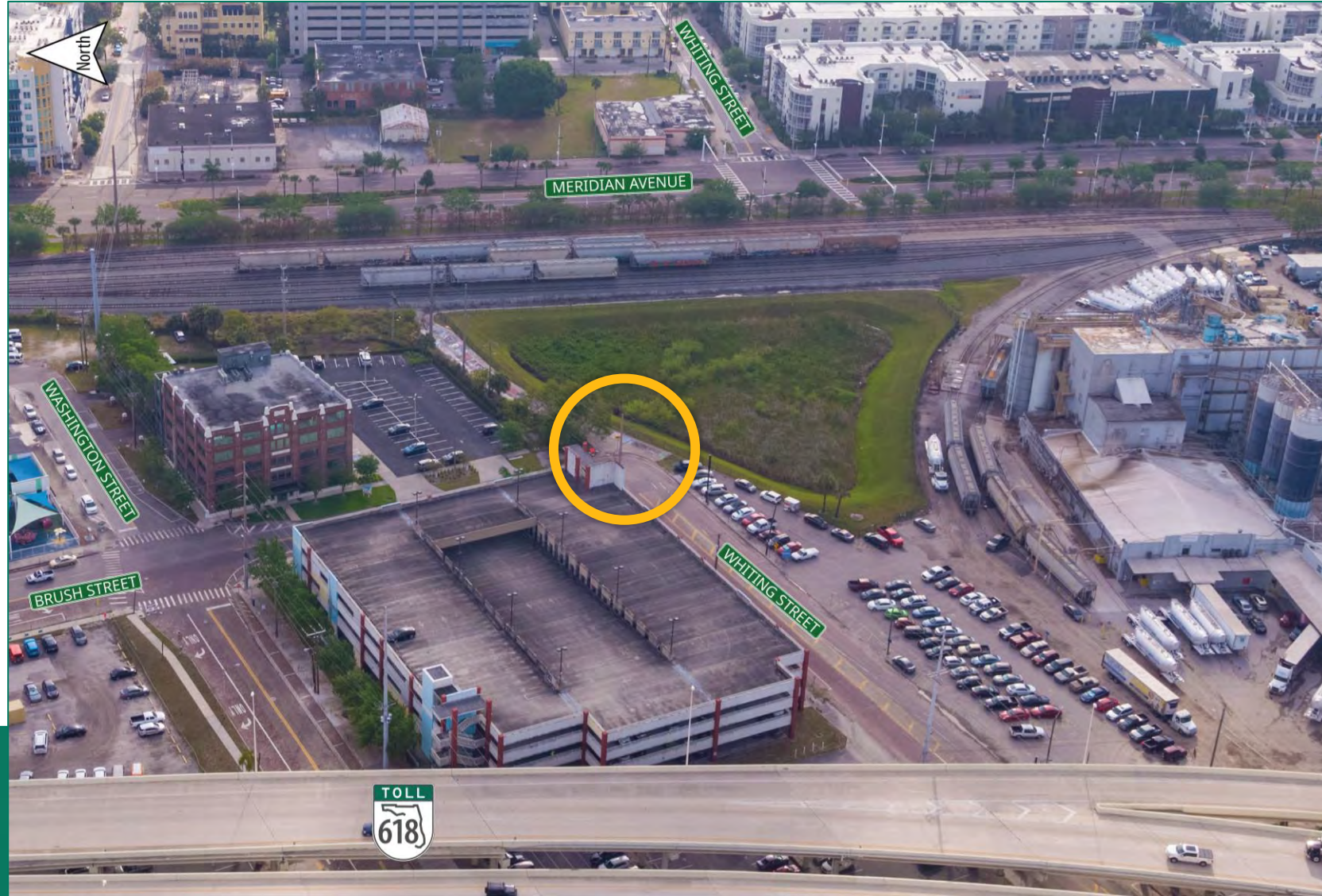


*View looking east at Whiting Street toward Meridian Avenue*

# Conditions, Constraints, & Considerations

## Location A: Whiting Street from Meridian Avenue to Brush Street

*Whiting Street ends, cutting off the grid network*



*View looking east at Whiting Street toward Meridian Avenue*

# Conditions, Constraints, & Considerations

## Location B: Whiting Street from Brush Street to Jefferson Street

*Whiting Street currently ends at Brush Street, it is only two lanes and, east of the Selmon Expressway is a brick road in need of repair*

*View looking west at Whiting Street toward Jefferson Street*



# Conditions, Constraints, & Considerations

## Location D: Reconstruction of Exit Ramp Ramp 6A

*The short loop ramp  
causes vehicles to slow  
down quickly*

*View looking north at eastbound  
downtown Tampa exit ramp to  
northbound Florida Avenue*



# Conditions, Constraints, & Considerations

## Location D: Reconstruction of Exit Ramp 6A

*The free-flow intersection can be challenging for pedestrians and drivers trying to merge onto Florida Avenue*

*View looking north at eastbound downtown Tampa exit ramp to northbound Florida Avenue*



# Conditions, Constraints, & Considerations

## Location D: Removal of Exit 6B (Channelside Drive)

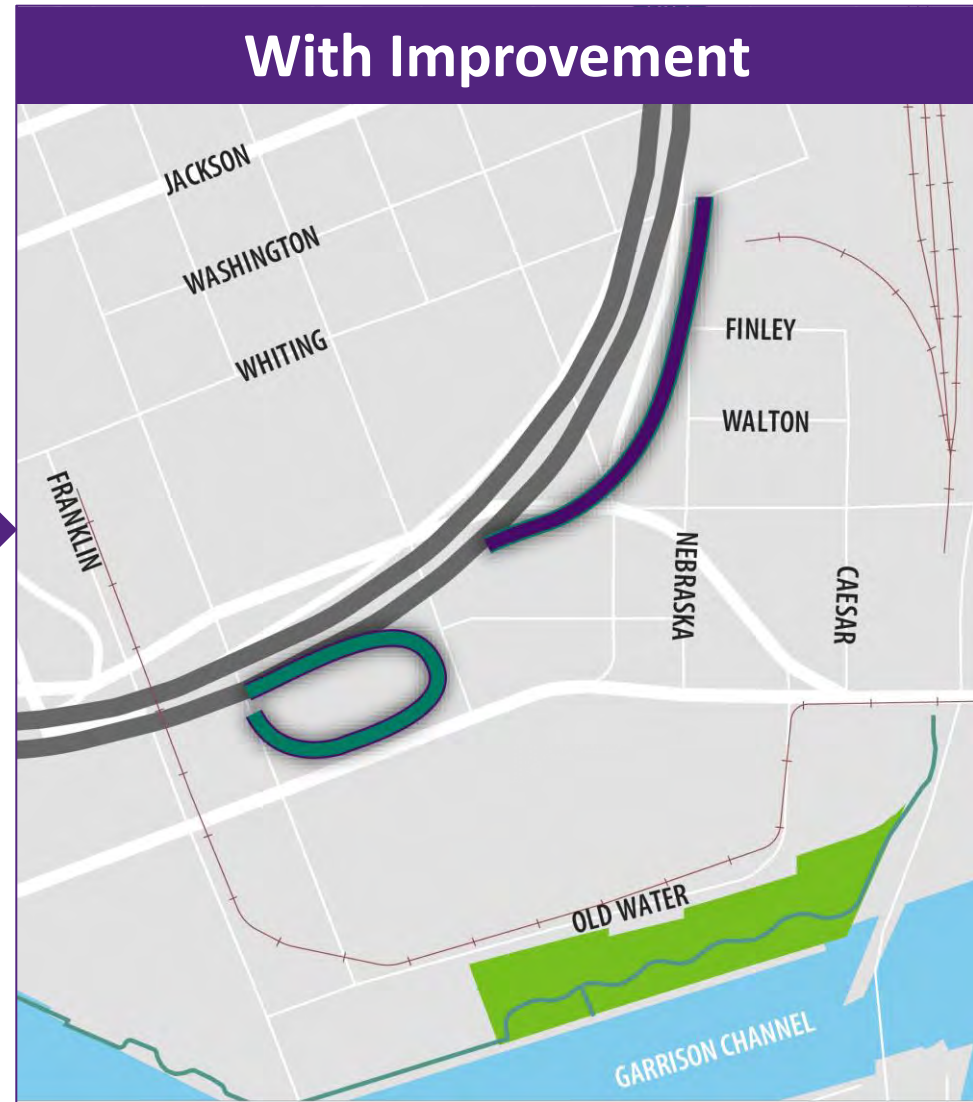
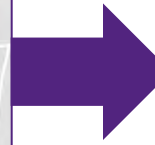
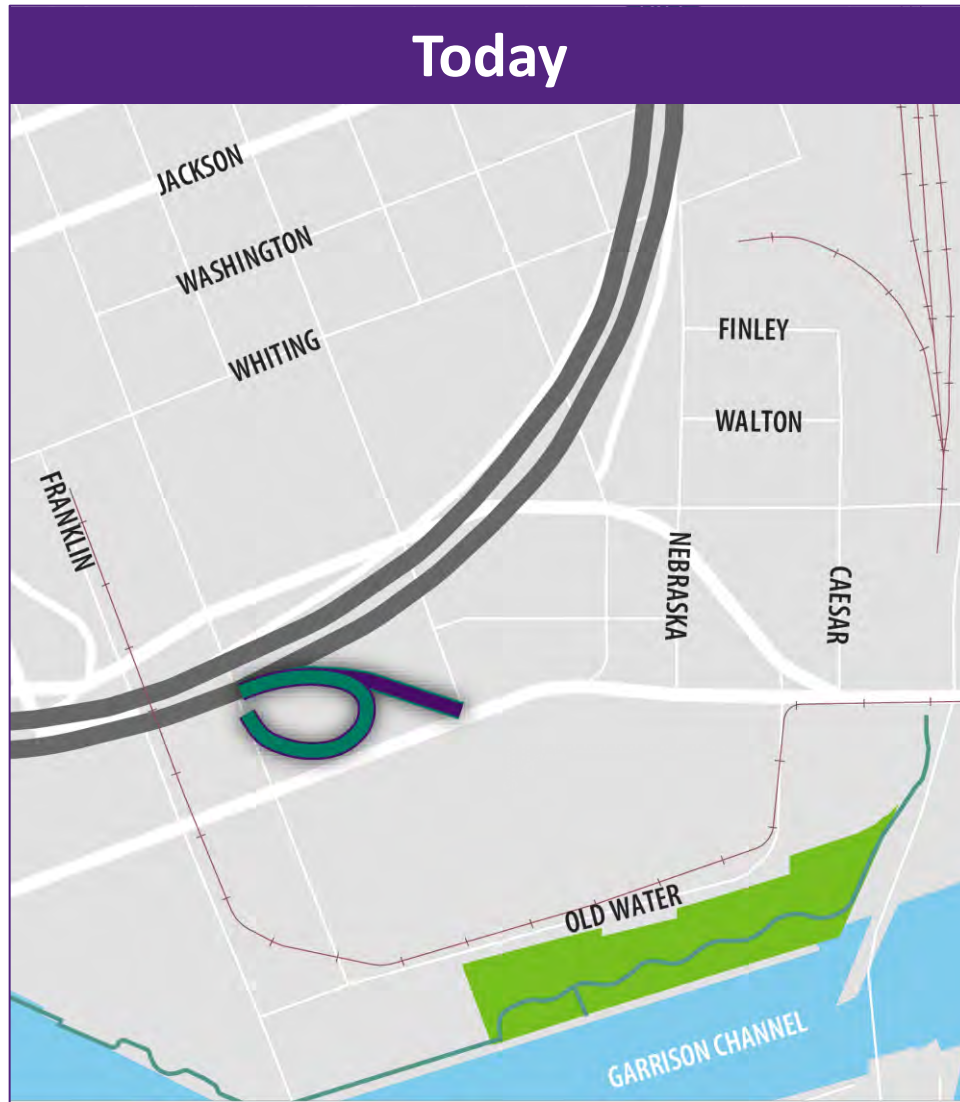
*The existing diagonal ramp ends in 5-legged intersection, making area challenging for pedestrians and drivers*

*View looking east at eastbound downtown Tampa exit ramp to eastbound Channelside Drive*





# How would we separate the exit ramps?



# Planned Changes



- D** Removal of Exit Ramp 6B and Reconstruction of Exit Ramp 6A

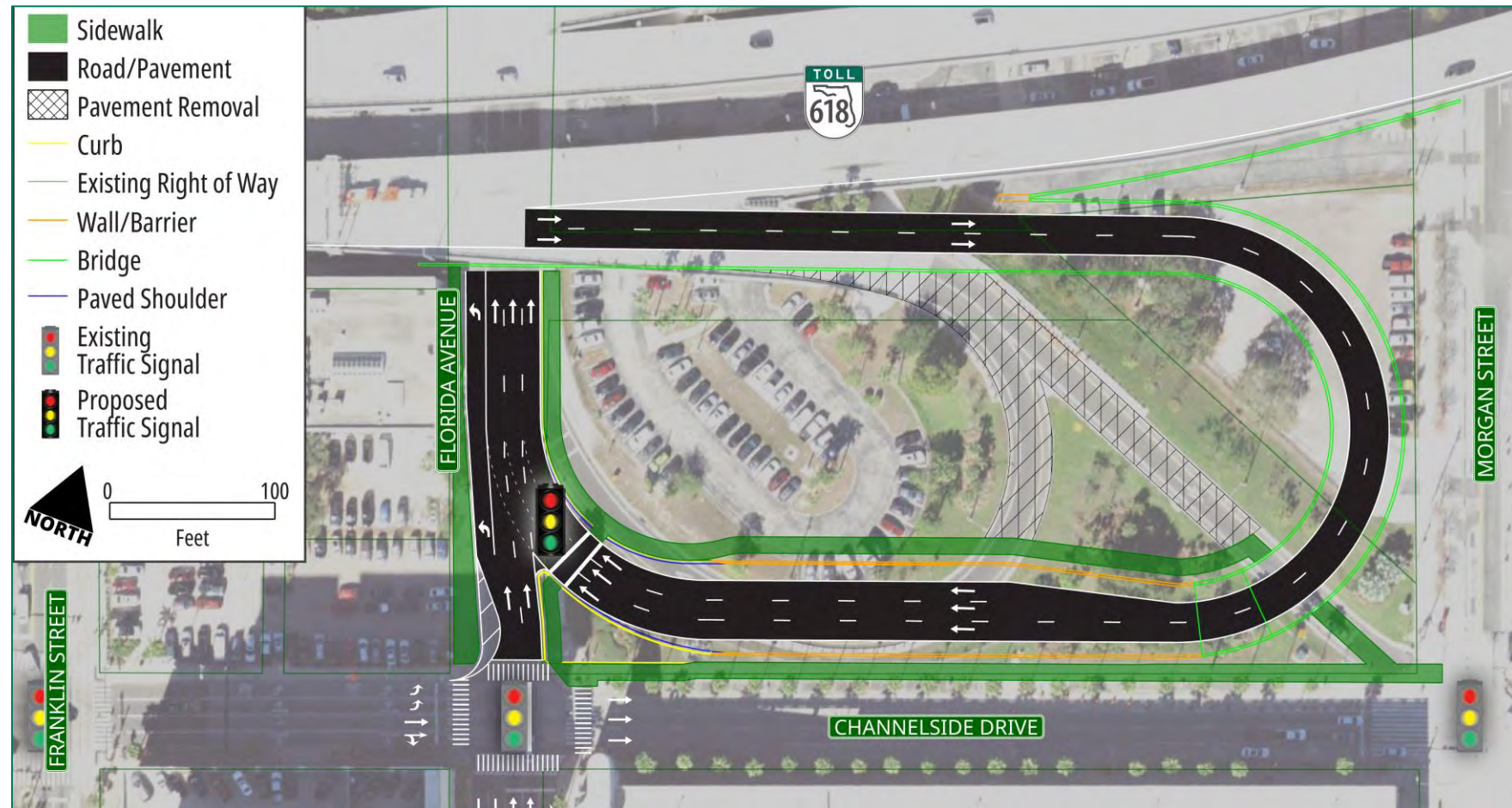
# Planned Changes

## Location D: Removal of Exit Ramp 6B and Reconstruction of Exit Ramp 6A

Remove the pavement for the existing exit ramp for 6B

Lengthen the loop ramp to make room for more vehicles

Build the loop ramp on an elevated structure with piers to open up the area underneath to pedestrians and make the area brighter and more open



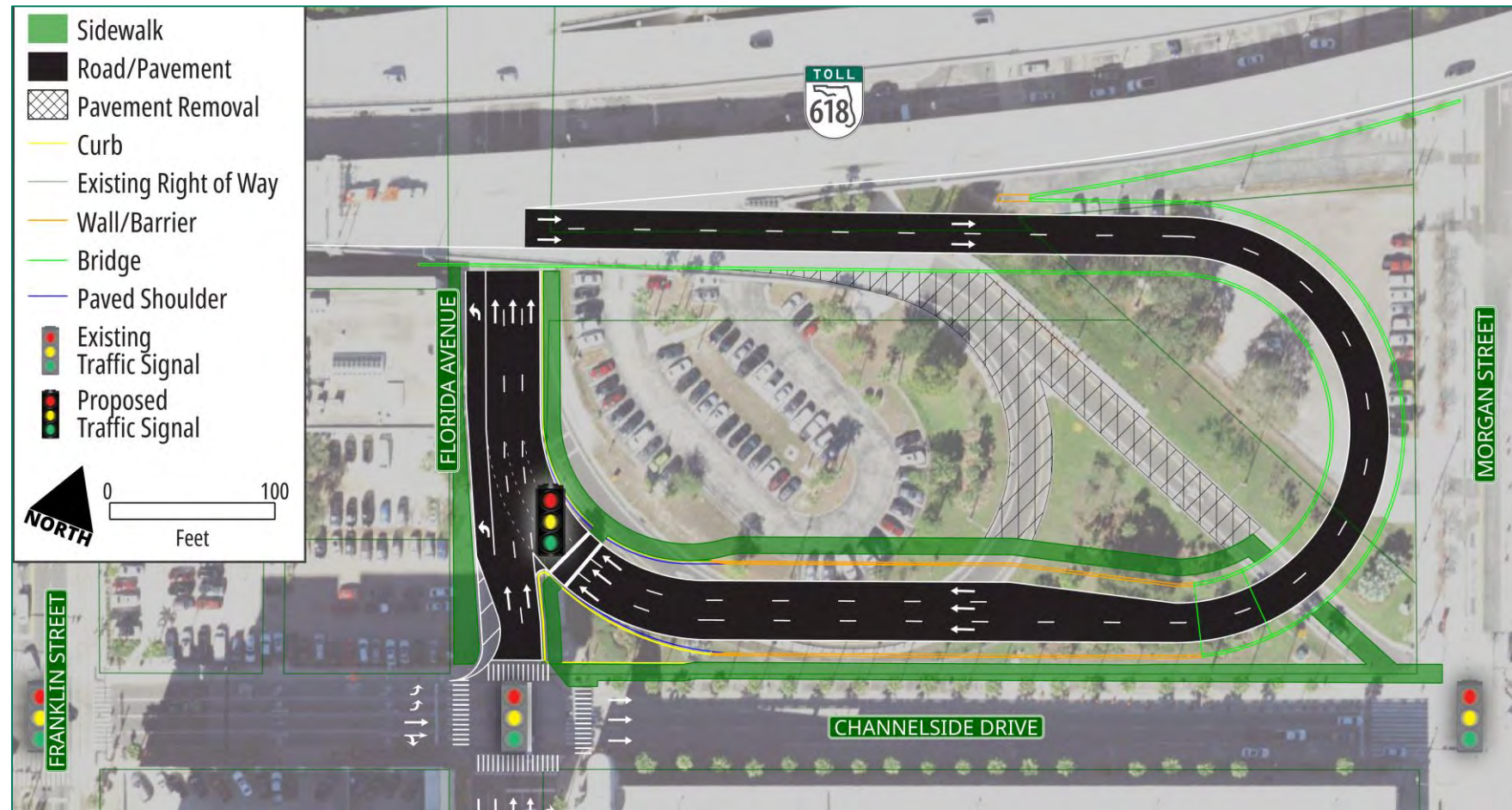
# Planned Changes

## Location D: Removal of Exit Ramp 6B and Reconstruction of Exit Ramp 6A

Widen ramp two lanes through the curve and three lanes at the intersection

Install a new traffic signal at the end of the ramp to make it safer for pedestrians and the turning vehicles entering northbound Florida Avenue

Include a pedestrian crosswalk at the new signal and keep the sidewalk on the east side of Florida Avenue



