



Meeting of the Board of Directors

February 27, 2023 - 1:30 p.m.

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

For any person who wishes to address the Board, a sign-up sheet is provided at the Board Room entrance. Presentations are limited to three (3) minutes. When addressing the Board, please state your name and address and speak clearly into the microphone. If distributing backup materials, please furnish ten 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 and Pledge of Allegiance

II. Public Input/Public Presentations

III. Consent Agenda

A. Approval of the Minutes from the January 23, 2023, Board of Directors Meeting

IV. Discussion/Action Items

A. Executive Director – Vince Cassidy, Chairman – Greg Slater, Executive Director

1. Real Estate Advisory Services Shortlist

Purpose: To approve the Evaluation Committee’s recommendation to shortlist the top three (3) of seven (7) firms responding to THEA’s RFP to procure Real Estate Advisory Services.

Action: Approval of the Evaluation Committee’s recommended shortlist of firms, listed below in alphabetical order, for Real Estate Advisory Services and direct staff to move forward with interviews of the shortlisted firms.

Firm Name
Ernst & Young Infrastructure Advisors, Inc.
HR&A Advisors, Inc.
Lambert Advisory, LLC

B. Operations & Engineering – Bennett Barrow, Committee Chair

1. Cyber Security Assessment – Shari Callahan, IT Manager

Purpose: To procure a consultant to evaluate THEA’s Administrative and Operations Network including THEA websites and perform a review of our NIST procedures and policies relative to Cyber Security. This will include a full penetration test of THEA’s networks, resulting in recommendations and remediation of the findings. Sixteen firms submitted proposals and the Evaluation Committee ranked the proposals to move forward to final selection.

Budget: Administrative Budget

Action: Request the Board:

- a) Approve the Evaluation Committee’s rankings for the Cyber Security Assessment Services for THEA’s Administrative and Operations Network, including websites.

Firm	Ranking
Crowe LLP	1
Stealth ISS Group	2
Moss Adams LLP	3

- b) Authorize and direct staff to negotiate and execute a contract with the number one ranked firm for THEA Cyber Security Assessment Services. If negotiations are unsuccessful, staff will negotiate with the number two ranked firm. The contract is subject to review and approval of THEA General Counsel.

2. West Toll Plaza Roof Replacement Brian Pickard, P.E., Director of Operations & Engineering

Purpose: To provide all the labor, materials, equipment, and incidentals necessary to replace the roof at West Toll Plaza Building.

Funding: Capital Budget

Action: Request the Board:

a) Approve selection of the lowest bid from TectaAmerica in the amount of \$66,000 for the replacement of the roof at the West Toll Plaza Building.

Firm	Amount
TectaAmerica	\$66,000
Cardinal Roofing	\$82,620
Precision Roofing	\$97,216

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

C. Toll Operations – Bennett Barrow, Committee Chair – Gary Holland, Toll Systems Manager

1. Task Order – THEA Roadside Toll Collection System (RTCS)

Purpose: THEA’s Roadside Toll Collection System (RTCS) is in need of a lifecycle replacement. These tasks will contract consulting services for the development of the scope of work and technical requirements for the procurement of THEA’s next RTCS.

Funding: Capital Budget – Not to exceed \$500,000

Action: Request Board approval for THEA staff to execute a task order with HNTB, as the primary consultant for the scope and technical requirements development and with Gannett Fleming for peer review and technical support for the RTCS scope and technical requirements development, in an amount not to exceed \$500,000.

2. Task Order – THEA Operational Back Office System (OBOS)

Purpose: THEA’s Operational Back Office System is also in need of a lifecycle replacement. These tasks will contract consulting services for the development of the scope of work and technical requirements for the procurement of THEA’s next Operational Back Office System (OBOS).

Funding: Capital Budget – Not to exceed \$750,000

Action: Request Board approval for THEA staff to execute task orders with Gannett Fleming, as the primary consultant for the development of the scope and technical requirements, RS&H for technical support in the development of the scope and technical requirements, and HNTB for peer review and oversight of the OBOS scope and technical requirements development in an amount not to exceed \$750,000.

D. Budget and Finance – Commissioner Cepeda, Committee Chair – Jeff Seward, Director of Finance

1. FY 2023 Operating Budget Amendment

Purpose: To provide \$1,465,000 of funding for unanticipated/unbudgeted operating expenditures for FY2023.

Funding: General Revenue

Action: Approve FY2023 operating budget amendment.

2. HNTB Capital Task Order Amendment – South Selmon Capacity Project

Purpose: To provide \$250,000 of additional funding for HNTB task order in support of the South Selmon Capacity project.

Funding: Capital Budget

Action: Approve Task Order Amendment.