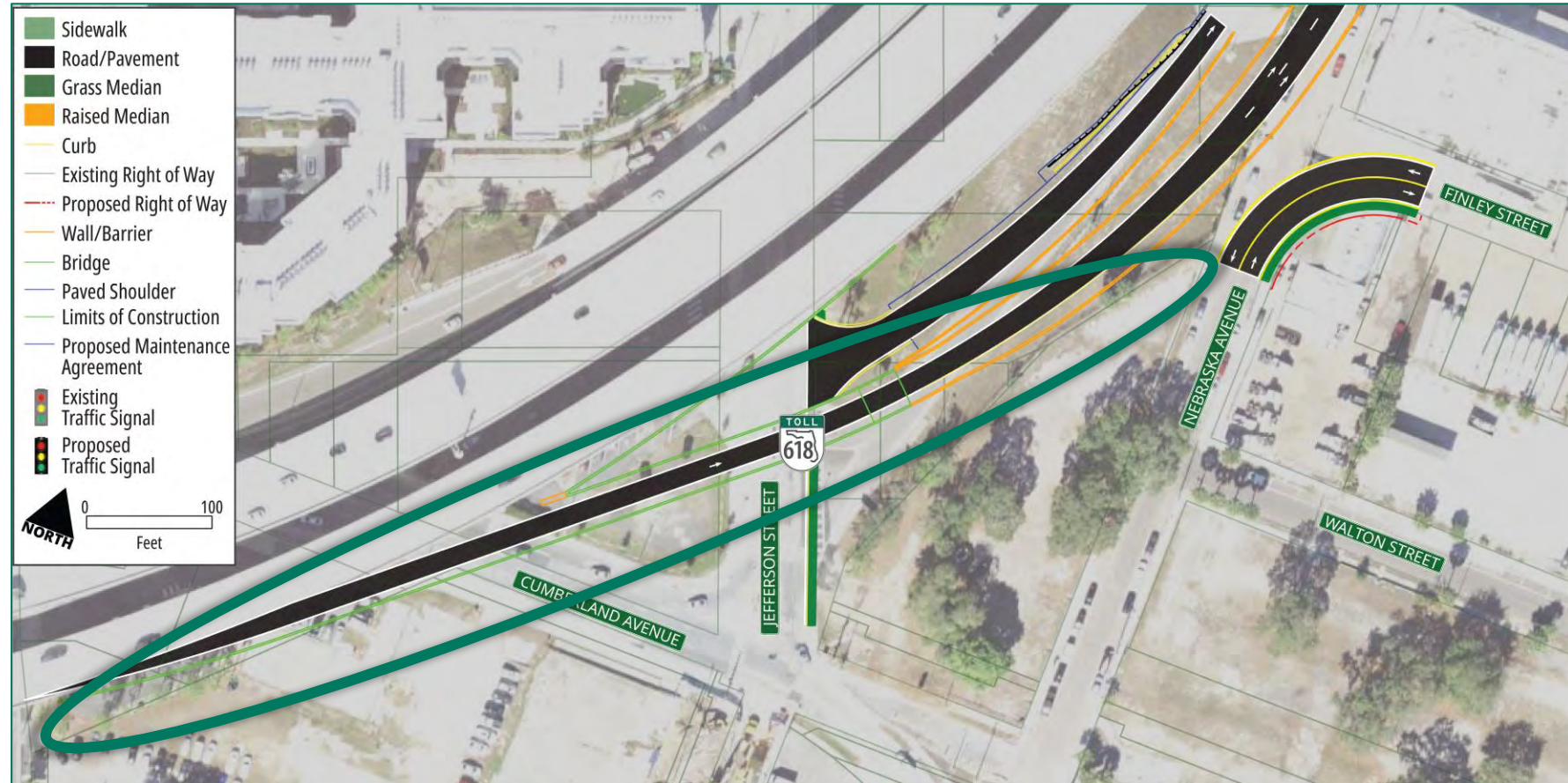
# Planned Changes



**C** Jefferson Street Entrance Ramp and new Whiting Street Exit Ramp

## Location C: Jefferson Street Entrance Ramp and new Whiting Street Exit Ramp

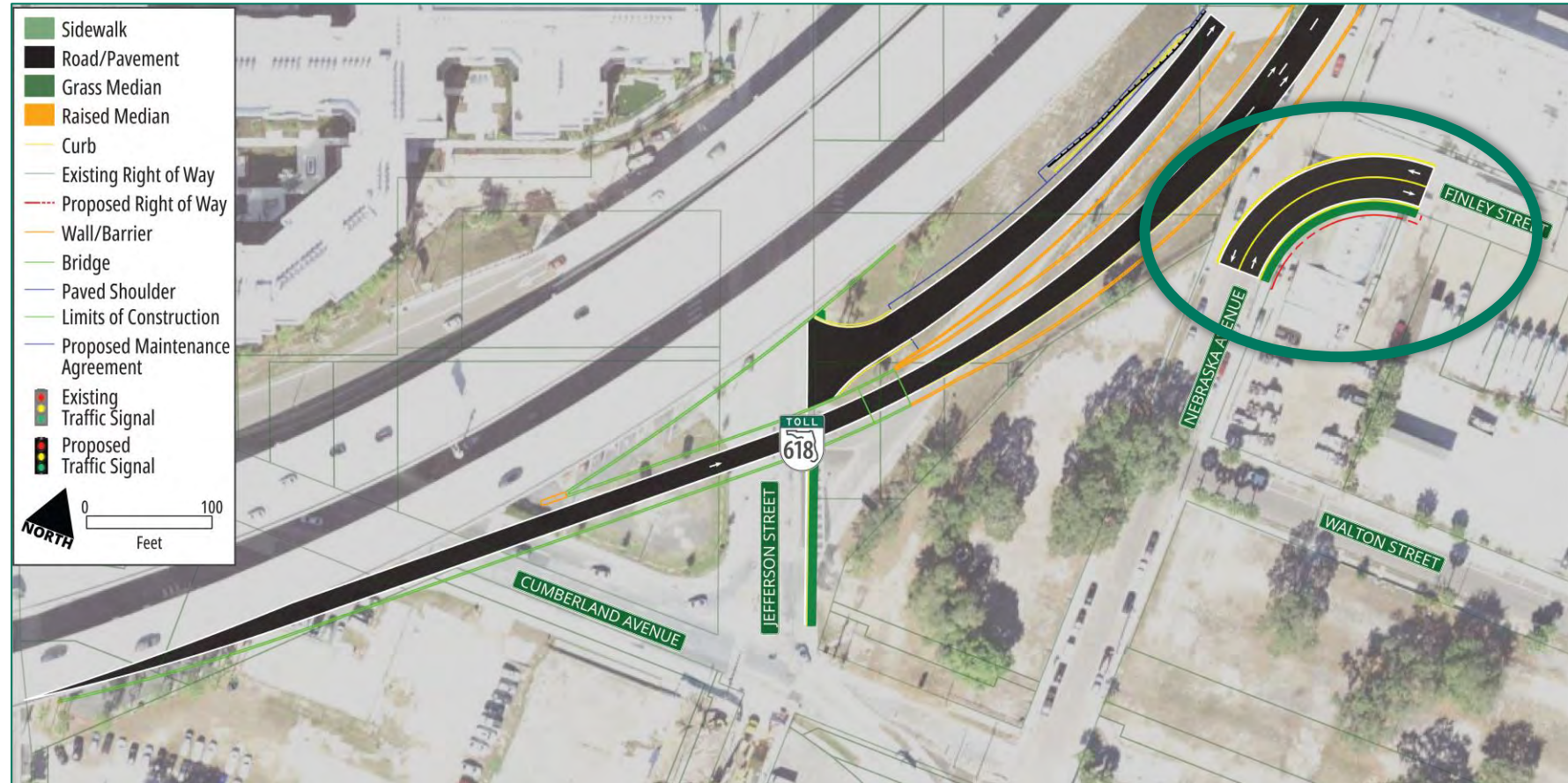
Move the exit ramp for 6B to the northeast to connect to Whiting Street



## Location C: Jefferson Street Entrance Ramp and new Whiting Street Exit Ramp

Move the exit ramp for 6B to the northeast to connect to Whiting Street

Create a new connection between Nebraska Avenue and Finley Street

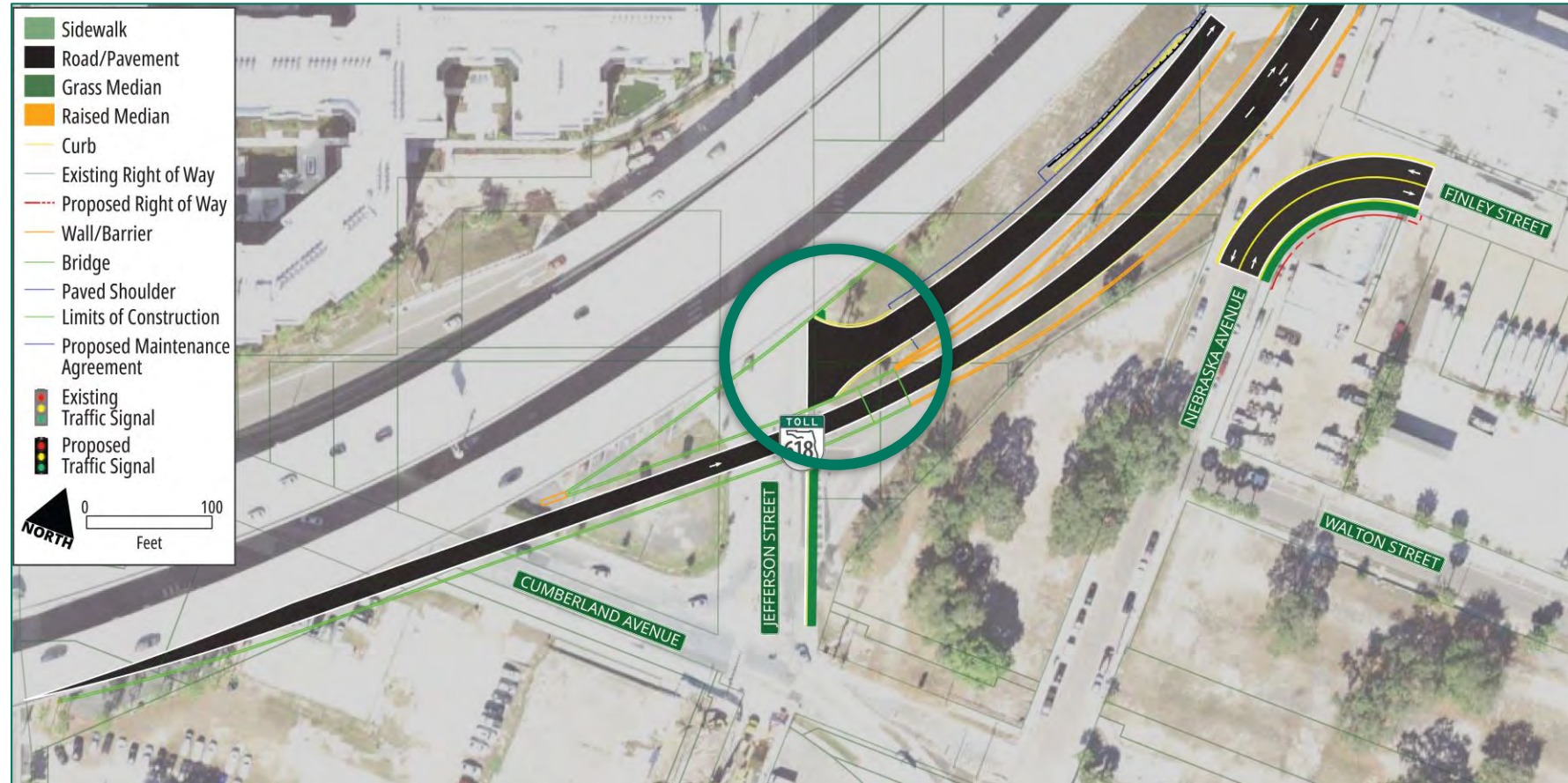


## Location C: Jefferson Street Entrance Ramp and new Whiting Street Exit Ramp

Move the exit ramp for 6B to the northeast to connect to Whiting Street

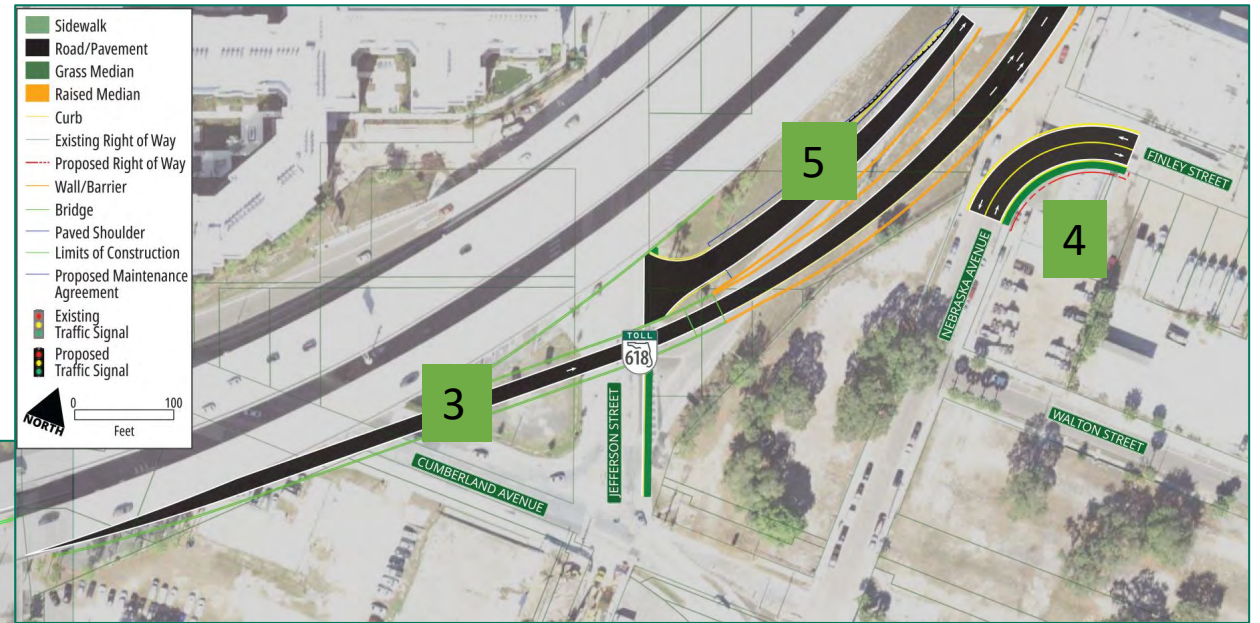
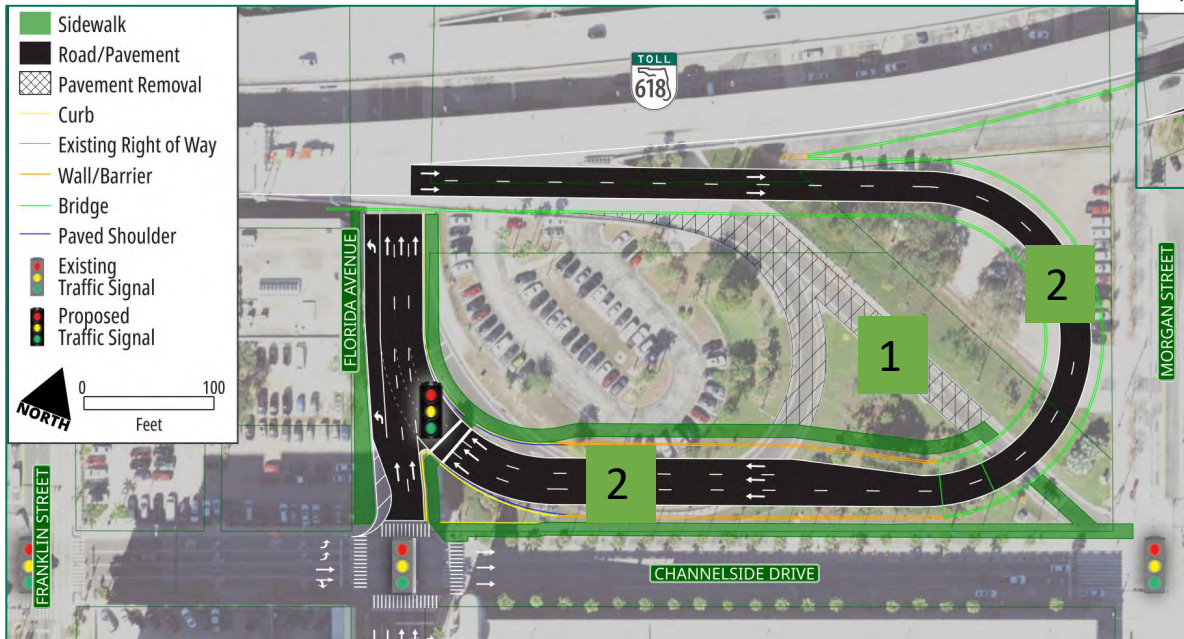
Create a new connection between Nebraska Avenue and Finley Street

Shift the entrance ramp from Jefferson Street to eastbound Selmon Expressway to the north to make room for the Whiting Street exit ramp





# Planned Changes



# Study Area

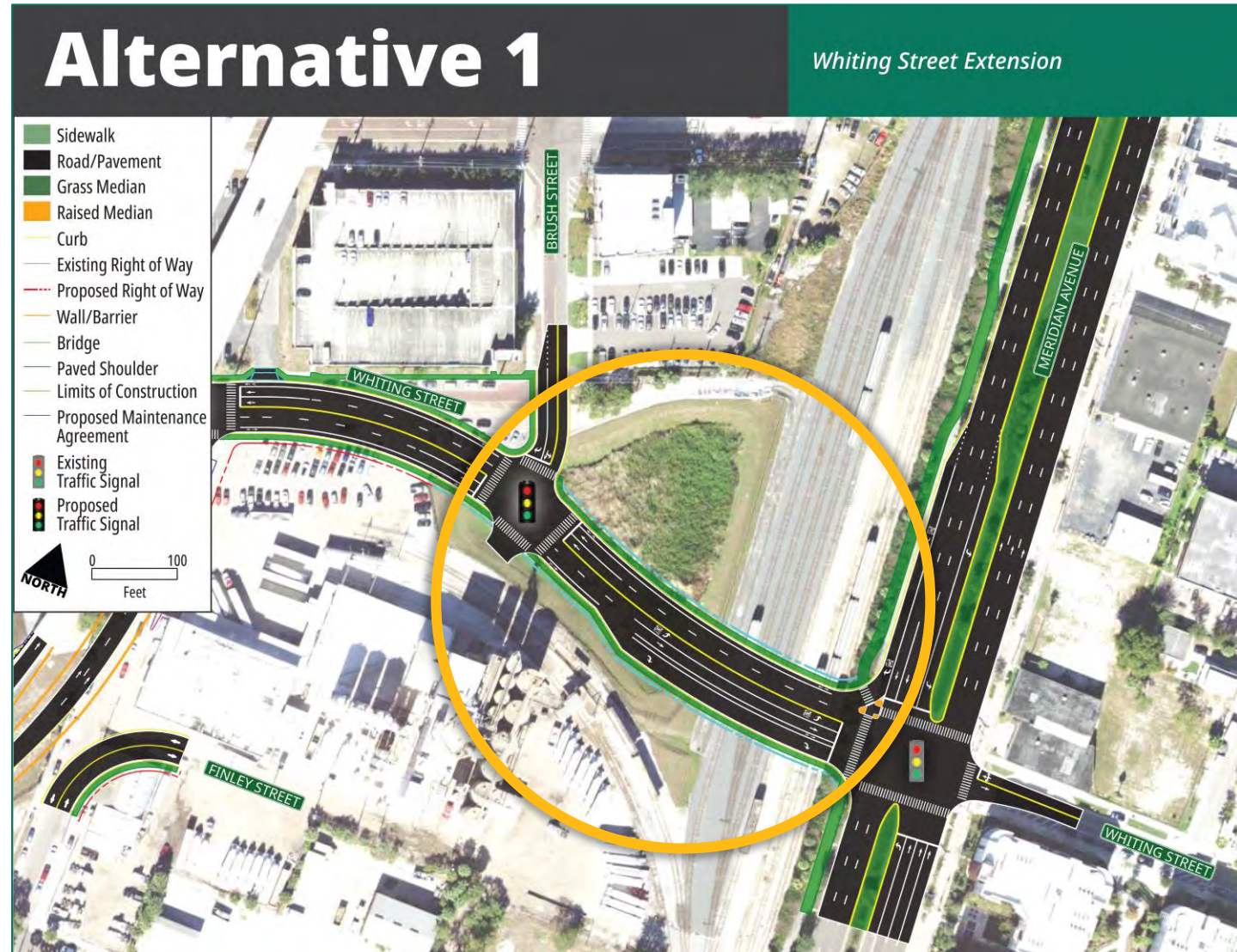


**A** Whiting Street from Meridian Avenue to Brush Street

# Alternatives Considered

## Location A: Whiting Street from Meridian Avenue to Brush Street

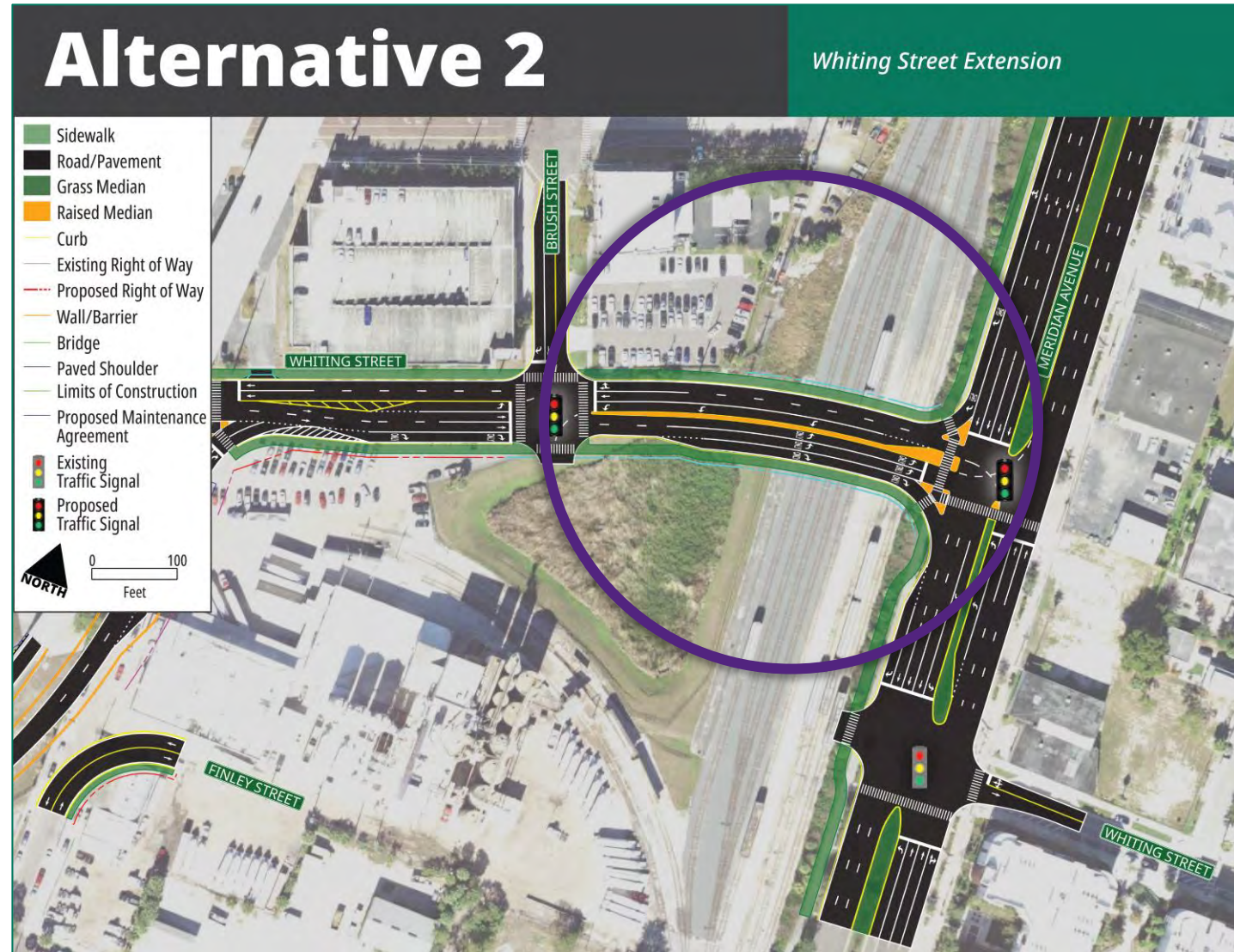
Connect Whiting Street between Meridian Avenue and Brush Street, **connecting at the existing Whiting Street intersection**



# Alternatives Considered

## Location A: Whiting Street from Meridian Avenue to Brush Street

Connect Whiting Street between Meridian Avenue and Brush Street, connecting at the existing Whiting Street intersection



# Study Area

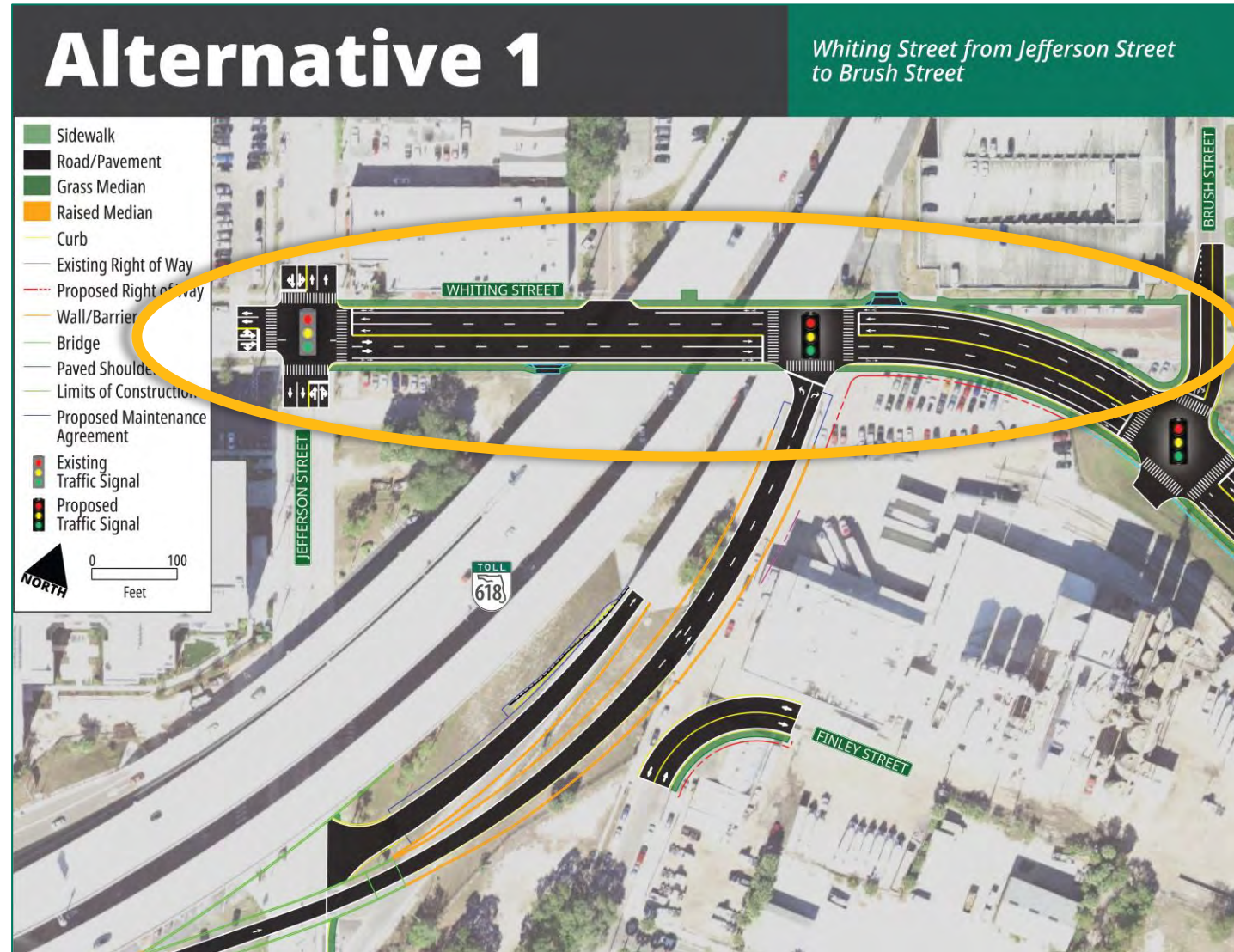


**B** Whiting Street from Brush Street to Jefferson Street

# Alternatives Considered

## Location B: Whiting Street from Brush Street to Jefferson Street

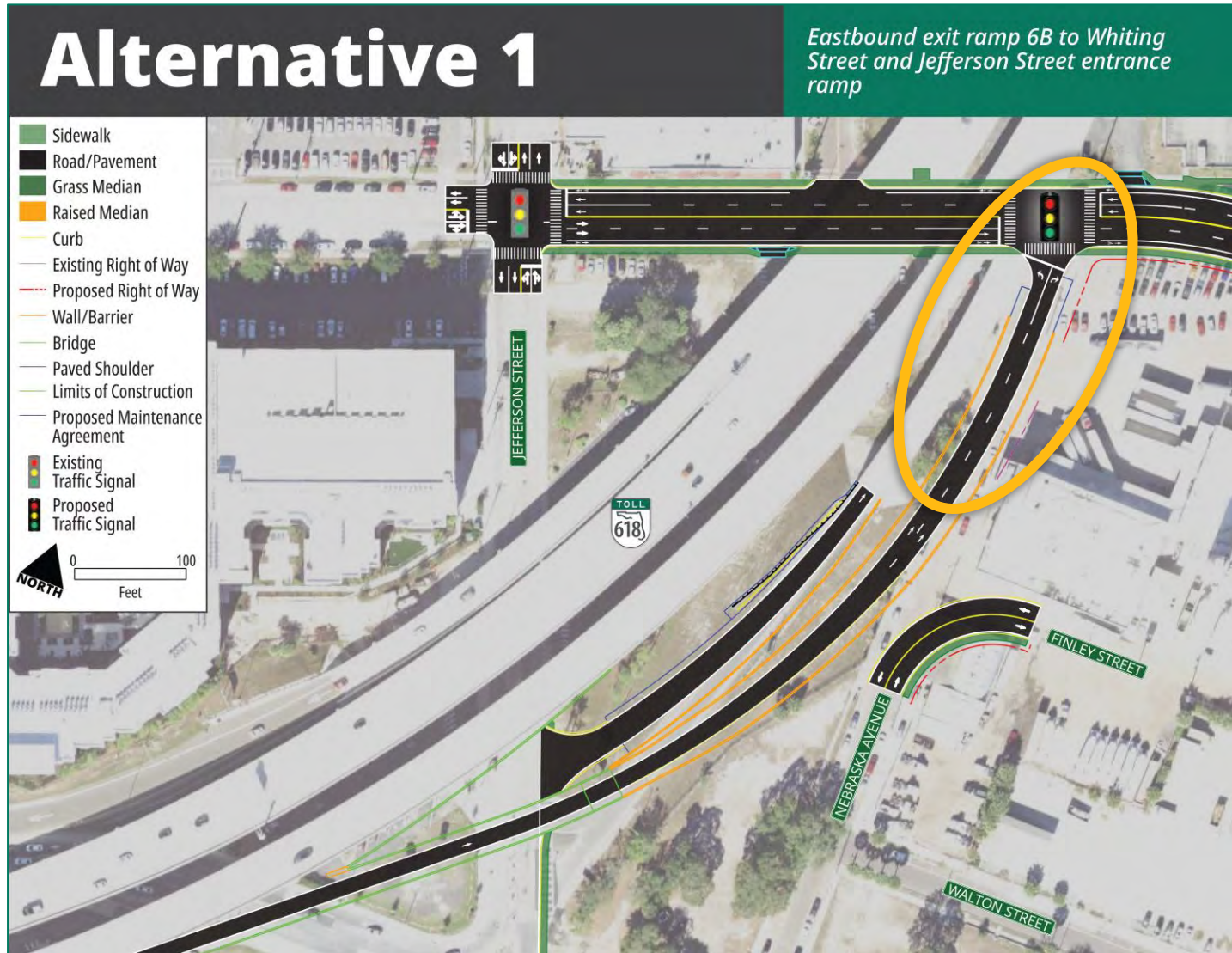
Widen Whiting Street to 4 lanes and **add bike lanes and 6' sidewalks** on both sides of the road



# Alternatives Considered

## Location C: New Whiting Street Exit Ramp

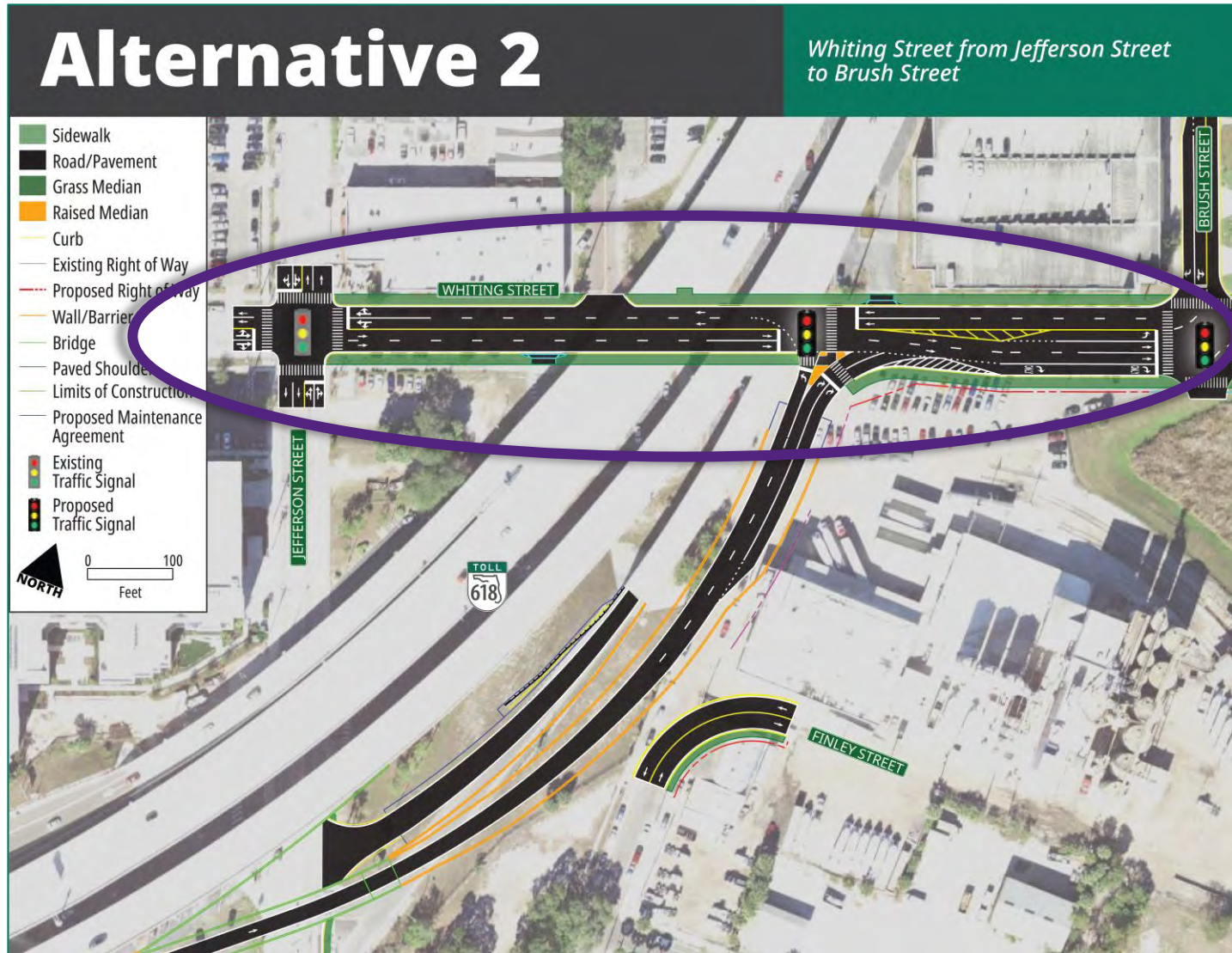
Construct a **two-lane** exit ramp connecting to Whiting Street, one lane turning west onto Whiting Street and one lane turning east onto Whiting Street



# Alternatives Considered

## Location B: Whiting Street from Brush Street to Jefferson Street

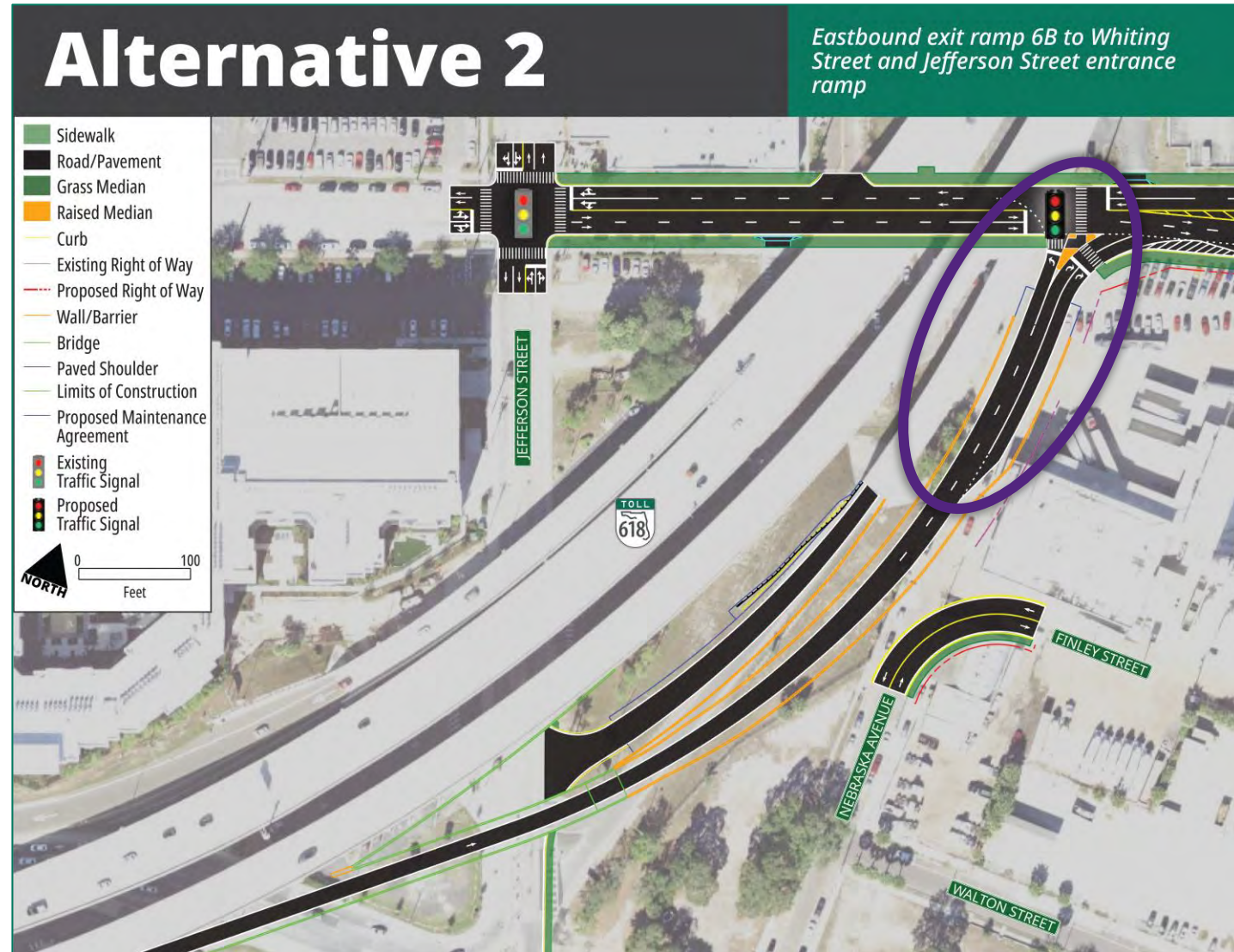
Widen Whiting Street to 4 lanes and add 10' wide sidewalks to both sides of the road





## Location C: New Whiting Street Exit Ramp

Construct a **three-lane** exit ramp connecting to Whiting Street, one lane turning west onto Whiting Street and two lanes turning east onto Whiting Street



# Alternative 1 - Summary

## Right of Way Impacts:

- 0.24 acres
- 4 parcels
- 2 businesses

## Overall Cost

- includes Design,  
 Right of Way, and  
 Construction:
- **\$42.8 M**

## Alternative 1

Whiting Street Extension

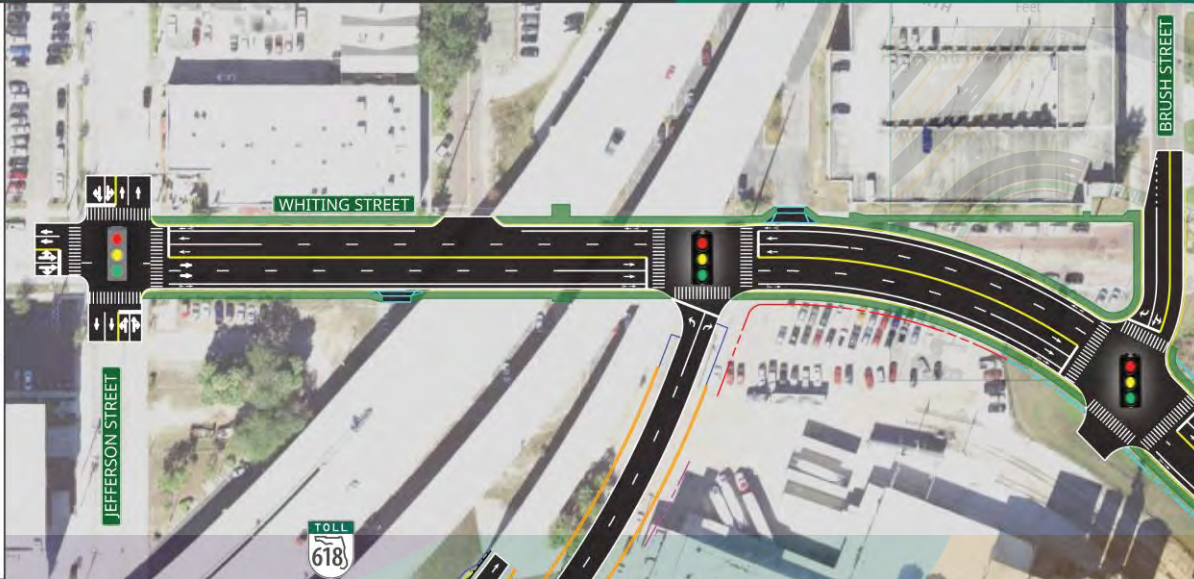
- Sidewalk
- Road/Pavement
- Grass Median
- Raised Median
- Curb
- Existing Right of Way
- Proposed Right of Way
- Wall/Barrier
- Bridge
- Paved Shoulder
- Limits of Construction
- Proposed Maintenance Agreement
- Existing



## Alternative 1

Whiting Street from Jefferson Street to Brush Street

- Sidewalk
- Road/Pavement
- Grass Median
- Raised Median
- Curb
- Existing Right of Way
- Proposed Right of Way
- Wall/Barrier
- Bridge
- Paved Shoulder
- Limits of Construction
- Proposed Maintenance Agreement
- Existing Traffic Signal
- Proposed Traffic Signal