V. Team Reports

A. Planning & Innovation – *Bob Frey, Director of Planning & Innovation*

B. Operations & Engineering – *Brian Pickard, P.E., Director of Operations & Engineering*

C. Communications – *Sue Chrzan, Director of Public Affairs*

VI. Executive Reports

A. Executive Director – *Greg Slater*

1. Director's Report

B. General Counsel – *Amy Lettelleir, Esq.*

C. Chairman – *Vincent Cassidy*

1. Upcoming Meetings

- THEA Committees of the Whole – March 13, 2023
- THEA Board Meeting – March 27, 2023

VII. Old Business

VIII. New Business

IX. Adjournment

III.A. Approval of Minutes

Tampa-Hillsborough County Expressway Authority
Minutes of the January 23, 2023, Board Meeting
1104 E. Twiggs Street
Tampa, FL 33602

The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on January 23, 2023, at THEA Headquarters, 1104 E. Twiggs Street in Tampa Florida. The following were present:

BOARD:

Mr. Vincent Cassidy, Chairman
Mr. Bennett Barrow, Vice Chairman
Mr. John Weatherford, Secretary
FDOT District 7 Secretary David Gwynn, Member
Mayor Jane Castor, Member

STAFF:

Greg Slater	Frederick Pekala
Amy Lettelleir	Felipe Velasco
Sue Chrzan	Lisa Pessina
Brian Pickard	Charles Lockridge
Bob Frey	Elizabeth Gray
Andy Lelewski	Brian Ramirez
Charlene Ponce	Shannon Bush
Chaketa Mister	Julie Aure
Gary Holland	Szabina Szenassy

OTHERS:

Sam Lazzara, RGCO	Rick Patterson, Raymond James
Jon Stein, RGCO	Hope Scarpinato, PFM
Julie Davis, RGCO	Scarlett Sharpe, WSP
Elise Leach, RGCO	Al Stewart, HNTB
Steve Ferrell, HDR	Saida Williams, Indra
Sally Dee, Playbook	Jaime Garcia, Indra
Matthew Sansbury, RBC	Jonathan Tursky, TransCore
Jim Drapp, HNTB	Sarah Lesch, Playbook
John Generalli, Wells Fargo	Tim Schock, Parsons
Tim Garrett, HNTB	Carleen Flynn, CDM Smith
Elizabeth Putnam, DSquared Infrastructure	

I. Call to Order and Pledge of Allegiance

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

II. Public Input/Public Presentations

No public input or presentations.

III. Consent Agenda

A. Approval of the Minutes from the December 12, 2022, Board of Directors Meeting and the January 9, 2023, Board Workshop

B. Approval of Board Member Travel (Retroactive) – TEAMFL Annual Meeting

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

The motion passed unanimously.

IV. Discussion/Action Items

A. Planning & Innovation – John Weatherford, Committee Chair – Bob Frey, Staff

1. a) Study for Electric Vehicle (EV) Charging Business Plan - WSP

Mr. Frey presented the proposal, noting that it is phase 1 for THEA’s development of a comprehensive EV Charging Business Plan. The study will provide an overview of the technology components and configurations for consideration, as well as the analysis and screening of the different options for alignment with THEA’s business strategy. A further, more detailed assessment may be considered for the most viable models of the EV Charging Business Plan.

The requested action is for Board approval for THEA staff to execute a task order with WSP and subconsultant Deloitte in an amount not to exceed \$210,250 for the study for the EV Charging Business Plan.

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

The Chairman asked if WSP or Deloitte have previously done this type of work. Mr. Frey responded that Deloitte has done this type of work.

The Chairman also asked if the work that Deloitte has previously done was actually put in place. Mr. Frey noted that when they have their kickoff meeting, he will get that information and report back to the board.

Mr. Weatherford expressed his interest in learning what the consultant finds and what benefits it will provide to the area.

Mr. Barrow asked where the stations will be physically located. Mr. Frey said that is one of the things this study will help inform.

Mayor Castor asked about emergency management and protocols for when we lose power. Mr. Frey explained that would also be part of the study and suggested the board, at an appropriate time, convene a Committees of the Whole meeting to discuss these and other related issues.

Secretary Gwynn suggested coordination with FDOT central office.

The motion passed unanimously.

b.) Support and oversight of the study for EV Charging Business Plan – HNTB

Mr. Frey continued with a related task to allow HNTB to provide support and oversight of the study for EV Charging Business Plan. GEC support will allow for the transition from the planning phases to the operations and maintenance phases. This task also includes participation in meetings and review of drafts and final report.

The requested action is for Board approval for THEA staff to execute a task order with HNTB in an amount not to exceed \$55,000 for the support of the study for the EV Charging Business Plan.

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

The motion passed unanimously.