# Alternative 2 - Summary

## Right of Way Impacts:

- 0.24 acres
- 4 parcels
- 2 businesses

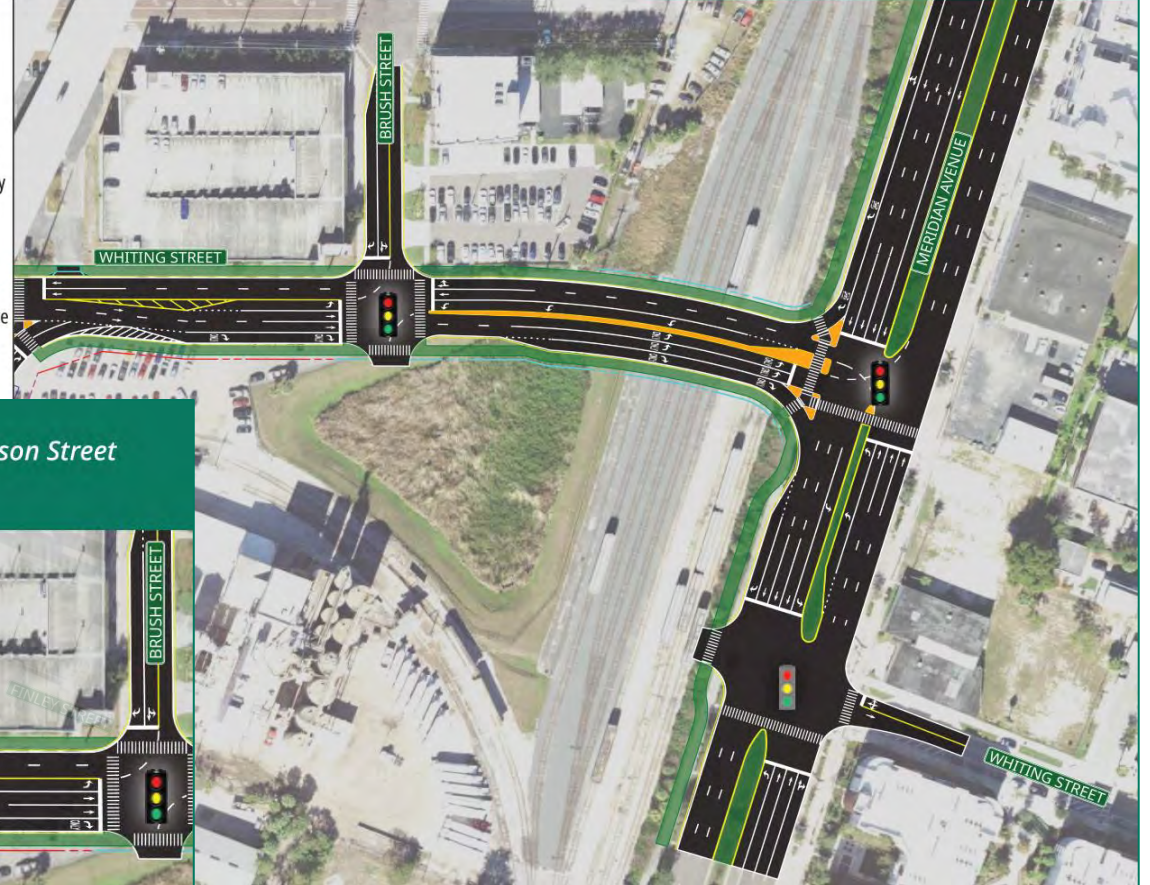
Overall Cost includes Design, Right of Way, and Construction:

- **\$48.7 M**

## Alternative 2

Whiting Street Extension

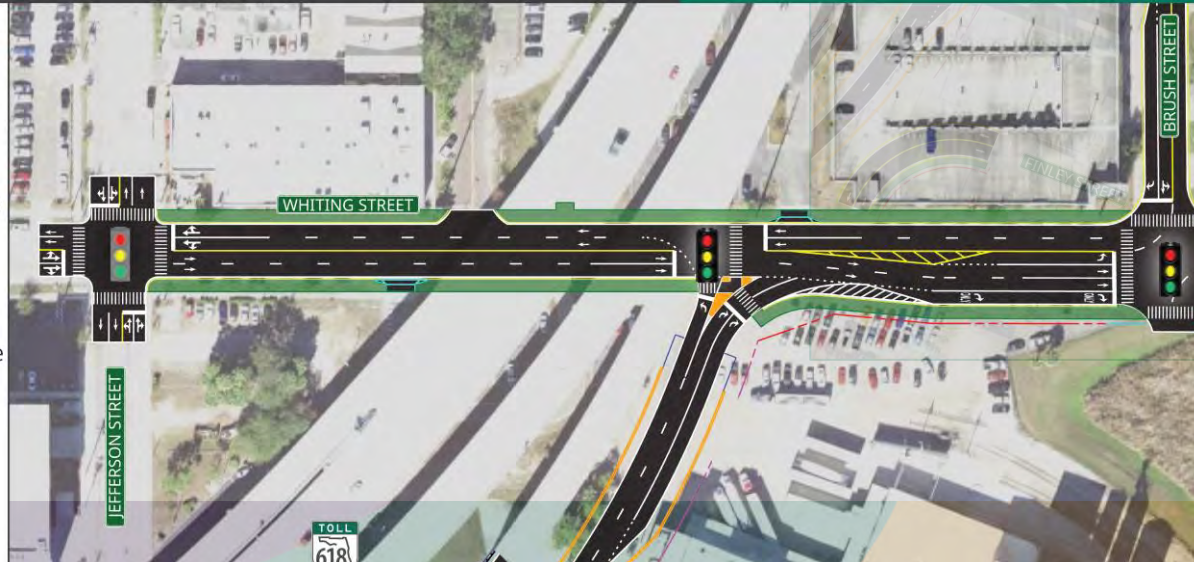
- Sidewalk
- Road/Pavement
- Grass Median
- Raised Median
- Curb
- Existing Right of Way
- Proposed Right of Way
- Wall/Barrier
- Bridge
- Paved Shoulder
- Limits of Construction
- Proposed Maintenance Agreement
- Existing Traffic Signal



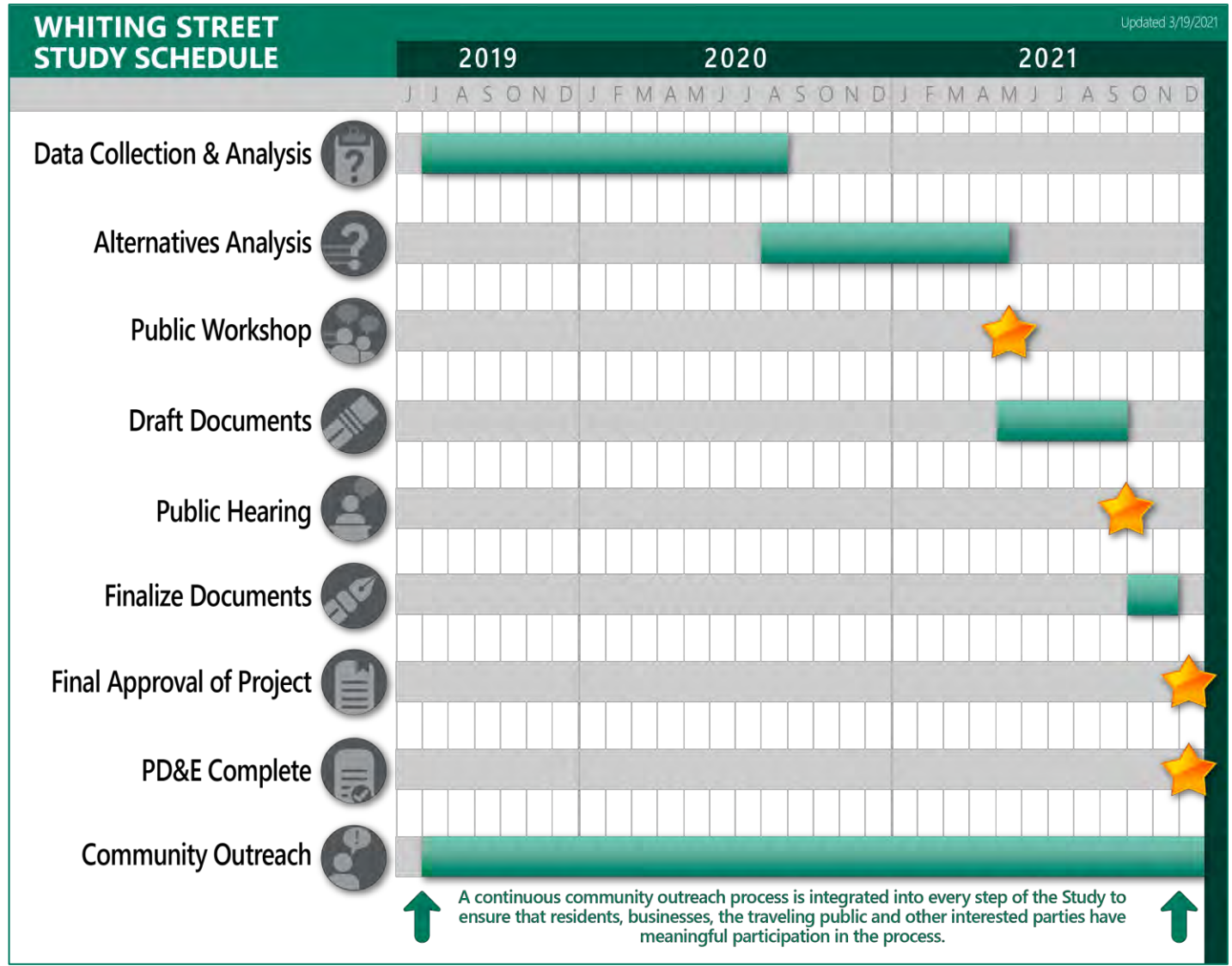
## Alternative 2

Whiting Street from Jefferson Street to Brush Street

- Sidewalk
- Road/Pavement
- Grass Median
- Raised Median
- Curb
- Existing Right of Way
- Proposed Right of Way
- Wall/Barrier
- Bridge
- Paved Shoulder
- Limits of Construction
- Proposed Maintenance Agreement
- Existing Traffic Signal
- Proposed Traffic Signal



- Public hearing planned for fall 2021
- Project complete late 2021
- Community outreach throughout life of study





## What is this study?

The Tampa Hillsborough Expressway Authority (THEA) is conducting a Project Development and Environment (PD&E) Study to look at ways to connect Whiting Street to Meridian Avenue to improve the grid network in eastern downtown Tampa. We are also looking at ways to improve operations and safety for Whiting Street between Jefferson Street and Brush Street, the Jefferson Street entrance ramp, and the downtown Tampa eastbound exit ramps. We're looking at potential improvements that will enhance safety and community connections in downtown Tampa.

This website presents the alternatives we've developed, the process we have taken to get where we are, and the advantages and disadvantages of each alternative.

**Click on the circles on the map below to learn more about the locations where improvements are being planned.**



# Next Steps



## Next up:

- Identify Preferred Alternative
- Finalize Documents
- Hold Public Hearing
- Present to the THEA Board for approval

# We want your feedback!



**Submit a comment on the website:**

[www.WhitingStreetPDE.com](http://www.WhitingStreetPDE.com)



**Email your comments to:**

[whiting@selmonstudies.com](mailto:whiting@selmonstudies.com)



**Mail in your comment to:**

**Communications Department  
Tampa Hillsborough Expressway Authority  
1104 E Twiggs Street  
Tampa, FL 33602**

# **Discussion/Action Items**

## **Planning Committee**

### **IV. C.1**

#### **Toll Interoperability Signing**

**Purpose:** Install three (3) signs indicating the types of automated payments accepted by THEA. A request for bids was advertised and resulted in a sole bidder, Ferrovia, which has an Asset Maintenance Contract with THEA.

**Funding:** Capital Budget - \$66,217

**Action:** Board approval to authorize THEA staff to execute needed task order with Ferrovia totaling \$66,217 for the installation of three signs (14.5' x 14.5') in select locations. Final Task order is subject to review and approval of THEA General Counsel.







June 4, 2021

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

RE: C/O Proposal – Interoperability Sign Panels

.

Brian:

It is our pleasure to submit this proposal for the Interoperability Sign Panels at three location along the Selmon Expressway.

Work will consist of Furnish and Install Three Interoperability Signs and R/R single signpost with footer. Locations pre-determined by the Expressway Authority. Work will be done by sub-contractor. Does not include getting any permits if required to perform the work.

The work will be accomplished per plan sheets provided by THEA. Includes fabrication of new sign panels, post and footers set at a F/I lump sum rate of \$ 66,217.00

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

Thanks,

A handwritten signature in black ink, appearing to read "S. Chase".

Scott Chase

Project Manager

SC/

# Discussion/Action Items

## Planning Committee

### IV. C.2

## Fiber Installation from THEA Headquarters to Florida Avenue

**Purpose:** To procure construction services for installing 144 Pair Fiber from THEA Headquarters to Florida Avenue to fill a gap in our TIS Backbone.

**Funding:** Capital Budget - \$62,160

**Action:** Request the board approve the selection of Precision Contracting Services (PCS) and authorize and direct staff to negotiate and execute a contract with PCS in the amount of \$62,160 for installation of 144 Pair Fiber from THEA Headquarters to Florida Avenue.

Firms	Amount
PCS	Bid- \$62,160
TransCore	Bid- \$62,843.56

## Charlene Ponce

---

**From:** Tursky, Jonathan <Jonathan.Tursky@TransCore.com>  
**Sent:** Thursday, June 10, 2021 12:03 PM  
**To:** Man Le  
**Subject:** RE: Letter of Clarification Fiber Installation 2021  
**Attachments:** TransCore THEA 144 Count Fiber Install Quote 061021.pdf

Man,

Please find attached bid for your use for the Request for Quotes to furnish and install a new 144-strand fiber optic cable from the THEA Headquarters (TMC) hub (communication cabinet) to the existing hub (communication cabinet) at Florida Avenue. Please let me know if you have any questions or concerns regarding this pricing. I do not see any issues with the 19 day proposed schedule for the actual work but fiber availability will drive the procurement time for this effort. This has been varying greatly between 2 weeks and 16 weeks. Given this is only 4600 feet, we should be able to obtain the materials somewhere in the middle of this lead time.

We appreciate the opportunity to work with THEA and continue to improve and maintain the technology aspects of your systems. Thank you for this opportunity.

Jonathan Tursky | Vice President  
TransCore | 6021 Orient Road | Tampa, FL 33610  
Office: 813.620.3983 | Cell: 813.417.6021

---

**From:** Man Le <man.le@tampa-xway.com>  
**Sent:** Monday, June 7, 2021 3:18 PM  
**To:** Tursky, Jonathan <Jonathan.Tursky@TransCore.com>  
**Subject:** Letter of Clarification Fiber Installation 2021

Good afternoon Jonathan,

Attached please find the Letter of Clarification Fiber Installation 2021. Original scope attached for your reference.

Thanks,

**Man Le, PMP**  
Contracts & Procurement Manager  
Tampa-Hillsborough Expressway Authority  
1104 East Twiggs Street, Suite 300  
Tampa, Florida 33602  
813.272.2307





To: Man Le Project Name: THEA 144-strand Fiber Install from  
THEA THEA TMC to Florida Avenue  
Date: June 10, 2021

Scope as follows:

- I. TransCore ITS, LLC proposes to provide the material, labor, equipment and supervision for the following scope of work in accordance with “FDOT Roadway and Traffic Design Standards”, “FDOT Standard Specifications for Road and Bridge Construction” and the drawings prepared and distributed by **THEA**.
- II. **Inclusions:** This **Unit Price** proposal covers the items as detailed in the below breakdown. TransCore will perform the following work to install 144-strand fiber optic cable from the THEA Headquarters (TMC) hub (communication cabinet) to the existing hub (communication cabinet) at Florida Avenue. Line Item pricing is proposed as listed below:

Item #	Description	Unit	Qty	Unit Price	Extended Price
633-1-121	Fiber Optic Cable, F&I, Underground, 144-Strand	LF	4,600.00	\$ 7.44	\$ 34,224.00
633-2-31	Fiber Optic Connection, Install, Splice	EA	2.00	\$ 14,309.78	\$ 28,619.56
<b>TOTAL AMOUNT BID:</b>					<b>\$ 62,843.56</b>

- III. No provisions have been included in this proposal for design errors or omissions unless otherwise noted. Should actual conditions vary from those presented, TransCore ITS, LLC shall be entitled to additional compensation and/or extension of time, or both under any resulting contractual agreement or purchase order between the parties.
- IV. **Exclusions:** Any trade work not mentioned in the above scope of work under the heading “inclusions” plus bonds, surveying and/or measurement benchmarks, electronic as-builts, permits and permit fees, utility connection and consumption fees, sod, grading, fills, clearing & grubbing, spoil removals, quality control testing, erosion control, hazardous waste disposal and conduit removal, temporary signalization and vehicle detection/vehicle detection configuration.

**A Letter of Intent is required within 30 days from date of bid to guarantee pricing. This quotation is a package but can be divided with authorization of a corporate officer.**

- V. TransCore ITS, LLC will require the following to be provided to us at no cost:
  - a. Adequate on-site employee parking and an area for our storage/office trailer(s).
  - b. Onsite dumpster and dumping services.
  - c. Adequate number of construction drawings, specifications, and other applicable documents.
  - d. Survey, layout and elevations.
  - e. Quality Control (QC2000) inspections
  - f. Water, onsite restroom facilities and temporary power.
  - g. Maintenance of Traffic, including off duty law enforcement officer and light plants as required.
  - h. **Construction Site Access:** Uninhibited access for TransCore’s equipment, labor materials and subcontractors to each work site during weekday daylight hours. Damage to landscaping, sod, asphalt, sidewalk, curb and gutter, etc. due to access limitations are not TransCore’s responsibility. Securing and making safe of overhead power lines and communication cables is by others. If a low profile drill is

required for excavations due to height obstructions \$750 per day shall be required. Add \$2,200 per excavation/drill shaft for night or weekend drilling.

- VI. This quotation, including all attachments inclusive of TransCore Standard Terms and conditions, is to become a binding part of any contractual agreement or purchase order issued to TransCore ITS, LLC. This proposal is based upon our entering into a mutually agreeable contract agreement or acceptable purchase order inclusive of the attached terms and conditions. Flow down terms and conditions shall be generally consistent with the prime contract between the Owner and General Contractor, with regard to TransCore's scope of work.
- VII. TransCore ITS, LLC agrees to provide a sufficient number of qualified workers to perform the work in sequence with a mutually agreed upon Construction Schedule. TransCore relies upon the work of other trades to be completed in a timely manner. Once agreed upon, if Construction Schedule milestones are missed, through no fault of TransCore, additional compensation and/or extension of time for remobilization will be provided for under any resulting contractual agreement or purchase order between the parties. No provisions have been included in this proposal for overtime, multiple shifts, weekend or holiday work.
- VIII. TransCore ITS, LLC will perform its work in a safe manner, follow the General Contractors' Safety Rules, comply with OSHA Regulations and execute TransCore's Safety and Drug Free Work Place Program.

*TransCore's Quote, to which this document is appended, is predicated on the following Terms, Conditions, and Other Information. Any changes hereto may necessitate a revision to the quoted price and schedule. Upon acceptance of the Quote by signature below, this document shall automatically become a contractual agreement ("Agreement") between the parties and become part of any final Purchase Order or subsequent contractual agreement between the parties.*

## **EXCLUSIONS**

**The quoted price expressly excludes the following items:** (check all that are applicable)

- Traffic Control       Permits       Performance, Payment or Maintenance Bonds  
 As-Built Drawings       Prevailing Wages       Liquidated Damages  
 Installation of Underground Infrastructure, including conduit or junction boxes

1. **Payment** All invoices, prepared in accordance with the Milestone Billing Schedule or Payment Terms, shall be paid Net 30 days from invoice date. Late payments are subject to a 1.5% per month interest charge. Payment shall be made as follows:

**For Domestic Wires:**  
Wells Fargo

420 Montgomery St

San Francisco CA 94104

612-316-0999

Acct # 2000062859446    Routing # 121000248

Beneficiary: TransCore Holdings, Inc., on behalf of TransCore, LP

**For Hard Copy Checks:**  
TransCore

PO Box 935321

Atlanta, GA 31193

**Please do not use these  
addresses for anything but  
payments.**

**Overnight Mail for checks:**  
Wells Fargo/TransCore

**Attn: 935321**

2. **Standard of Care** TransCore, in performing any services under this Agreement, shall perform in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions and in similar locations.

3. **Entire Agreement** In any resultant contractual agreement, the following will be the Order of Precedence: a. These Terms and Conditions; b. any other Customer agreement, Purchase Order or other such document appended hereto.

4. **Critical Design Phase** If during the critical design phase of the Agreement, TransCore and Customer fail to reach mutual agreement on the Functional Detail Design and Acceptance Criteria, either party may terminate the Agreement for convenience without any obligation or liability to the other party.

5. **Limitation of Liability** a. TransCore's total liability to Customer for any and all liabilities arising out of or related to the Agreement, from any cause or causes, and regardless of the legal theory, including breach of contract, warranty, negligence, strict liability, statutory liability, or any indemnification obligation, shall not, in the aggregate, exceed the amounts paid to TransCore under the Agreement.

b. IN NO EVENT SHALL TRANSCORE BE LIABLE TO THE CUSTOMER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR ECONOMIC DAMAGES (INCLUDING, BUT NOT LIMITED TO LOST PROFITS, LOST REVENUE, AND LOST BUSINESS OPPORTUNITY), REGARDLESS OF THE LEGAL THEORY UNDER WHICH SUCH DAMAGES ARE SOUGHT, AND EVEN IF THE PARTIES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

c. Any claim by Customer against TransCore relating to this Agreement, other than in warranty, must be made in writing and presented to TransCore within one (1) year after the earlier of: (1) the date on which the Customer accepts the deliverable at issue; or (2) the date on which TransCore completes performance of the services specified in this Agreement. Any claim under warranty must be made within the time specified in the applicable warranty clause.

6. **Software Ownership and Licensing** TransCore retains ownership of all pre-existing software provided under this Agreement. All TransCore owned and developed software will be provided in accordance with TransCore's Standard License Agreement. TransCore shall be granted unlimited rights to use all software interfaces developed during the Agreement.

7. **Delays** In the event that TransCore is delayed in performing services under this Agreement by the Customer, governmental bodies, or contractors, agents, public utilities, patrons, or other third parties, and such delay results in an increase in costs to TransCore or the time for performance, Customer shall negotiate an equitable adjustment to the Agreement price, schedule, or both.

<p><b>8. Document Review and Approval</b></p>	<p>Any drawing, report, manual, or other data submitted for the Customer's review shall be approved or disapproved within fourteen (14) calendar days of receipt. If the item is disapproved, then the Customer will provide detailed comments that define the nature and extent of the deficiency and the type of remedial action expected. If the Customer's comments are not received within the fourteen (14) day period, then TransCore's schedule will be extended commensurately.</p>
<p><b>9. Force Majeure</b></p>	<p>Except as otherwise expressly provided herein, neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that such performance is prevented or delayed by any cause, existing or future, which is not within the reasonable control of such party including, but not limited to, acts of God or the public enemy, fires, earthquakes, explosion, riots, strikes (not including strikes of the TransCore's staff personnel), or war, terrorist acts, or inclement weather, where the party whose performance was delayed did not otherwise cause or contribute to the cause of the delay or not prevent, when able to prevent, such delay.</p>
<p><b>10. Disclaimer of Implied Warranties</b></p>	<p>THE EXPRESS WARRANTIES, IF ANY, CONTAINED IN THIS AGREEMENT ARE THE SOLE AND EXCLUSIVE WARRANTIES PROVIDED BY TRANSCORE. TRANSCORE SPECIFICALLY DISCLAIMS ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AS WELL AS ANY WARRANTIES ALLEGED TO HAVE ARISEN FROM CUSTOM, USAGE, OR PAST DEALINGS BETWEEN THE PARTIES.</p>
<p><b>11. System Warranty</b></p>	<p>TRANSCORE WARRANTS, FOR A PERIOD OF ONE (1) YEAR FROM SUBSTANTIAL COMPLETION OR THE BENEFICIAL USE OF THE SYSTEM, WHICHEVER IS EARLIER, THAT THE SYSTEM PROVIDED UNDER THE AGREEMENT WILL BE OF GOOD QUALITY AND MATERIALS IN ACCORDANCE WITH THE SYSTEM DESIGN DOCUMENT/TECHNICAL SPECIFICATIONS. IN THE EVENT OF AN INCIDENT REQUIRING MAINTENANCE OUTSIDE OF THE NORMAL PREVENTIVE, PREDICTIVE, AND CORRECTIVE REQUIREMENTS SET FORTH HEREIN, INCLUDING BUT NOT LIMITED TO FORCE MAJEURE, VANDALISM, THEFT, OR ACCIDENTS, TRANSCORE WILL PERFORM SUCH WORK ON A TIME AND MATERIALS BASIS.</p> <p>WARRANTY EXCLUSIONS: THE WARRANTIES PROVIDED FOR HEREIN DO NOT APPLY TO PROVISION OF THIRD PARTY UPGRADES, CONSUMABLE ITEMS AND MATERIALS, OR TO SYSTEM FAILURE DUE TO NORMAL WEAR AND TEAR; FAILURES OR DAMAGE RESULTING FROM CAUSES OUTSIDE OF THE BASIC EQUIPMENT, INCLUDING BUT NOT LIMITED TO: (I) MISUSE DUE TO FAULT OR NEGLIGENCE OF CUSTOMER OR ITS OTHER CONTRACTORS OR AGENTS; (II) TO DAMAGE FROM POWER SOURCES OR PERIPHERAL EQUIPMENT NOT DELIVERED WITH TRANSCORE'S SYSTEM; (III) OPERATION OF THE EQUIPMENT OUTSIDE OF THE MANUFACTURERS' SPECIFIED ENVIRONMENTAL CONDITIONS; (IV) VANDALISM; (V) MAINTENANCE, MODIFICATIONS OR REPAIRS BY PARTIES OTHER THAN TRANSCORE OR ITS DESIGNATED AGENTS; (VI) TO THE EXTENT SERVICES ARE PROVIDED WITH RESPECT TO THE SYSTEM BY OTHERS WITHOUT TRANSCORE'S APPROVAL AND SUCH SERVICES CAUSE TRANSCORE TO BE UNABLE TO PERFORM THE SERVICES HEREUNDER OR TO BE ABLE TO PERFORM THE SERVICES ONLY AT ADDITIONAL COSTS WHICH ARE NOT REIMBURSED BY CUSTOMER; OR (VII) TO LOSS OR DAMAGE TO ANY THIRD PARTIES NOR ANY CONSEQUENTIAL DAMAGES.</p>
<p><b>12. Changes</b></p>	<p>a. Should Customer make any change that increases or decreases the cost and/or the time required for TransCore's performance of this Agreement, an equitable adjustment may be requested by TransCore. Any claim for cost associated with such change in the scope of the work shall be negotiated between TransCore and Customer. If TransCore and Customer agree in writing as to the price to be paid to TransCore for the work changes, this Agreement shall be deemed amended in accordance therewith.</p>
<p><b>13. Hazardous Conditions and Differing Site Conditions</b></p>	<p>a. Unless otherwise expressly provided in this Agreement to be part of the work, TransCore is not responsible for any hazardous conditions encountered at the site. Upon encountering any hazardous conditions, TransCore will stop work immediately in the affected area and duly notify Customer, and, if required by legal requirements, all government or quasi-government entities with jurisdiction over the project or site. TransCore may be entitled to an adjustment in its Agreement price and/or schedule to the extent TransCore's cost and/or time of performance have been adversely impacted by the presence of hazardous conditions.</p> <p>b. To the fullest extent permitted by law, Customer shall indemnify, defend, and hold harmless TransCore, TransCore's consultants, subcontractors, anyone employed directly or indirectly for any of them, and their officers, directors, employees, and agents, from and against any and all claims, losses, damages, liabilities, and expenses, including attorneys' fees and expenses, arising out of or resulting from the presence, removal, or remediation of hazardous conditions at the site.</p>
<p><b>14. Risk of Loss</b></p>	<p>The Customer shall bear all risk of loss for materials and equipment upon delivery to job site of the Customer.</p>
<p><b>15. Indemnification</b></p>	<p>Customer shall defend, indemnify, and hold TransCore harmless from and against any liability, loss, costs, expenses, or damages to the extent caused by acts or omissions or negligence of Customer and Customer's agents, employees, representatives, and subcontractors.</p>
<p><b>16. Termination for Convenience</b></p>	<p>TransCore may at any time terminate this Agreement for convenience by giving thirty (30) days written notice of termination. Upon termination, TransCore will be paid the reasonable value for services actually performed, based upon proration of the payment schedule set forth in this Agreement. Under no circumstances shall TransCore be paid an amount in excess of the maximum amount of the Agreement.</p>
<p><b>17. Termination for Cause</b></p>	<p>a. If TransCore is terminated for default it shall not be liable for special, consequential, or economic damages, but strictly reasonable additional costs incurred by the Customer in completing the work not to exceed the maximum amount of the Agreement.</p>



b. Prior to a termination for default, TransCore shall be given the opportunity to commence cure of any deficiency or default after receipt of written notice to cure. In the event that TransCore fails to complete such cure within such period, or fails to exercise diligent efforts to complete the cure, within sixty (60) days of receipt of written notice, Customer shall have the right to terminate this Agreement for default.

**18. Governing Law** This Agreement shall be construed, interpreted and the rights of the parties determined in accordance with the laws of the State of Delaware, without regard to its conflicts of law principles.

**19. Disputes** Customer and TransCore agree to first enter into good faith negotiations to resolve any controversy, claim or dispute arising under or relating to this Agreement within a reasonable period of time.

**20. Taxes** The stated rates do not include federal, state or local taxes based upon or measured by sales or use of equipment listed in the attached schedule. The Customer agrees to pay any such taxes which are in effect at the time.

**21. Insurance** TransCore will provide the following insurance coverage, with the deductibles/self-insured retentions as indicated:

Commercial General Liability:	\$2,000,000 occurrence; \$5,000,000 general aggregate
Medical Expenses (any one person):	\$10,000
Personal & Advertisement Injury:	\$2,000,000
Products – Completed Operations Aggregate:	\$3,000,000
<b>SELF-INSURED RETENTION:</b>	<b>\$200,000</b>
Comprehensive Automobile Liability:	\$2,000,000 combined single limit
<b>DEDUCTIBLE:</b>	<b>\$250,000</b>
Workers' Compensation:	Statutory
Employers' Liability:	\$1,000,000/\$1,000,000/\$1,000,000
<b>DEDUCTIBLE:</b>	<b>\$350,000</b>
Excess Liability (Umbrella):	\$50,000,000 occurrence/aggregate
Professional Liability (Technology E&O):	\$10,000,000 occurrence/aggregate
<b>SELF-INSURED RETENTION:</b>	<b>\$250,000</b>
Fidelity crime/Employee Dishonesty:	\$10,000,000 Employee Theft/Dishonesty; Forgery or Alteration; Theft, Disappearance & Destruction; Robbery/Safe Burglary (both inside and outside the premises); Money Orders and Counterfeit Currency; Credit Card Forgery
<b>DEDUCTIBLE:</b>	<b>\$500,000</b>
Property coverage/Special Causes of Loss:	\$300,000,000 loss limit per occurrence (values per schedule; \$10,000,000 sublimit valuable papers; \$10,000,000 sublimit installation floater
<b>DEDUCTIBLE:</b>	<b>\$100,000 base/\$25,000 domestic transit</b>

**Customer Acceptance of TransCore Standard Terms and Conditions:**

By: \_\_\_\_\_  
(Signature) (Date)

Name: \_\_\_\_\_  
(Type or Print)

Title: \_\_\_\_\_

## Charlene Ponce

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**From:** Bobby Sanford <rsanford@pcsfiber.com>  
**Sent:** Friday, June 11, 2021 11:55 AM  
**To:** Man Le  
**Cc:** Bruce Boyd; Rhys Roberts; Dan Coffey; Brian Stillman; Laura Fix  
**Subject:** Fiber Installation Scope & Map  
**Attachments:** 21.06.11 THEA Headqua21.06.11 THEA Herters TMC Florida Ave. FO Bid Form.pdf

Hello Mr. Le

Have reviewed with our Rhys Roberts and with Brian Stillman and have attached our PCS unit price work estimate for the fiber optic cable installation you are wanting to complete for THEA. Have outlined the scope of work we are providing for each pay item in our proposal notes. We appreciate the invite and opportunity to quote your work. Please be sure to reach me at contacts below any time if questions.

My Thanks Sir

Bobby Sanford  
Estimating & Client Services  
**Precision Contracting Services, Inc.**  
15834 Guild Ct  
Jupiter, FL 33478  
561-743-9737 ext. 7101  
561-222-9538 cell  
rsanford@pcsfiber.com



PRECISION CONTRACTING SERVICES INC.

15834 Guild Court
Jupiter, Florida 33478
Phone: 561.743.9737
Fax: 561.743.0775
www.pcsfiber.com



Table with project details: To: Tampa-Hillsborough Expressway Authority, Address: 1104 E Twiggs ST, Suite 300, Tampa, FL 33602 USA, Project Name: 21.06.11 THEA Headqua..., Project Location: Florida Ave., Tampa, FL, Contact: Man Le, Phone: 813-272-2307, Fax: 813-276-2491, Bid Number: Private, Bid Date: 6/11/2021

Table with columns: Item #, Item Description, Estimated Quantity, Unit, Unit Price, Total Price. Includes items for Tampa Hillsborough Expressway Authority and a total price of \$62,160.00.

Total Bid Price: \$62,160.00

Notes:

General - Scope & Location

Location: Tampa Hillsborough Expressway Authority THEAS Headquarters TMC Hub Communication Cabinet to Existing Hub at Florida Ave - 144F Fiber Optic Cable Install

SCOPE OF WORK QUOTED HERE

- PCS INCLUDES the UG installation, splicing, termination & testing of a 144F SM fiber optic cable.
PCS INCLUDES for crew mobilizations with our FO cable pricing.
PCS INCLUDES Maintenance of Traffic and lane closures with our FO cable pricing.
PCS INCLUDES proofing of existing FO pathway and install of mule tape with our FO cable pricing.
PCS INCLUDES the furnish & install of the 144F cable with our cable pricing.
PCS INCLUDES the routing of the new 144F cable thru 4 intermediate connection points with our FO cable pricing - no fiber connectivity at these 4 locations.
PCS INCLUDES pre-install reel test of the new 144F cable with our cable pricing.
PCS INCLUDES as-built documentation of the final FO cable install with our FO cable pricing.
PCS INCLUDES the furnish & install of a 144F FO termination patch panel at the TMC hub with our Fiber Optic Connection pricing.
PCS INCLUDES the furnish & install of 144F fiber optic connection at the TMC Hub and at the Florida Ave Hub - each connection point paid for as a separate quantity.
PCS INCLUDES final OTDR testing of our install of the new 144F cable with our Fiber Optic Connection pricing.

- PCS EXCLUDES any fiber connectivity at the four "intermediate connection points" mentioned in the Scope of Work document.
PCS EXCLUDES tracer wire and/or locate wire from scope of work included in PCS proposal.
PCS EXCLUDES any/all conduit, pull/splice box, FO tubular delineator removal, relocation or installation which may be required by project specifications or plan notes. All modifications needed to conduits, pull boxes, markers or other infrastructure shall be performed by others.
PCS EXCLUDES from PCS Scope of Work any infrastructure modifications which may be necessary to complete the fiber optic cable installation.

- General - Fiber Lead Time The Current Lead time for delivery of Fiber Optic Cable is 16 weeks AFTER RECEIPT OF PURCHASE ORDER. Fiber optic cable purchase orders cannot be placed until submittals have been approved by owner. PCS requires an executed contract prior to making material submittals to OWNER. In order to meet project schedules contract executions will require expediting. PCS currently has the cable needed for this installation in-stock and can schedule this work without the procurement time if contracted within 30 days from bid submittal.

- General - Unit Prices All prices quoted are UNIT PRICES. Project invoices and payments shall be determined by actual field measurements for quantities installed on project. All payments to PCS shall be inclusive of all actual quantities installed on the project.

- **General - 30 Day Notice – Work Days** PCS requires 30 days written notice from Fully Executed Contract Date for project scheduling and material procurement. PCS will require 15 work days to perform the proposed work.
- **General - MOT PCS INCLUDES** MOT for the immediate work area of their crews as required by the MUTCD, including lane closures. However any MOT requiring detours, traffic diversions or police officers necessary for the safe performance of work by PCS is to be provided by others.
- **General - Mobilization** PCS will mobilize a total of \_1\_ times for the proposed work after noticed by the contractor. Additional Mobilizations for change orders will be billed as additions to contract at \$500 per Mobilization.
- **General - No Bond (Sales Tax Included) PCS EXCLUDES** the cost for a performance bond. Sales Tax or Use Tax has been included for all materials.
- **General – Fiber Pathways** All conduits, cable tray, pull boxes, manholes, ladder racks, man hole racks, risers, entrances and/or poles must be installed and tied in by OTHERS prior to PCS starting work. **PCS EXCLUDES** all infrastructure pathways, pull boxes, man holes, risers, NEMA cabinets, building entry or poles. **PCS is not responsible for damage by others to FO Cable or other equipment after placement by PCS.**
- **General - Complete Proposal** Proposed pricing is based on award of all items bid upon. PCS reserves the right to modify unit prices if all quoted items are not awarded. Prices are only valid for 90 days of the bid date. PCS reserves the right to modify or withdraw their offer if either a letter of intent or a contract is not received within 90 days of the bid date.
- **General - Proposal as Addendum to Contract** This proposal in its entirety and including all notes of clarification shall be added as an addendum to any resulting contract for the referenced project. If any of the PCS notes of clarification conflict with the contract provisions, the PCS notes shall supersede the contract provisions and govern accordingly.
- **All Contracts, Purchase Orders, Change Orders, and/or similar paperwork should be sent directly to [contracts@pcsfiber.com](mailto:contracts@pcsfiber.com). For other inquiries, call 561-743-9737.**

**Payment Terms:**

Payment terms: NET 30 Days and 18% APR for balances exceeding 30 Days. May use VISA to pay amounts due.

**Required Documentation:**

Each order must be accompanied by a signed Purchase Order, Change Order or Contract. These documents are required in addition to the signature of acceptance below.

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> <b>Precision Contracting Services, Inc</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Robert Sanford 561-743-9737, ext. 7101    <a href="mailto:rsanford@pcsfiber.com">rsanford@pcsfiber.com</a></p>
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# **Discussion/Action Items Planning Committee**

## **IV. C. 3**

### **Selmon East Ramps Design-Build & CEI Support**

**Purpose:** To utilize GEC (HNTB) to assist in managing the East Selmon Slip Ramp CEI contract with Consor and the Design/Build contract with Middlesex for FY22.

**Funding:** Capital Budget - \$522,000

**Action:** Requests the Board to authorize the Executive Director to sign a Task Order with HNTB for assisting staff in managing the CEI and Design/Build Contracts for the Selmon East Slip Ramps during FY22 in the amount of \$522,000.

**HNTB PR 202200XX**

**HI-0187 C-14**

**2021-2022 Selmon East Ramps DB & CEI Support (7/1/21 - 6/30/22)**

**Scope Of Services**

**Purpose & Need**

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff and in the design, management, construction and CEI oversight for the Selmon East Ramps DB project. This task work order is support services from 7/1/21 - 6/30/22.

**Scope**

Provide support as required to assist THEA Staff the Selmon East Ramps DB & CEI project. Anticipated work includes providing project management, engineering review, CEI and construction oversight necessary to assist the THEA Project Manager and staff to complete the project. Other efforts include attending design/.construction meetings and coordination with other project stakeholders including FDOT, FTE, COT, Hillsborough County and CSX.

SUMMARY FEE SHEET																			
ATTACHMENT "A"																			
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority																	
GEC CONTRACT NO.:		HNTB PR 202200XX																	
HI-0187 C-14		2021-2022 Selmon East Ramps DB & CEI Support (7/1/21 - 6/30/22)																	
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	
Selmon East Ramps DB & CEI Support	20	\$2,864.00	400	\$54,496.00	440	\$41,676.80	400	\$29,120.00	400	\$21,440.00	440	\$19,395.20	359	\$14,015.36	73	\$1,851.28	2532	\$184,858.64	\$73.01
Total Man Hours	20	\$2,864.00	400	\$54,496.00	440	\$41,676.80	400	\$29,120.00	400	\$21,440.00	440	\$19,395.20	359	\$14,015.36	73	\$1,851.28	2,532	\$ 184,858.64	\$73.01
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$184,858.64
																		Cost Elements & Additives	
																		(a) 2.78 Multiplier	\$513,907.02
Direct Expenses		4.37%		\$ 8,078.32														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$513,907.02
																		(d) Direct Reimbursables	\$8,078.32
																		Total Project Cost:	\$521,985.34
																		Maximum Limiting Amount:	\$522,000.00

# Discussion/Action Items

## Planning Committee

### IV. C.4

## Miscellaneous Toll Operations & Support Services

**Purpose:** To provide miscellaneous toll operations support services including, but not limited to, planning, design, development and testing of all roadside lane equipment.

**Funding:** Capital Budget

**Action:** Request the board

- a. Approve the scoring and ranking of the Evaluation Committee for miscellaneous toll operations support services.

Rank	Firm	Total Score	Average Score
1	Atkins	271	90.3
2	Gannett Fleming	264	88.0
3	Milligan Partners	256	85.3
4	RS&H	243	81.0
5	AECOM	241	80.3

- b. Authorize and direct staff to negotiate and execute a push-button contract with all five firms. Contract is subject to review and approval of THEA General Counsel.





## **NOTICE OF INTENDED DECISION**

**Date:** June 11, 2021

**Project:** Miscellaneous Toll Operations Support Services  
RFP No.: T-00321

The Evaluation Review Committee met on June 10, 2021, to evaluate and score the responses submitted for the above referenced RFP.

Final ranking and scoring is as follows:

<b>Rank</b>	<b>Firm</b>	<b>Total Score</b>	<b>Average Score</b>
1	Atkins	271	90.3
2	Gannett Fleming	264	88.0
3	Milligan Partners	256	85.3
4	RS&H	243	81.0
5	AECOM	241	80.3

Tampa-Hillsborough County Expressway Authority staff intends to recommend approval to negotiate and execute a push-button contract with all five firms at the Authority's Board Meeting scheduled for June 28, 2021.

All notices are posted on the Authority's website ([www.tampa-xway.com](http://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](mailto:Man.Le@tampa-xway.com).