2. Roadside Unit (RSU) Maintenance Support – Yunex

Mr. Frey presented the RSU Maintenance Support item, noting that during the THEA Connected Vehicle Pilot Project, THEA installed several RSUs within THEA ROW. As part of the post-pilot activities, THEA will maintain RSUs installed within our ROW as well those that are part the I-4 FRAME collaboration with FDOT. Ongoing maintenance of these devices will allow THEA to remain active with Connected Vehicle technology and future projects that will utilize CV

technology. This task will also allow for further research and analysis of RSU use, integration within the Expressway system, development of relevant software, ongoing deployment of Vehicle to Infrastructure technology, and eventually set the groundwork for the use of speed harmonization.

The requested action is for Board approval for THEA staff to execute a task order with Yunex in an amount not to exceed \$150,000 for the ongoing maintenance of RSUs.

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

The Chairman asked about the estimated life of the RSUs. Mr. Frey noted the physical life is about seven years, but we could upgrade every three years based on technology changes.

The Chairman also asked about the cost to replace the units compared to the cost to maintain. Mr. Frey noted replacement would be about \$450,000.

The Chairman requested information on the actual cost. Mr. Frey will provide that information to the board at a later date.

The motion passed unanimously.

B. Budget and Finance – Commissioner Cepeda, Committee Chair – Lisa Pessina, Staff

1. FY22 Financial Statements - Rivero, Gordimer & Company

Ms. Lisa Pessina introduced Rivero, Gordimer & Company to present the FY22 Financial Statements and audit report.

Sam Lazzara, Jon Stein and Julie Davis presented the high-level results of the recent audit.

Mr. Stein noted that there were no disagreements with management during the course of the audit and the audit provides assurances that THEAs financial statements are free of material misstatement.

He also reported that THEA is in compliance with laws, regulations, contracts and grants, and no material weaknesses were noted.

Ms. Davis went through the financial results, focusing on the current year. She reviewed total assets, liabilities and net position.

She also reported on total toll revenues, noting they are up by 30%, which exceeds pre-pandemic levels. Finally, she reviewed expenses, operating income, and non-operating income.

Chairman Cassidy asked about the SunPass billing issue. Ms. Pessina will get the information from Toll Operations and get back to the board with the information.

The Chairman also asked about whether THEA should do an audit on internal controls. Ms. Davis noted that would be up to THEA and there is really no “best practice” on that.

Mr. Barrow asked if there were any changes to GASB that could materially affect THEA. Ms. Davis noted that this year there was GASB 87 which pertains to leases. They analyzed for THEA and it was immaterial. Going forward, any subscription-based IT agreements and things of that nature will go on your balance sheet.

Chairman Cassidy requested a motion for accept the audit. Mr. Bennett moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

V. Staff Reports

A. Operations & Engineering – Brian Pickard, P.E.

Mr. Pickard provided an update on the East Selmon Slip Ramp Contract. He reported the present contract amount is \$24,541,827, with 73% of the contract earned. The percent of contract time is at 69% and the current contract end date is September 2023.

Mr. Slater asked at what point can we expect to get the cost on the second half of the pipework. Mr. Pickard explained it will be about \$300,000 and they expect to have it before the Board next month for approval.

Mr. Weatherford asked about the ratio between percent of contract earned and percent of contract time and what would be considered bad. Mr. Pickard responded that would occur when time is greater than dollars by 15%.

B. Toll Operations – Andy Lelewski, P.E.

Mr. Lelewski presented the Toll Operations statistics for November 2022 beginning with the average weekday transactions.

He pointed out four points showing various ranges of growth. He then reviewed total system transactions, which are up by about 5% year over year.

Finally, of the 5.9M transactions processed, 69% were from transponders. For collections of transactions that are 60 days old, THEA processed 505,840 payments in November. He reported the following:

- ◆ In-House Customer Service Resolutions: 152
- ◆ Customers Enrolled in Selmon Discount Program: 446
- ◆ Payments Made at Hillsborough County Tax Collector Program: 949

Chairman Cassidy asked if there is a toll differential between the REL and the Mainline on the east side. There is none. The Chairman also asked for confirmation that there will be no financial impact once the slip ramps are completed.

Mayor asked about the changes in the state toll reductions and how they will affect THEA. Mr. Lelewski explained staff will be monitoring this, noting that we hope to see movement from toll- by- plate into prepaid accounts because of it.

C. Communications – *Sue Chrzan*

Ms. Chrzan provided the board with an update on THEA’s 60-year celebrations, including a 60 for 60 campaign with lots of volunteer opportunities. She briefly discussed the success of the 2022 FAV Summit, and announced the Bay to Bay Boulevard survey that is underway, with over 1,000 responses so far. The results of that survey will be given to the three shortlisted Design-Build teams and then released to the public.