# **Discussion/Action Items**

## **Chairman**

### **IV. D.1**

## **Annual Evaluations of the Executive Director and General Counsel**

**Action:** Acceptance of the Board Member Evaluations of the Executive Director and General Counsel.

# **Discussion/Action Items**

## **Chairman**

### **IV. D.2**

## **General Counsel Compensation**

**Discussion/Action Items**

**Chairman**

**IV. D.3**

**Executive Recruitment Update**

# **Discussion/Action Items**

## **General Counsel**

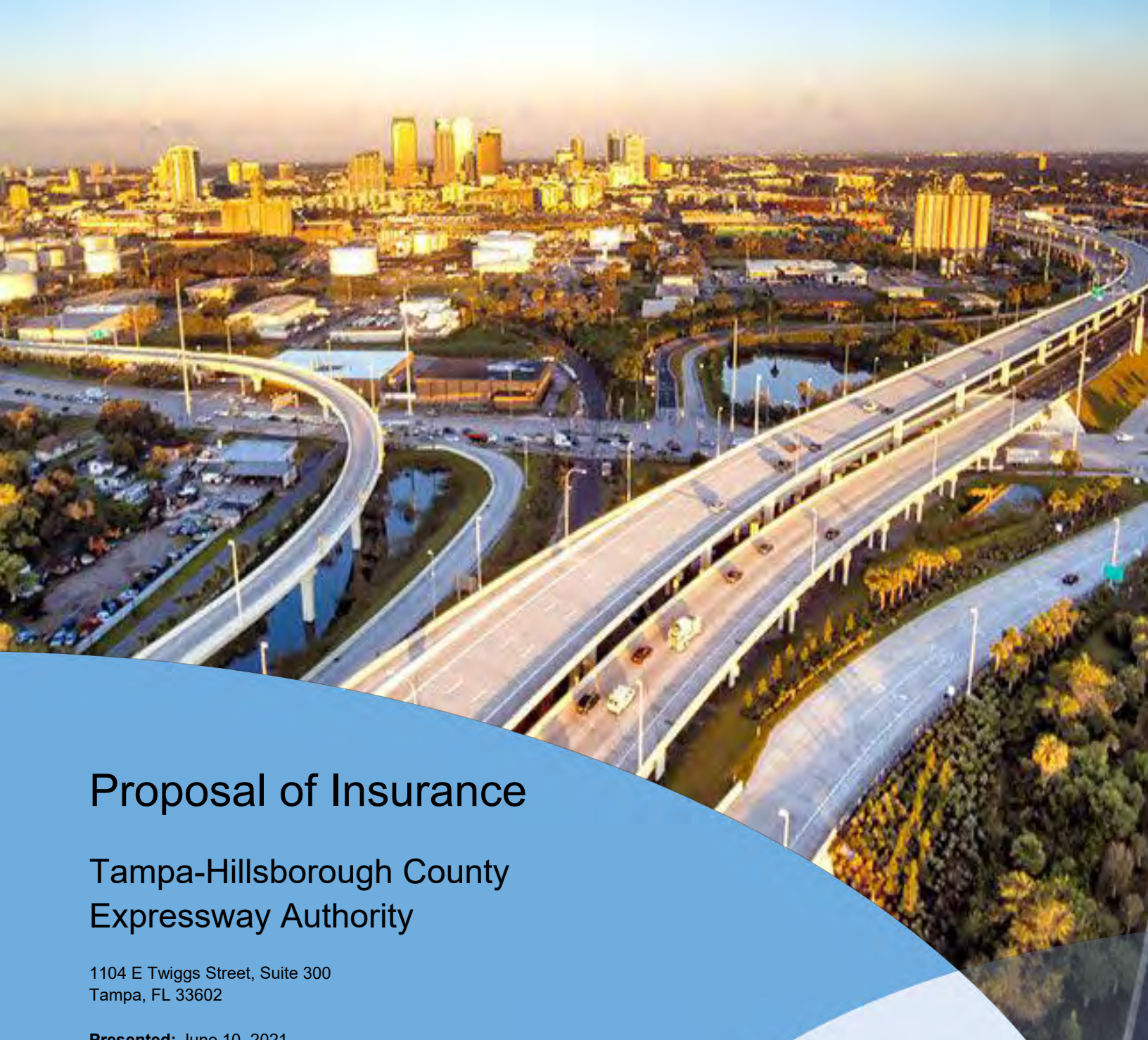
### **IV. E.1**

## **Commercial Property Coverage FY2022**

**Purpose:** To obtain Commercial Property Coverage for FY2022.

**Funding:** Operating Budget - \$598,503

**Action:** Authorization to bind Commercial Property Coverage for  
FY2022.



# Proposal of Insurance

## Tampa-Hillsborough County Expressway Authority

1104 E Twiggs Street, Suite 300  
Tampa, FL 33602

**Presented:** June 10, 2021

**Effective:** July 1, 2021

**Chris Connelly, ARM-P, ARe**

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](mailto:chris_connelly@ajg.com)



**Gallagher**

Insurance | Risk Management | Consulting

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## Executive Summary

Arthur J. Gallagher Risk Management Services, Inc. appreciates the opportunity to present this proposal for your consideration.

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 13<sup>th</sup> year.

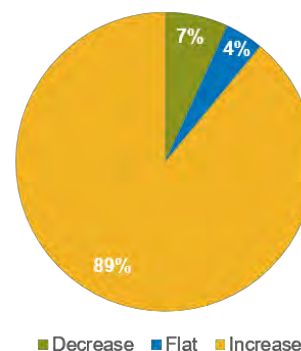
### PROPERTY MARKETPLACE ANALYSIS

The pace of change in the Property marketplace has been faster and more severe than many anticipated. Our own internal data shows that Property pricing has increased (on both a net rate and pure premium basis) every single quarter since Q2 2017 and this rate of change has only accelerated in the past couple of years.

Historically, hard markets have been driven by reduced capital in the marketplace. As a result, all clients are adversely impacted. This marketplace is different—it's much more nuanced, and client results vary greatly based on industry segment, geography/catastrophe exposure, and loss history. We are seeing huge variations from the average with increases of 20% or more for clients with poor loss experience.

As shown at right, our average client rate increase for 2021 has been 13.7%

Q1 2021 Property Rate Changes  
Gallagher – U.S. Clients



**13.7%**  
median rate change  
in Q1 2021\*

### 2021 PROPERTY INSURANCE RENEWAL – BRIDGES & TOLL STRUCTURES

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 provided a new three year option through 2022 with a slight increase in rates. The deposit premium for this renewal was \$487,863 or 7% increase from 2018, using a total insurable values amount of \$775,260,368, with \$680M allocated to property and \$95M for loss of revenues.

Going into the 2021 policy year, unfortunately Zurich is unable to offer another 3 year extension, so THEA's account will be re-underwritten in 2022. For 2021, the rate was unchanged, so they only difference in premium is associated with the addition in new assets and revenue. We highlight this in the chart below:

	Rate	2020 TIV	2020 Premium	2021 TIV	2021 Premium
Property Damage	0.055862	\$ 705,054,610	\$ 393,858	\$ 824,528,352	\$ 460,598
Loss of Revenue	0.089001	\$ 80,989,480	\$ 72,081	\$ 99,995,000	\$ 88,997
<b>PD AND LOR TOTALS</b>		<b>\$ 786,044,090</b>	<b>\$ 465,939</b>	<b>\$ 924,523,352</b>	<b>\$ 549,595</b>
TRIA - % of Premium	0.05		\$ 23,297		\$ 27,480
<b>TOTAL INCLUDING TRIA</b>			<b>\$ 489,236</b>		<b>\$ 577,075</b>



Since THEA has been fortunate to avoid 3 years of rate increases experienced by our other clients in Florida, we anticipate Zurich will push for some level of rate increase going into 2022. We will of course fully market THEA's program and ensure the best possible outcome for 2022.

### 2021 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.

Last year, Zurich notified us and THEA through a non-renewal letter that they would not be providing a renewal. This was not specific to THEA and your exposure, but rather Zurich has decided to exit the Railroad market all together at the end of 2019. Because of this, we marketed your account to other viable carrier partner and ultimately renewed coverage via XL.

2021 represents the first renewal of the XL policy which represents essentially a flat renewal of **\$17,835**

### 2020 CRIME RENEWAL

In 2018, we conducted a full marketing effort for the Authority's crime coverage and provided options from Philadelphia, Travelers and Hanover. THEA ultimately bound the \$1,000,000 limit option with Philadelphia.

This year for your 2021 renewal, your incumbent carrier (Philadelphia) is offering a slight increase (\$917) on their renewal of **\$3,593**, which is reflective of an increase in overall revenue due to the system expansion.

### OTHER RENEWAL OPTIONS FOR CONSIDERATION

- **Loss of Revenue, Non-Physical Damage** – Gallagher would recommend evaluating the alternative options that may be available to address revenue loss associated with suspensions in toll operations. Primarily regarding suspension orders that are given as a result of hurricane evacuation orders. Since this type of program has never been negotiated for any Florida toll authorities, we would recommend having Gallagher pursue this option to determine its feasibility. There is market interest in these types of programs; however, the costs are unknown.
- **Standalone Cyber Liability** – Presented in 2019, but elected not to purchase

### CONCLUSION

THEA's expired total insurance premium was **\$508,712** and the 2021 renewal premium is **\$598,503** as a result of the expansion of the system and THEA's overall insured assets.

We are very pleased with this year's renewal outcome and hope that THEA is as well! Further details regarding each of the insurance lines and premiums are included on the following pages.

Sincerely,

**Chris Connelly**  
Area Senior Vice President

June 10, 2021

## Service Team

**Chris Connelly** has primary service responsibility for your company. We operate using a team approach. Your Service Team consists of:

NAME / TITLE	PHONE / ALT. PHONE	EMAIL
<b>Chris Connelly, ARM-P, ARe</b> Area Senior Vice President	(407) 563-3513	chris_connelly@ajg.com
<b>Erica Connick, AAI, ARM-P, CSRM</b> Area Senior Vice President	(407) 563-3554	Erica_Connick@ajg.com
<b>Dani Chiste</b> Account Executive	(561) 998-6803	Dani_Chiste@ajg.com
<b>Isabel Herbach, ARM AAI</b> Client Service Executive	(407) 563-3541	Isabel_Herbach@ajg.com
<b>Sandra Sierra</b> Client Service Manager	(407) 563-3531	Sandra_Sierra@ajg.com
<b>Carmen Bishop, AAI</b> Client Service Manager Sr.	(407) 563-3546	Carmen_Bishop@ajg.com
<b>Monica Storts, CRM</b> Client Service Manager II	(407) 563-3542	Monica_Storts@ajg.com
<b>Coquette Cruz</b> Senior Client Service Manager - Orlando	(407) 563-3518	Coquette_Cruz@ajg.com
<b>Bart Douglas</b> Managing Director - Gallagher Claim Advocacy Practice Group	(305) 639-3121	Bart_Douglas@ajg.com

**Arthur J. Gallagher Risk Management Services, Inc.**

Main Office Phone Number: (407) 370-2320

## Program Structure

## Named Insured

**Named Insured Schedule:**

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

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

## Market Review

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

INSURANCE COMPANY	LINE OF COVERAGE	RESPONSE	PREMIUM
<b>Zurich American Insurance Company</b>	Property	Recommended Quote	\$577,075.00
<b>Philadelphia Indemnity Insurance Company</b>	Crime	Recommended Quote	\$3,593.00
<b>Indian Harbor Insurance Company</b>	General Liability	Recommended Quote	\$16,986.00

## Carrier Ratings and Admitted Status

PROPOSED INSURANCE COMPANIES	A.M. BEST'S RATING & FINANCIAL SIZE CATEGORY *	ADMITTED/NON-ADMITTED **
<b>Indian Harbor Insurance Company</b>	A+ XV	Non-Admitted
<b>Philadelphia Indemnity Insurance Company</b>	A++ XV	Admitted
<b>Zurich American Insurance Company</b>	A+ XV	Admitted

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

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

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

## Premium Summary

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

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM	
		CARRIER	EXPIRING COST	CARRIER	ESTIMATED COST
<b>Property</b>	Premium	Zurich American Insurance Company (Zurich Insurance Group Ltd)	\$489,236.00	Zurich American Insurance Company (Zurich Insurance Group Ltd)	\$577,075.00
	<b>Estimated Cost</b>		<b>\$489,236.00</b>		<b>\$577,075.00</b>
	Annualized Cost		-		N/A
	TRIA Premium		<b>Included</b>		<b>Included</b>
<b>Crime</b>	Premium	Philadelphia Indemnity Insurance Company (Tokio Marine Holdings, Inc.)	\$2,676.00	Philadelphia Indemnity Insurance Company (Tokio Marine Holdings, Inc.)	\$3,593.00
	<b>Estimated Cost</b>		<b>\$2,676.00</b>		<b>\$3,593.00</b>
	Annualized Cost		-		N/A
	TRIA Premium		-		-
<b>General Liability</b>	Premium	Steadfast Insurance Company (Zurich Insurance Group Ltd)	\$16,800.00	Indian Harbor Insurance Company (XL Group plc)	\$17,835.00
	<b>Estimated Cost</b>		<b>\$16,800.00</b>		<b>\$17,835.00</b>
	Annualized Cost		-		N/A
	TRIA Premium		<b>Included</b>		<b>Included</b>
<b>Total Estimated Program Cost</b>			<b>\$508,712.00</b>		<b>\$598,503.00</b>

Quote from **Indian Harbor Insurance Company (XL Group plc)** is valid until **7/1/2021**

Quote from **Philadelphia Indemnity Insurance Company (Tokio Marine Holdings, Inc.)** is valid until **7/1/2021**

Quote from **Zurich American Insurance Company (Zurich Insurance Group Ltd)** is valid until **7/1/2021**

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

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

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

## Payment Plans

CARRIER / PAYABLE CARRIER	LINE OF COVERAGE	PAYMENT SCHEDULE	PAYMENT METHOD
<b>Zurich American Insurance Company (Zurich Insurance Group Ltd)</b>	Property	Annual Installment, Pre-Paid	Agency Bill
<b>Philadelphia Indemnity Insurance Company (Tokio Marine Holdings, Inc.)</b>	Crime	Annual, Pre-Paid	Direct Bill
<b>Indian Harbor Insurance Company (XL Group plc)</b>	General Liability	Annual, Pre-Paid	Agency Bill



## Program Details

**Coverage:** Property  
**Carrier:** Zurich American Insurance Company  
**Policy Period:** 7/1/2021 to 7/1/2022

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
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

**Additional Coverage:**

DESCRIPTION	LIMIT TYPE	AMOUNT
Loss of Revenue	Sublimit	\$30,000,000
Accounts Receivable	Sublimit	\$5,000,000
Interruption by Civil or Military Authority		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		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
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

**Endorsements include, but are not limited to:**

DESCRIPTION
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
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;

**Exclusions include, but are not limited to:**

**DESCRIPTION**

- 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 Signed Statement of Values

**Other Significant Terms and Conditions/Restrictions:**

**DESCRIPTION**

Rates:  
 - Property Damage - .055862  
 - Loss of Revenue - .089001  
 - TRIA - .05 (of Premium)  
 Total Premium Includes TRIA Premium Of \$27,480

Year 3 of 3 Year Policy term; premium payable annually, based on values reported for that year.

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

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 applied.

Loss of Revenue: The Waiting Period stated in the policy will always be applied in addition to any dollar deductible stated for physical damage.

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.

<b>Premium</b>	<b>\$577,075.00</b>
<b>ESTIMATED PROGRAM COST</b>	<b>\$577,075.00</b>
<b>Minimum Earned Premium -</b>	<b>100.00 %</b>
<b>TRIA/TRIPRA PREMIUM</b> (+ Additional Surcharges, Taxes and Fees as applicable)	<b>INCLUDED</b>

**Subject to Audit: Not Auditable**

	LOCATION	BRIDGE PHYSICAL DAMAGE
<b>Bridges &amp; Toll Plazas</b>	Bridges	\$794,124,777
	Toll Gantries	\$6,288,944
	<b>Total - Bridges &amp; Toll Plazas</b>	<b>\$800,413,721</b>
<b>Tolling Equipment</b>	Tolling Equipment	\$6,773,500
	<b>Total - Tolling Equipment</b>	<b>\$6,773,500</b>
<b>ITS Field Equipment</b>	Variable Message Signs	\$1,146,840
	Cameras	\$139,121
	Sign Features	\$1,097,772
	Gates	\$1,134,632
	Misc. Features	\$326,230
	<b>Total - ITS Field Equipment</b>	<b>\$3,844,594</b>
	<b>Brandon Parkway &amp; Feeder Roads</b>	Gateway at Town Center Boulevard location
Plaza at Lakewood Drive location		\$466,884
Gateway at Lumsden Road location		\$485,721
Pond at Overlook location		\$342,584
Wall Feature along Parkway at Station 2353 location		\$201,216
Irrigation Features, Etc. locations		\$513,774
<b>Total - Brandon Parkway &amp; Feeder Roads</b>		<b>\$2,493,505</b>
<b>Meridian Street</b>	Hardscape Features - Aesthetic sign enhancements	\$1,569,236
	Lighting Features – Trail, tree & uplighting	\$195,776
	Pedestrian Features, Etc.	\$124,823
	Misc. Features - Fence, bollards, etc.	\$55,857
	<b>Total - Meridian Street</b>	<b>\$1,945,692</b>
<b>Transportation Management Center</b>	Building Value – GMP Value	\$6,822,576
	Personal Property Value – BPP	\$437,831
	TMC Control Room Equipment – Video wall	\$716,140
	<b>Total - Transportation Management Center</b>	<b>\$7,976,547</b>
<b>Warehouse</b>	Building Value	\$605,187
	Personal Property Value	\$475,606
	<b>Total - Warehouse</b>	<b>\$1,080,792</b>

2021 TOTAL INSURED VALUES	
PROPERTY VALUES	\$824,528,352
LOSS OF REVENUE	\$99,995,000
TOTAL INSURED VALUES	\$924,523,352

Name:

Title:

Signature:

Date:

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**Coverage:** Crime  
**Carrier:** Philadelphia Indemnity Insurance Company  
**Policy Period:** 7/1/2021 to 7/1/2022

**Form Type:**

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
Crime	Discovery	Not Applicable	Not Applicable

**Coverage:**

DESCRIPTION	LIMIT TYPE	AMOUNT
Employee Theft and Client Coverage	Limit	\$1,000,000
ERISA Fidelity	Limit	\$500,000
Forgery and Alteration	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
24 Fraudulent Inducement Insuring Agreement	Limit	\$250,000
Crisis Management Expense	Limit	\$25,000

**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	24 Fraudulent Inducement Insuring Agreement	\$5,000

**Additional Coverage:**

DESCRIPTION	LIMIT TYPE	AMOUNT	BASIS
Schedule of Additional Coverages and Limits: The following is a summary of Limits of Liability or Limits of Insurance and/or additional coverages provided by this endorsement. This endorsement is subject to the provisions of the policy to which it is attached.			
Business Travel Accident Benefit	Limit	\$50,000	
Conference Cancellation	Limit	\$25,000	

**Additional Coverage:**

DESCRIPTION	LIMIT TYPE	AMOUNT	BASIS
Donation Assurance	Limit	\$50,000	
Emergency Real Estate Consulting Fee	Limit	\$50,000	
Fundraising Event Blackout	Limit	\$25,000	
Identity Theft Expense	Limit	\$50,000	
Image Restoration and Counseling	Limit	\$50,000	
Key Individual Replacement Expenses	Limit	\$50,000	
Kidnap Expense	Limit	\$50,000	
Political Unrest	Limit	\$5,000	Per Employee
Political Unrest	Limit	\$25,000	Policy Limit
Temporary Meeting Space Reimbursement	Limit	\$25,000	
Terrorism Travel Reimbursement	Limit	\$50,000	
Travel Delay Reimbursement	Limit	\$1,500	
Workplace Violence Counseling	Limit	\$50,000	
Crime Protection Plus Pro-Pak: Additional Coverages:			
Include Expenses Incurred To Establish Amount of Covered Loss	Limit	The Lesser of \$100,000 or 25% of the Covered Loss	
Computer Violation and Data Reconstruction Expense	Limit	The Lesser of \$50,000 or 25% of the Covered Loss	

**Endorsements include, but are not limited to:**

DESCRIPTION
WHY MyPHLY? - WHY MyPHLY 0000
Making Things Easier - CSNotice-1 0120
Commercial Lines Policy Jacket - BJP-190-1 1298
Policyholder Notice (Loss Assistance Hotline) - LAH-Notice 0813
Florida Complaint Notice - PI-Notice 0400
Notice Late/Non-Sufficient Funds/Reinstatement Fee - PI-FEES-NOTICE 1 1119
Common Policy Declarations - CPD-PIIC 0614
Florida Countersignature - PI-IL-CS FL 1118
Crime Protection Plus Declarations - PI-CRP-01 FL 0605
Bell Endorsement - PI-BELL-1 FL 0410
Crisis Management Enhancement Endorsement - PI-CME-1 1009
Crime Protection Plus Policy - PI-CRP-02 0605



**Endorsements include, but are not limited to:**

DESCRIPTION
Policy Bridge - Discovery Replacing Loss Sustained - PI-CRP-13 0605
Crime Protection Plus Pro-Pak - PI-CRP-23 1216 - NEW EDITION DATE. EXPIRING WAS 11/19
Fraudulent Inducement Insuring Agreement - PI-CRP-24 0717
Florida Changes - PI-CRP-FL-1 1005
Destruction of Electronic Data or Computer Programs - PI-MANU-1 0100
Add Faithful Performance of Duty Coverage - PI-MANU-1 0100

**Exclusions include, but are not limited to:**

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

**Binding Requirements:**

DESCRIPTION
Subject to:
- The Application Must be Signed and Dated by the President, Executive Director or Chairman of the Board Only Within 30 Days of the Effective Date.

**Other Significant Terms and Conditions/Restrictions:**

DESCRIPTION
Condition Amendments - Revision
Insuring Agreement A.D. ERISA Fidelity Amendments - Amending Exclusions A, H, J and K to comply with ERISA requirements
Cancellation As To Any Employee - \$25,000
Consolidation – Merger - 30% of your total assets
Loss Notice Threshold - Exceeds 25% of the applicable Deductible Amount
Definition Amendment - Amends definition of Employee to include terminated employees for 90 days

<b>Premium</b>	<b>\$3,593.00</b>
<b>ESTIMATED PROGRAM COST</b>	<b>\$3,593.00</b>

**Coverage:** General Liability  
**Carrier:** Indian Harbor Insurance Company  
**Policy Period:** 7/1/2021 to 7/1/2022

**Form Type:**

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
General Liability	Occurrence	Not Applicable	Not Applicable

**Coverage:**

DESCRIPTION	LIMIT TYPE	AMOUNT
Each Occurrence Limit	Limit	\$3,000,000
Personal & Advertising Injury		Included
General Aggregate	Limit	\$6,000,000
Products & Completed Operations Aggregate	Limit	\$6,000,000
Damage to Rented Premises (each occurrence)		Excluded
Excluded		Excluded

**Deductibles / Self-Insured Retention**

TYPE	COVERAGE	AMOUNT
Deductible	Deductible: - Each and Every Occurrence	\$10,000

**Endorsements include, but are not limited to:**

DESCRIPTION
Policy Form - Commercial General Liability Policy - Occurrence/Standard ISO Policy Form
Applicable State Amendatory Endorsements (State)
Contractors Limitation Endorsement
Additional Insured
Waiver of Subrogation
Insured Contract Amendment to include work within 50 feet of Railroad
Subject to standard policy terms and conditions

**Exclusions include, but are not limited to:**

COVERAGE TYPE	DESCRIPTION
General Liability	Limitation of Coverage – Track Segment location with respects the CSX and ConAgra Sidetrack Agreement only
General Liability	Access or Disclosure - NEW TO RENEWAL. WAS SUPPOSED TO BE INCLUDED LAST YEAR
General Liability	Asbestos
General Liability	Total Pollution

**Exclusions include, but are not limited to:**

COVERAGE TYPE	DESCRIPTION
General Liability	Professional Liability
General Liability	Architects & Engineers E & O
General Liability	Employment Related Practices
General Liability	Construction Management E & O
General Liability	Nuclear Energy Liability
General Liability	Electromagnetic Force
General Liability	Recording and Distribution of Material or Information in Violation of Law
General Liability	All standard exclusions, terms and conditions apply.
EBL	Dishonest, fraudulent, criminal or malicious act or omission
EBL	Bodily Injury or Property Damage or Personal Injury - Absolute Exclusion
EBL	Failure of performance of contract
EBL	Failure of any investment to perform as represented by you
EBL	Failure to comply with mandatory provisions of any law concerning Workers' Compensation, unemployment insurance, social security or disability benefits
EBL	Wrongful termination of an employee
EBL	Coercion, demotion, reassignment, discipline or harassment of an employee
EBL	Discrimination against an employee
General Liability	Losses arising from the ownership maintenance or use of aircraft (including drones), autos, or watercraft, with some minor exceptions including certain contractual obligations

**Binding Requirements:**

DESCRIPTION
Subject to:
- Acceptance or Rejection of Terrorism Insurance Coverage
- Require full details on any agreement changes mid-term.

**Other Significant Terms and Conditions/Restrictions:**

DESCRIPTION
Total Premium Includes TRIA Premium of \$849.

<b>Premium</b>	<b>\$17,835.00</b>
<b>ESTIMATED PROGRAM COST</b>	<b>\$17,835.00</b>
Minimum And Deposit Premium -	<b>\$17,835.00</b>
<b>TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)</b>	<b>INCLUDED</b>

**Subject to Audit: Not Auditable**

## Proposal Disclosures

## Client Signature Requirements

## Coverages for Consideration

### Overview

- A proposal for any of the coverages can be provided.
- The recommendations and considerations summarized in this section are not intended to identify all exposures.
- Since Gallagher does not handle your complete insurance program, these recommendations only reflect items within our scope of responsibility.

### Other Coverage Considerations

- Cyber Liability
- Flood

## Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated 7/1/2021, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

	COVERAGE/CARRIER
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	<b>Property</b>
	Zurich American Insurance Company
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	<i>TRIA (Accepted on Expiring)</i>
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	<b>Crime</b>
	Philadelphia Indemnity Insurance Company
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	<i>TRIA</i>
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	<b>General Liability</b>
	<i>TRIA (Accepted on Expiring)</i>

The above coverage may not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those addressed in the coverage considerations included in this proposal, please list below:

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**Producer/ Insured Coverage Amendments and Notes:**

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**Exposures and Values**

We confirm the payroll, values, schedules, and other data contained in the proposal, and submitted to the underwriters, are compiled from information provided by you and we acknowledge it is our responsibility to see that such information is updated and maintained accurately. For renewal policies, if no updates were provided to Gallagher, the values, exposures and operations used were based on the expiring policies.

**Provide Quotations or Additional Information on the Following Coverage Considerations:**

Gallagher recommends that you purchase the following additional coverages for which you have exposure. By rejecting a quotation for this valuable coverage, you understand that there will be no coverage and agree to hold Gallagher harmless in the event of a loss.

**Other Coverages to Consider**

- Yes  No - Cyber Liability
- Yes  No - Flood

**Other Services to Consider**

Yes  No - **CORE360™** Loss Control Portal

Yes  No - eRiskHub

Gallagher's liability to Client arising from any acts or omissions of Gallagher shall not exceed \$20 million in the aggregate. Gallagher shall only be liable for actual damages incurred by Client, and shall not be liable for any indirect, consequential or punitive damages or attorneys' fees. No claim or cause of action, regardless of form (tort, contract, statutory, or otherwise), arising out of, relating to or in any way connected with this Agreement or any Services provided hereunder may be brought by either party any later than two (2) years after the accrual of such claim or cause of action.

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

I have read, understand and agree that the above information is correct and has been disclosed to us prior to authorizing Gallagher to bind coverage and/or provide services to us.

By: \_\_\_\_\_

Print Name (Specify Title)

\_\_\_\_\_

Company

\_\_\_\_\_

Signature

Date: \_\_\_\_\_



## Binding Requirements

COVERAGE (ISSUING CARRIER)	BINDING REQUIREMENT
<p><b>Property</b> Zurich American Insurance Company</p>	<p>Subject to Signed Statement of Values</p>
<p><b>Crime</b> Philadelphia Indemnity Insurance Company</p>	<p>Subject to: - The Application Must be Signed and Dated by the President, Executive Director or Chairman of the Board Only Within 30 Days of the Effective Date.</p>
<p><b>General Liability</b> Indian Harbor Insurance Company</p>	<p>Subject to: - Acceptance or Rejection of Terrorism Insurance Coverage - Require full details on any agreement changes mid-term.</p>

## Appendix

## Bindable Quotations & Compensation Disclosure Schedule

**Client Name: Tampa-Hillsborough County Expressway Authority**

COVERAGE(S)	CARRIER NAME(S)	WHOLESALE, MGA, OR INTERMEDIARY NAME <sup>1</sup>	EST. ANNUAL PREMIUM <sup>2</sup>	COMM.% OR FEE <sup>3</sup>	GALLAGHER U.S. OWNED WHOLESALE, MGA, OR INTERMEDIARY %
Property	Zurich American Insurance Company (Zurich Insurance Group Ltd)	N/A	\$577,075.00	0 %	
Crime	Philadelphia Indemnity Insurance Company (Tokio Marine Holdings, Inc.)	N/A	\$3,593.00	\$0.00	
General Liability	Indian Harbor Insurance Company (XL Group plc)	N/A	\$17,835.00	0 %	

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

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

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

<sup>3</sup> The commission rate is a percentage of annual premium excluding taxes & fees.

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

## Claims Reporting By Policy

### Direct Reporting [Only When Applicable]

Immediately report all claims for the following lines of coverage to the insurance carrier.

- Property
  - Zurich American Insurance Company
  - Phone: 800-987-3373
  - Fax: 877-962-2567
  - Email: [USZ-CareCenter@zurichna.com](mailto:USZ-CareCenter@zurichna.com)
  - Online: <http://www.zurichna.com/zna/claims/claims.htm>
  
- Crime
  - Philadelphia Indemnity Insurance Company
  - Phone# 800-765-9749
  - Fax# 500-685-9238
  - Email: [claimsreport@phly.com](mailto:claimsreport@phly.com)
  - Mailing Address:  
Philadelphia Insurance Companies  
Attention: Claims Dept.  
One Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004
  
- General Liability
  - Indian Harbor Insurance Company
  - Lincoln Transportation Insurance Brokers, Inc
  - Phone: 800-722-7722
  - Phone: 315-768-6110
  - Fax: 315-768-8403
  - Mailing address:  
Lincoln Transportation Insurance Brokers, Inc  
5920 Airport Road  
Oriskany, NY 13424

# CORE360™

## Loss Control Portal



Insurance | Risk Management | Consulting



## Reduce Your Risk and Simplify Training

Safety training programs and educational materials for employees are critical for reducing accidents, increasing retention and minimizing your total cost of risk now and in the future.

Gallagher's CORE360™ **Loss Control Portal** is our proprietary Learning Management System (LMS) that supports your safety program, provides real time access to your loss control plans and keeps employees up to date with the latest safety standards.

### Key benefits of CORE360™ Loss Control Portal:

- **Access** up to 10 modules of your choice from a library of over 100 training and safety shorts. In addition, monthly bulletins are available covering topics such as General and Environmental Safety, Human Resources, and Health and Wellness.
- **Save** valuable time by assigning employee training and monitoring their latest progress and completion.
- **Simplify** the process of training to stay in compliance and avoid costly penalties.
- **Onboard** and train an unlimited number of users while enhancing your overall risk control program.
- **Customize** your platform with your company's logo, training content and modules tailored to your business, and personalized procedures and forms for an added fee.

Please visit  
[ajg.com/LossControlPortal](http://ajg.com/LossControlPortal) to learn more.

### Most Popular Training Modules:

- Sexual Harassment and Discrimination
- Slip, Trip and Fall Training
- Electrical Safety Training
- Back Safety Training
- Bloodborne Pathogens
- Safe Lifting Practices
- Defensive Driving Basics
- Fire Prevention Basics
- Personal Protective Equipment
- GHS Hazard Communication



Gallagher CORE360™ is our unique, comprehensive approach of evaluating your risk management program that leverages our analytical tools and diverse resources for customized, maximum impact on six cost drivers of your total cost of risk.



Gallagher

| eRiskHub®



To access the Gallagher | eRiskHub® now:

1. Navigate to <https://eriskhub.com/gallagher>
2. Complete the new user registration at the bottom of the page. Choose your own user ID and password. The access code is 447597.
3. After registering, you can access the hub immediately using your newly created credentials in the member login box located at the top right of the page.

## The Gallagher Way. Since 1927.

The information contained herein is offered as insurance industry guidance and provided as an overview of current market risks and available coverages and is intended for discussion purposes only. This publication is not intended to offer legal advice or client-specific risk management advice. Any description of insurance coverages is not meant to interpret specific coverages that your company may already have in place or that may be generally available. General insurance descriptions contained herein do not include complete insurance policy definitions, terms, and/or conditions, and should not be relied on for coverage interpretation. Actual insurance policies must always be consulted for full coverage details and analysis.

Insurance brokerage and related services to be provided by Arthur J. Gallagher Risk Management Services, Inc. (License No. 0D69293) and/or its affiliate Arthur J. Gallagher & Co. Insurance Brokers of California, Inc. (License No. 0726293).

### Cyber Liability

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# eRiskHub® Overview and Login Information

The evolution of the cyber risk landscape has brought with it broad, sweeping regulations to address cybersecurity exposures. This digital transformation also presents new risks, including financial losses, for every industry. Gallagher's Cyber Practice delivers expertise alongside cyber risk management and insurance placement services, as well as a better way to construct risk management solutions. CORE360™ — our comprehensive approach of evaluating our client's risk management program — leverages our analytical tools and diverse resources for customized, maximum impact on six cost drivers of their total cost of risk. First, we consult with you to understand all of your actual and potential costs, then find the best options to reallocate these costs based on strategic actionable insights empowering you to know, control and minimize your total costs increasing profitability. Additionally, our data-driven CORE360™ approach allows us to implement programs for your business that will increase safety, minimize losses, mitigate claims and proactively analyze your cyber risk posture.

### Key Features of the Gallagher | eRiskHub®

- Gallagher Cyber Risk Due Diligence — A six-step process designed to walk clients through a simple, thought-provoking framework to encourage organizational communication, establish clear direction and highlight priorities to better understand your cyber risk profile.
- Risk Manager Tools — A collection of tools with many different purposes such as researching known breach events, calculating your potential cost of a breach event and downloading free sample policies your organization can use as templates.
- News Center — Keeps you up to date on what is going on in the world of cyber risk through handpicked articles, feeds and blogs.
- Learning Center — An extensive collection of white papers, articles, webinars, videos and blog posts on a variety of topics. (Looking for something specific? Try the search box at the top right of the page to search the entire Gallagher | eRiskHub®).
- Security & Privacy Training — An overview of best practices for creating an effective security training program for employees.
- Strategic Third-Party Relationships and Partner Resources — Information on third-party vendors that can assist your organization with improving your overall cyber risk.

As cyber risk evolves, so does our commitment to thought leadership. Our global cyber teams focus exclusively on cyber risk, and uniquely position Gallagher to share our knowledge, expertise and experience for the benefit of our clients.

If you have any questions about the Gallagher | eRiskHub®, please reach out to your broker.

ajg.com

## Proposal Disclosures

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

### Proposal Disclaimer

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

### Compensation Disclosure

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

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

In the event you wish to register a formal complaint regarding compensation Gallagher receives from insurers or third-parties, please contact Gallagher via e-mail at [Compensation\\_Complaints@ajg.com](mailto:Compensation_Complaints@ajg.com) or by regular mail at:

Chief Compliance Officer  
Gallagher Global Brokerage  
Arthur J. Gallagher & Co.  
2850 Golf Rd.  
Rolling Meadows, IL 60008

### TRIA/TRIPRA Disclaimer

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

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

### Property Estimator Disclaimer

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



Appended Documents

2021 TOTAL INSURED VALUES	
PROPERTY VALUES	\$824,528,352
LOSS OF REVENUE	\$99,995,000
TOTAL INSURED VALUES	\$924,523,352

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_





**CRIME PROTECTION PLUS APPLICATION**  
**(for limits \$1,000,000 and greater)**

Agent: Arthur J Gallagher

Name of Applicant: (Include Employee Benefit Plans to be named for ERISA Fidelity Coverage)

Tampa-Hillsborough County Expressway Authority

Address: 1104 E Twiggs Street Suite 300

City: Tampa

State: FL

Zip: 33602

Effective Date: 7/1/2021

Predominant Business Activity: operation of public toll roadway

SIC Code: \_\_\_\_\_

Year Business Started: 1963

Annual Sales or Revenue: \$99,995,000

Desired Coverage(s):		Limit	Deductible
Insuring Agreement A1:	Employee Theft and Client Coverage	\$ 1,000,000	\$ 5,000
Insuring Agreement A2:	ERISA Fidelity	\$ 500,000	\$ NIL
Insuring Agreement B:	Forgery or Alteration	\$ 1,000,000	\$ 5,000
Insuring Agreement C:	Theft, Disappearance & Destruction – Inside the Premises	\$ 1,000,000	\$ 5,000
Insuring Agreement D:	Theft, Disappearance & Destruction – Outside the Premises	\$ 1,000,000	\$ 5,000
Insuring Agreement E:	Money Orders and Counterfeit Paper Currency	\$ 1,000,000	\$ 5,000
Insuring Agreement F:	Computer and Funds Transfer Fraud	\$ 1,000,000	\$ 5,000

Third Party – "Off-Premises" Coverage –  Yes  No

If yes, please complete the Third Party Crime Protection Plus Supplemental

Coverage on a:  Discovery Basis  Loss Sustained Basis

Current Insurer: Philadelphia Ins. Co.

Limit: \$ 1,000,000

Deductible: \$5,000

Premium: \$ 2,676.00

**Loss Experience:**

List all crime losses sustained during the last three years whether reimbursed or not. Check here if none:

Date of Loss: \_\_\_\_\_ Total Amount of Loss: \$ \_\_\_\_\_

Description of Loss and Corrective Action:

Date of Loss: \_\_\_\_\_ Total Amount of Loss: \$ \_\_\_\_\_

Description of Loss and Corrective Action:

To enter more information, please use the separate page attached to the application.

**Classification of Employees:**

	US/Canada	Other Countries	Total
Total Number of Employees*	25		25
Locations (Other than Main Office)			

\*Number of employees that are: Leased: \_\_\_\_\_ Temporary: \_\_\_\_\_ Non-Compensated: \_\_\_\_\_

**Hiring Procedures/Employment Practices:**

1. Do you conduct a prior employment check on all new hires?  Yes  No
2. Do you conduct a criminal background check on all new hires?  Yes  No
3. Do you conduct a criminal background check on current employees?  Yes  No
4. Are credit reports checked when screening new employees?  Yes  No

**Audit Procedures:**

1. Are your financial statements prepared by an independent Certified Public Accountant on an annual basis?  Yes  No  
**If yes, on what basis?**  Compilation  Review  or Audit  
Please attach a copy of your most recent financial statement.
2. Are all subsidiaries and locations, or majority-owned and operated companies, included in the audit?  Yes  No
3. Have all recommendations made by the accountant been adopted?  Yes  No
4. Do you have an Internal Audit Department?  Yes  No  
 If not, is there someone who is responsible for internal control procedures?  Yes  No
5. If any weaknesses are noted, is the department in question notified in writing by the Internal Audit Department and are corrective actions monitored?  Yes  No

**Internal Controls:**

1. Are the owner(s) involved in the daily operations of the company?  Yes  No
2. Are two signatures required on checks?  Yes  No  
 If so, over what amount? \$all \_\_\_\_\_  
 If two signatures are not required, who has authority to sign checks? Please provide their name and position: \_\_\_\_\_
3. Do employees who reconcile the bank statements also:
  - a. sign checks?  Yes  No
  - b. make withdrawals?  Yes  No
  - c. make deposits?  Yes  No
  - d. have access to blank checks?  Yes  No
  - e. have access to computer systems that print checks?  Yes  No
  - f. have access to facsimile, signature plate, or check-signing machines?  Yes  No
4. Is a facsimile or signature plate used?  Yes  No
  - a. Is it kept in a safe?  Yes  No  
 If not, where is it kept? \_\_\_\_\_
  - b. Who has access to the plate? \_\_\_\_\_
  - c. Is a record kept of its use?  Yes  No
5. Are your internal control systems designed so that no one employee can control a transaction from beginning to end (e.g. approve a voucher, request and sign a check)?  Yes  No
6. How often is blank check stock inventoried? n/a print checks on blank paper through GP Sys that tracks check ck#  
 By whom? \_\_\_\_\_
7. Are all incoming checks stamped "For Deposit Only" immediately upon receipt?  Yes  No

**Purchasing, Vendor and Inventory Controls:**

1. Are perpetual inventories maintained of materials and supplies and periodically verified by physical count?  Yes  No
2. Do you have a security alarm system and video camera to protect your inventory in all locations?  Yes  No

- 3. Are background checks performed on vendors in order to determine ownership and capability prior to doing business with them?  Yes  No
- 4. Is the responsibility for authorizing vendors, approving invoices and processing payment segregated among different individuals?  Yes  No
- 5. Do you have a system to detect payments to fictitious suppliers?  Yes  No

**Computer Controls:**

- 1. Are pre-authorization controls maintained for all programmers and operators?  Yes  No
- 2. Are the duties of programmers and operators separated?  Yes  No
- 3. Are "tests" performed to detect unauthorized programming changes?  Yes  No
- 4. Are computerized check writing operations segregated from departments that authorize checks?  Yes  No
- 5. Are passwords and system access immediately terminated for inactive and terminated employees?  Yes  No

**Wire Transfer Controls: (Skip this section if you do not utilize wire transfers.)**

- 1. Is there one employee responsible for wire transfers?  Yes  No  
 If yes, what position does this person hold? \_\_\_\_\_  
 If no, who initiates wire transfer requests? Controller
- 2. What is your average daily number of funds transferred? \_\_\_\_\_ not daily
- 3. What is the largest single amount that can be transferred? \$no limit
- 4. Are banks required to authenticate the identity of the caller before acting upon the instructions?  Yes  No  
 If yes, how is this achieved?  
 direct line dial and give name and title and confirm instructions

- 5. Does the receiving financial institution immediately verify the completion of transfer of funds?  Yes  No  
 If yes, does this verification go to an employee other than the one who initiated the transfer?  Yes  No
- 6. Are there specific arrangements with the financial institution as to the individuals in your company authorized to:
  - a. transfer funds?  Yes  No
  - b. request changes in procedures?  Yes  No
  - c. obtain records?  Yes  No
- 7. Are independent checks of funds transfer records performed by staff not authorized to handle/instruct such transactions?  Yes  No

**Money, Securities and Payroll Exposure:**

Please indicate maximum exposure for each location if requesting Insuring Agreement C or D:

Location(s)	Cash	Retail Checks	Credit Card Receipts and Non Retail Checks*	Is there a Safe?	
Controller Officer	\$n/a	\$n/a	\$n/a	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	\$	\$	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	\$	\$	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	\$	\$	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No

\*A non-retail check is a check presented to you and immediately endorsed "for deposit only" and then recorded in your accounting process so that it could be re-created if it were stolen, lost or destroyed.

**FRAUD STATEMENT AND SIGNATURE SECTIONS**

The Undersigned states that he/she is an authorized representative of the Applicant and declares to the best of his/her knowledge and belief and after reasonable inquiry, that the statements set forth in this Application (and any attachments submitted with this Application) are true and complete and may be relied upon by Company \* in quoting and issuing the policy. If any of the information in this Application changes prior to the effective date of the policy, the Applicant will notify the Company of such changes and the Company may modify or withdraw the quote or binder.

The signing of this Application does not bind the Company to offer, or the Applicant to purchase the policy.

\*Company refers collectively to Philadelphia Indemnity Insurance Company and Tokio Marine Specialty Insurance Company

**VIRGINIA APPLICANT: READ YOUR POLICY. THE POLICY OF INSURANCE FOR WHICH THIS APPLICATION IS BEING MADE, IF ISSUED, MAY BE CANCELLED WITHOUT CAUSE AT THE OPTION OF THE INSURER AT ANY TIME IN THE FIRST 60 DAYS DURING WHICH IT IS IN EFFECT AND AT ANY TIME THEREAFTER FOR REASONS STATED IN THE POLICY.**

**FRAUD NOTICE STATEMENTS**

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS THAT PERSON TO CRIMINAL AND CIVIL PENALTIES (IN OREGON, THE AFOREMENTIONED ACTIONS MAY CONSTITUTE A FRAUDULENT INSURANCE ACT WHICH MAY BE A CRIME AND MAY SUBJECT THE PERSON TO PENALTIES). (IN NEW YORK, THE CIVIL PENALTY IS NOT TO EXCEED FIVE THOUSAND DOLLARS (\$5,000) AND THE STATED VALUE OF THE CLAIM FOR EACH SUCH VIOLATION). (NOT APPLICABLE IN AL, AR, AZ, CO, DC, FL, KS, LA, ME, MD, MN, NM, OK, PA, RI, TN, VA, VT, WA AND WV).

APPLICABLE IN AL, AR, AZ, DC, LA, MD, NM, RI AND WV: ANY PERSON WHO KNOWINGLY (OR WILLFULLY IN MD) PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR WHO KNOWINGLY (OR WILLFULLY IN MD) PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES OR CONFINEMENT IN PRISON.

APPLICABLE IN COLORADO: IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES, DENIAL OF INSURANCE AND CIVIL DAMAGES. ANY INSURANCE COMPANY OR AGENT OF AN INSURANCE COMPANY WHO KNOWINGLY PROVIDES FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO A POLICYHOLDER OR CLAIMANT FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE POLICYHOLDER OR CLAIMANT WITH REGARD TO A SETTLEMENT OR AWARD PAYABLE FROM INSURANCE PROCEEDS SHALL BE REPORTED TO THE COLORADO DIVISION OF INSURANCE WITHIN THE DEPARTMENT OF REGULATORY AGENCIES.

APPLICABLE IN FLORIDA AND OKLAHOMA: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE, OR MISLEADING INFORMATION IS GUILTY OF A FELONY (IN FL, A PERSON IS GUILTY OF A FELONY OF THE THIRD DEGREE).

APPLICABLE IN KANSAS: AN ACT COMMITTED BY ANY PERSON WHO, KNOWINGLY AND WITH INTENT TO DEFRAUD, PRESENTS, CAUSES TO BE PRESENTED OR PREPARES WITH KNOWLEDGE OR BELIEF THAT IT WILL BE PRESENTED TO OR BY AN INSURER, PURPORTED INSURER, BROKER OR ANY AGENT THEREOF, ANY WRITTEN, ELECTRONIC, ELECTRONIC IMPULSE, FACSIMILE, MAGNETIC, ORAL, OR TELEPHONIC COMMUNICATION OR STATEMENT AS PART OF, OR IN SUPPORT OF, AN APPLICATION FOR THE ISSUANCE OF, OR THE RATING OF AN INSURANCE POLICY FOR PERSONAL OR COMMERCIAL INSURANCE, OR A CLAIM FOR PAYMENT OR OTHER BENEFIT PURSUANT TO AN INSURANCE POLICY FOR COMMERCIAL OR PERSONAL INSURANCE WHICH SUCH PERSON KNOWS TO CONTAIN MATERIALLY FALSE INFORMATION CONCERNING ANY FACT MATERIAL THERETO; OR CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO.

APPLICABLE IN KENTUCKY: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSONS FILES AN APPLICATION FOR INSURANCE CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME.

APPLICABLE IN MAINE, TENNESSEE, VIRGINIA AND WASHINGTON: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS.

APPLICABLE IN PENNSYLVANIA: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

APPLICABLE IN NEW YORK: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SHALL BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE STATE VALUE OF THE CLAIM FOR EACH SUCH VIOLATION.

Joe Waggoner  
NAME (PLEASE PRINT/TYPE)

  
SIGNATURE

CEO

TITLE  
(MUST BE SIGNED BY THE PRESIDENT, CHAIRMAN, CEO OR EXECUTIVE DIRECTOR)

April 27, 2021  
DATE

**SECTION TO BE COMPLETED BY THE PRODUCER/BROKER/AGENT**

PRODUCER  
(If this is a Florida Risk, Producer means Florida Licensed Agent)

AGENCY

PRODUCER LICENSE NUMBER  
(If this a Florida Risk, Producer means Florida Licensed Agent)

ADDRESS (STREET, CITY, STATE, ZIP)

**ADDITIONAL INFORMATION**

**This page may be used to provide additional information to any question on this application. Please identify the question number to which you are referring.**

---

Signature

---

Date



## Surplus Lines Disclosure and Acknowledgement

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

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

Tampa-Hillsborough County Expressway Authority

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Named Insured

By:

---

Signature of Named Insured

Date

---

Printed Name and Title of Person Signing

Indian Harbor Insurance Company

---

Name of Excess and Surplus Lines Carrier

Commercial General Liability

---

Type of Insurance

7/01/2021

---

Effective Date of Coverage



**POLICYHOLDER DISCLOSURE  
NOTICE OF TERRORISM INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019; AND 80% BEGINNING ON JANUARY 1, 2020, OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

**ACCEPTANCE OR REJECTION OF TERRORISM INSURANCE COVERAGE**

<input type="checkbox"/>	<b>I hereby elect to purchase "certified acts of terrorism" coverage for a prospective premium of \$849</b>  Premium is 5% of the Policy Premium.
<input type="checkbox"/>	<b>I hereby decline to purchase Terrorism coverage. I understand that I will have no coverage for losses resulting from "certified acts of terrorism."</b>

\_\_\_\_\_  
Policyholder/Applicant's Signature

*Indian Harbor Insurance Company*  
\_\_\_\_\_  
Insurance Company

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Date

**PN160RR 0115 TRIA**  
permission.

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# **Discussion/Action Items**

## **General Counsel**

### **IV. E.2**

## **Adoption of Code of Ethics**

**Purpose:** To update the policy to be consistent with Florida Statutes.

**Action:** Approval of the Code of Ethics Policy.

# TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY

## CODE OF ETHICS

The Tampa-Hillsborough County Expressway Authority (the “Authority”) operates for the benefit of the public. As such, it is imperative that the Authority conduct business in accordance with the highest standards of ethics. In furtherance thereof, the Authority has enacted this Code of Ethics (the “Code of Ethics”), which governs all members of the Authority’s Board of Directors (the “Board Members”), in the performance of their duties and obligations to the Authority. This Code of Ethics shall serve as the standard for official conduct. This Code of Ethics is intended to supplement the Florida Code of Ethics as codified in Florida Statutes Chapter 112, Part III (the “Florida Code of Ethics”). In the event of a conflict between this Code of Ethics and the Florida Code of Ethics, the more restrictive provisions shall control.

### Definitions:

(a) “Business Associate” means any person or entity engaged in or carrying on a business enterprise with a Board Member or Authority employee as a partner, joint venturer, or corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or a co-owner of property.

(b) “Conflict” or “Conflict of Interest” means a situation in which a private interest may cause, affect, influence or cause disregard of a public duty or interest.

(c) “Consultant” means any person or entity providing services to the Authority for consideration.

(e) “Gift,” for purposes of ethics in government and financial disclosure required by law, means that which is accepted by a donee or by another on the donee’s behalf, or that which is paid or given to another for or on donee’s behalf, directly, indirectly or in trust for his or her benefit or by any other means for which equal or greater consideration is not given within 90 days, including, but not limited to: (i) real property; (ii) the use of real property; (iii) tangible or intangible personal property; (iv) the use of tangible or intangible personal property; (v) a preferential rate or terms on a debt, loan, goods or services, which rate is below the customary rate and is not either a government rate available to all other similarly situated government employees or officials or a rate which is available to similarly situated members of the public by virtue of occupation, affiliation, age, religion, sex or national origin; (vi) forgiveness of an indebtedness; (vii) transportation or lodging; (viii) membership dues; (ix) entrance fees, admission fees, or tickets to events, performances, or facilities; (x) plants, flowers, or floral arrangements; (xii) services provided by persons pursuant to a professional license or certificate; (xiii) food or beverage; (xiv) other significant personal services for which a fee is normally charged by the person providing the

services; or (xv) any other similar service or thing having an identifiable value not already provided for in this section or as found in Section 112.312(11), F.S.

“Gift” does not include: (a) salary, benefit, service, fees, commissions, gifts or expenses associated primarily with the donee’s employment, business or service as an officer or director of a corporation or organization; (b) contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, campaign related personal services provided without compensation by individuals volunteering their time, or any other contribution or expenditure by a political party; (c) an honorarium or an expense related to an honorarium event paid to a person and/or his or her spouse, (d) an award, plaque, certificate or similar personalized item given in recognition of the donee’s public, civic, charitable or professional service; (e) an honorary membership in a service or a fraternal organization presented merely as a courtesy by such organization; (f) the use of a public facility or public property made available by a governmental agency for a public purpose; (g) or other such items as identified in Florida Statutes Section 112.312(12)(b).

(f) “Member” or “Board Member” means those persons who comprise the governing body of the Authority, as described in the Authority enabling legislation, including ex officio members.

(g) “Authority” means the Tampa-Hillsborough County Expressway Authority, as created under Part IV, Chapter 348, Florida Statutes.

(h) “Purchasing Agent” means an Authority employee having the authority to commit the expenditure of Authority funds through a contract for, or the purchase of, any goods, services, or interest in real property for the Authority.

(i) “Relative” means an individual who is related to a Board Member or employee as father, mother, son, daughter, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the Authority Board Member or employee or who otherwise holds themselves out as or is generally known as the person whom the Board Member or employee intends to marry or with whom the Board Member or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee.

(m) “Reporting Individual” means any individual who is required by law, pursuant to Section 8, Article 11 of the State Constitution, or Section 112.3144, Florida Statutes, to file full or limited public disclosure of his or her financial interest.

(n) “Vendor” means a person or entity providing goods to the Authority for consideration.

## **Standards of Conduct in Public Service**

All Board Members and employees are considered public agents holding their positions for the benefit of the public. In their official capacity, they are required to observe the highest standards of ethics consistent with the law, as well as the rules contained within this policy. Board Members and employees shall maintain the qualities expected of a public official, including but not limited to, honesty, integrity, courtesy, efficiency, fairness, accountability, transparency and respect.

### **Avoidance of Conflicts of Interest**

No Authority Board Member or employee shall have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity, or incur any obligation of any nature that substantially conflicts with the proper discharge of his or her duties to the Authority in the public interest.

### **Applicable Law**

The Authority hereby recognizes that Part III of Chapter 112, Florida Statutes, applies to Board Members as well as certain Authority employees. The Authority hereby adopts the policy and provisions of Chapter 112, Part III, and also makes those provisions applicable to all Authority employees. Therefore, while certain Authority employees may not be subject to the provisions and disciplinary consequences of Chapter 112, Florida Statutes, they will be subject to the provisions and disciplinary consequences contained within the employee handbook. In the event of conflict between this Code of Ethics and the provisions of Chapter 112, as the same may from time to time be amended by the Legislature, the more restrictive provisions shall control.

### **Conflicts of Interest**

It shall be the policy of the Authority that all Board Members and employees in a position of influencing Authority decisions refrain from relationships that may adversely affect their judgment in dealing with Authority business. A Conflict of Interest arises in any situation in which regard for private interest tends to lead to disregard of a public duty or interest.

(a) **Disclosure of Relationships, Employment and Contractual Relationships**

Each Board Member or employee must disclose any outside relationship, employment or contractual relationship that creates a current or future financial benefit to them and which a reasonable person would determine creates a prohibited Conflict of Interest. Such a disclosure must be in writing, on a form provided by and maintained by the General Counsel. All such relationships must be disclosed within a reasonable time upon discovery of a Conflict of Interest and in no event shall such disclosure be later than the next Authority Board Meeting at which action affecting a party to such relationship shall be taken.

(b) **Disclosure of Related Lobbyists**

All Board Members and employees shall disclose, in writing, to the General Counsel on an annual basis, if any of their Relatives are registered lobbyists before the Florida Legislature or Executive Agencies. If so, the Board Member or employee shall disclose their Relative's name and must refrain from participation in any matter that would

contribute to the Relative's special gain or loss, and also recuse themselves from Authority activities involving their Relatives.

(c) Disclosure of Property Interests

All Board Members shall report any interest in real property that they have, or that a Relative, principal, client or Business Associate of theirs has, including, but not limited to, options to purchase or sell real property, whenever such property is located within a one-half mile radius of any actual or proposed Authority project. For purposes of this section, any actual or proposed Authority project shall mean any project for which a corridor has been identified in a public record, as defined in Chapter 119, Florida Statutes, provided that such a project has not been either: (1) officially abandoned or rejected by the Board; or (2) constructed and opened for use.

(d) Review of Disclosure Forms

All disclosure forms shall be reviewed by the General Counsel (except for forms filed by the General Counsel which shall be reviewed by the Executive Director). If a prohibited Conflict of Interest is determined to exist, the General Counsel (or Executive Director) shall bring the matter before the Board and recommend appropriate action.

(e) Avoidance of Conflicts

(1) Board Members and employees are prohibited from holding any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or doing business with, the Authority. Board Members and employees are also prohibited from having any employment or contractual relationship that will create a continuing or frequently recurring Conflict of Interest between his or her private interests and the performance of his or her public duties or that would impede the full and faithful discharge of his or her public duties.

(2) Board Members and employees shall not work for or have a material interest in a person or entity contracting (or proposing to contract) for goods or services if the Board Member, employee or consultant assists or participates in any advisory or decision-making capacity in procuring the contractual goods or services.

(f) Prohibition against Doing Business with the Authority

(1) Board Members and employees, acting on behalf of the Authority or acting as Purchasing Agents, are prohibited from knowingly, directly or indirectly, purchasing, renting, or leasing any real property, goods or services for the Authority from any business entity of which they, their Relative, or their Business Associate is an officer, partner, director, stockholder with a material interest or proprietor, or in which such Authority Board Member, employee, consultant or combination thereof has a material interest.

(2) Board Members and employees, acting in their private capacity, are prohibited from renting, leasing or selling any real property, goods or services to the Authority.

### **Voting Conflicts of Interest**

(a) Voting and Participation

All Board Members must abstain from voting upon any matters that would inure to their special private gain or which they know would inure to the special private gain of their Relative or Business Associate. If an instance occurs where a Board Member recognizes a special private gain as described above, the Board Member shall, prior to the vote being taken on the matter, publicly state to the Authority the nature of the special private interest and within fifteen (15) days after the vote occurs or prior to the next Authority Board Meeting, whichever occurs first, disclose the nature of the interest in a memorandum filed with the General Counsel and such memorandum shall be incorporated into the minutes.

(b) Participation

Each Board Members is prohibited from participating in any Authority matter which would inure to his or her special private gain; which he or she knows would inure to the special private gain of any principle by whom he or she is retained, or to the parent organization or subsidiary of a corporate principal by which he or she is retained; or which he or she knows would inure to the special private gain of a Relative, principal, client, or Business Associate, without first disclosing the nature of his or her interest in the matter. Such disclosure, indicating the nature of the conflict, shall be made in a memorandum filed with the General Counsel before the meeting in which consideration of the matter will take place, and shall be incorporated into the minutes. Any such memorandum shall become a public record upon filing, shall immediately be provided to the other Board Members, and shall be read publicly at the meeting.

If the conflict is unknown prior to the meeting, then disclosure shall be made orally at the meeting when it becomes known that a conflict exists. A written memorandum disclosing the nature of the conflict shall then be filed within fifteen (15) days after the oral disclosure with the General Counsel and shall be incorporated into the minutes of the meeting at which the oral disclosure was made. Any such memorandum shall become a public record upon filing and shall immediately be provided to the other Board Members.

### **Misuse of Public Position**

Board Members and employees are prohibited from using or attempting to use their position or relationship with the Authority or any property or resource which may be within their trust or perform their official duties to secure special privilege, benefit or exemption for the Board Member or employee.



## **Employees or Consultants as Board Members**

All Authority employees and Consultants are prohibited from serving on the governing board of the Authority during their term of employment or consulting contract.

## **Restrictions on Appointing, Employing and Contracting with Relatives**

(a) An Authority Board Member or employee may not appoint, employ, promote or advance or advocate for appointment, employment, promotion or advancement in or to a position at the Authority, any individual who is a Relative of such Board Member or employee.

(b) An individual may not be appointed, employed, promoted or advanced in or to a position at the Authority if such appointment, employment, promotion or advancement has been advocated by a Board Member or employee of the Authority who is a Relative of such individual.

## **Prohibition against Disclosure of Confidential Information**

No Board Member or employee shall disclose or use any information not available to the general public that was obtained as a result of such person's relationship or employment by the Authority for his or her personal gain or for the benefit of any other person or business entity.

## **Persons Required to File Financial Disclosures**

All Authority Board Members must file a FORM 6, limited financial disclosure form pursuant to Florida Statutes, Section 112.3144. Members of the Authority who also serve in elective offices may be subject to and shall comply with any additional disclosure requirements as set forth in Florida Statutes. The Executive Director must file a FORM 1, financial disclosure pursuant to Florida Statutes, Section 112.3145(1)(a)(3).

## **Financial Disclosure Requirements**

The disclosure requirements are set forth on FORM 6, a copy of which may be obtained from the Florida Commission on Ethics. Such financial disclosures shall be completed in accordance with the requirements of Section 112.3144, Florida Statutes.

## **Political Activity, Limitations**

(a) No Board Member or employee shall use his or her official position, authority or influence arising from his or her relationship with the Authority for the purpose of interfering with an election or a nomination to office or coercing or influencing another person's activities or vote in connection therewith.

(b) No Board Member or employee shall coerce or attempt to coerce any other Board Member, employee, consultant, vendor or independent contractor to pay, lend, or contribute any part of his or her salary, or any money or anything else of value, to any party, committee, organization, agency or person for political purposes.

(c) Employees and Board Members may express opinions on candidates or issues and participate in political campaigns only during off duty hours and Board Members shall refrain from expressing such opinions at times when they are engaged in Authority business. No employee

shall take part in any political campaign while on duty, or within any period of time during which the employee is expected to perform services for which the employee receives compensation from the Authority.

(d) The Authority adopts Florida Statutes Section 104.31, as may be amended from time to time, as though fully set forth herein.

### **Violations of the Code of Ethics**

For violations of this Code of Ethics, the provisions of Florida Statutes Section 112.317 shall control.

### **Advisory Opinions**

Board members and Authority employees shall become familiar with and comply fully with all provisions of this Code of Ethics, including the avoidance and reporting of conflicts of interest. Questions pertaining to the interpretation of this Code of Ethics shall be directed to the General Counsel, who will provide guidance and an advisory opinion, if requested. In addition, Board Members or employees may request a formal opinion from the Florida Commission on Ethics for matters involving the Florida Statutes: Code of Ethics for Public Officers and Employees.

**Discussion/Action Items**  
**General Counsel**  
**IV. E.3**  
**Annual Officer Elections**

- Chairman
- Vice-Chairman
- Secretary

# Staff Reports

## V.

- A. Planning and Innovation – *Bob Frey*
- B. Operations & Maintenance – *Brian Pickard*
- C. Toll Operations – *Rafael Hernandez*
- D. Finance Update – *Jeff Seward*
- E. Public Affairs & Communications – *Sue Chrzan*

# **VI.A.**

## **Executive Reports**

Executive Director – *Joe Waggoner*

1. Contract Close-out Report



## Contract Close-Out Report

**June 2021**

Contractor	Deliverables	Term	Original Board Approved Contract Amount	Amended Board Approved Contract Amount	Close-Out Contract Amount	Under/Over Contract Amount
<b>Gosalia Concrete Constructors</b>	22 <sup>nd</sup> /50 <sup>th</sup> street Reconstruction & East Selmon Toll Gantry Resurfacing	April 2020 ~ May 2021	\$2,396,060	\$531,775* (22% increase)	\$2,921,398	Completed \$6,437 (.27%) under total approved contract amount

*\*Contract amount amended per FDOT's request for additional work including the 22<sup>nd</sup> Street East Bound Exit Ramp added drainage, stabilization, embankment, concrete, signage and striping; Mainline emergency repair work; and Reimbursement for the Reversible Express Lanes (REL) milling and overlay, considered extra work by an independent Dispute Review Board ruling.*

**VI.B.**  
**Executive Reports**

General Counsel – *Amy Lettelleir, Esquire*

# **VI.C.**

## **Executive Reports**

Chairman – *Vincent Cassidy*

Upcoming Meetings

- THEA Committees as a Whole – July 12, 2021
- THEA Board Meeting – July 26, 2021





**2021 Board Meeting Schedule**  
**Cruise Terminal 3 (815 Channelside Drive) 2<sup>nd</sup> Floor**  
**Tampa, FL 33602**  
**January through June 2021**

<b>Month</b>	<b>Meeting</b>	<b>Date</b>	<b>Time</b>
January	<del>Board Committees of the Whole</del>	<del>1/11/2021</del>	<del>Cancelled</del>
	Board Meeting	1/25/2021	1:30 p.m.
February	<del>Board Committees of the Whole</del>	<del>2/08/2021</del>	<del>Cancelled</del>
	Board Meeting	2/22/2021	1:30 p.m.
March	<del>Board Committees of the Whole</del>	<del>3/08/2021</del>	<del>Cancelled</del>
	<del>Board Meeting</del>	<del>3/22/2021</del>	<del>Cancelled</del>
April	<del>Board Committees of the Whole</del>	<del>4/12/2021</del>	<del>Cancelled</del>
	Board Meeting	4/26/2021	1:30 p.m.
May	Board Committees of the Whole	5/10/2021	1:30 p.m.
	Board Meeting	5/24/2021	1:30 p.m.
June	<del>Board Committees of the Whole</del>	<del>6/14/2021</del>	<del>Cancelled</del>
	Board Meeting	6/28/2021	1:30 p.m.
July	Board Committees of the Whole	7/12/2020	1:30 p.m.
	Board Meeting	7/26/2020	1:30 p.m.
August	Board Committees of the Whole	8/09/2021	1:30 p.m.
	Board Meeting	8/23/2021	1:30 p.m.
September	Board Committees of the Whole	9/13/2021	1:30 p.m.
	Board Meeting	9/27/2021	1:30 p.m.
October	Board Committees of the Whole	10/11/2021	1:30 p.m.
	Board Meeting	10/25/2021	1:30 p.m.
November	Board Meeting	11/15/2021	1:30 p.m.
December	Board Meeting	12/13/2021	1:30 p.m.

All meetings are on Monday unless otherwise noted

**VII. Old Business**

**VIII. New Business**

**IX. Adjournment**