Finally, she announced the annual Bridge Building Competition coming up February 11 at USF.

Chairman Cassidy asked about parking under the Bay to Bay overpass. Ms. Chrzan noted that we are not touching that parking area, but there will be parking included in the new space.

The Chairman asked if the Ritz has approached us. Ms. Chrzan responded in the affirmative noting that we’ve also been approached by the animal hospital.

Mr. Weatherford asked about multipurpose uses – for example pickle ball one day and farmers market the next. Ms. Chrzan note there are two different areas there and we are looking and multi-use opportunities.

VI. Executive Reports

A. Executive Director – *Greg Slater*

1. Contract Renewal Report

Mr. Slater reported on two contract renewals. The first is a first-year renewal with Consor for CEI Services for the Meridian Lighting Project, and the other is a second-year renewal with Pennoni Associates for Miscellaneous Planning and Traffic Services.

2. Director’s Report

Mr. Slater provided the Board with an update on THEA:

- Looking ahead at the next investment in the greenway from a community perspective and have a better understanding of the remediation components. We will begin to focus on the section from the dog park to 12th street for some innovative ways to incorporate active uses and recreational spaces as well as community focused asset on stormwater.
- After conducting an analysis, we determined that because the Florida Toll Relief Program will always provide greater savings than the MacDill Discount Program, it is suspended and will be reactivated once the state's program expires.
- The USDOT CV Pilot grant is closed out and the last round of federal reimbursement approvals have all been processed, closing us out at zero dollars remaining in the grant.

Mr. Slater thanked the board for the robust discussion during the Strategic Blueprint Workshop earlier this month. The conversation provided invaluable insight on where to focus to get the final blueprint back to the board so we can begin working on the next chapter of THEA.

Finally, Mr. Slater gave an update on Team THEA:

- He welcomed Szabina Szenassy to THEA and welcomed back Julie Aure from maternity leave.
- Announced that he was elected Vice Chair of TEAMFL and is a steering committee member for Autonomous Florida. He will also be participating in Leadership Tampa Bay's Power of Access event as one of ten influencers, and he's been invited to participate in a forum of infrastructure leaders in June through Cambridge Forums.

The Chairman asked about previously allocated dollars to lobby on the federal level. He asked Mr. Slater to get back to him on how much we spend and what kind of success we've had in terms of grants as a result of that lobbying. Mr. Slater will follow up with the numbers, noting that THEA did utilize those services recently regarding the Transportation Infrastructure Bill, but have not had much opportunity to do so with lobbying and are looking at moving some of that federal money over to state and local.

C. General Counsel – *Amy Lettelleir, Esq.*

Ms. Lettelleir updated the board on two procurements.

She reported that THEA received seven (7) proposals in response to the Real Estate Advisory RFP. The shortlist will be presented at the February Board

Meeting. Interviews will be conducted in early March, with final recommendations going to the Board at the March meeting.

Ms. Lettelleir also reported that South Selmon Capacity project, noting that the second round of Alternative Technical Concept meetings are scheduled for February 9; February 23 is the deadline for submission of requests for design exceptions or variations; technical proposals are due April 6; Evaluation Committee scoring is due June 6; price proposals are due June 8; and Board approval is scheduled for June 26.

D. Chairman – *Vincent Cassidy*

1. Upcoming Meetings

- THEA Committees of the Whole – February 13, 2023 - Cancelled
- THEA Board Meeting – February 27, 2023

VII. Old Business

No business to discuss.

VIII. New Business

No business to discuss.

IX. Adjournment

The meeting adjourned at 2:10 p.m.

APPROVED: _____ **ATTEST:** _____

Chairman: Vincent Cassidy

Vice Chairman: Bennett Barrow

DATED THIS 27th DAY OF FEBRUARY 2023.

IV. B. 2. West Toll Plaza Roof Replacement



PO Box 271450
Tampa, FL 33688-1450
Office (813) 264 6262
Fax (813) 264 6224
FL Lic. No. CCC057428

*Emailed
1/23/23*

Project Name: Tampa Expressway Authority Control Center
Address: 210 S Brevard Ave.
Tampa, Florida 33606

Attn: Ginny Burcham
Address: 1104 E Twiggs St.
Tampa, Florida 33602

We propose to supply roofing permit, labor, equipment, and materials to complete the following scope of work:

Scope of Work:

1. Tear off existing roof system down to the metal deck, all existing gutters and downspouts and dispose of in the project dumpster supplied by Precision Roofing Solutions, Inc.
2. Install 1/8" per ft tapered PolyISO Insulation board, with a 1.5" starting thickness, preliminary attached using #12 fasteners and 3" Insulation plates into the metal decking. (If required all conduit, electrical and data lines will need to be removed from the bottom of the metal decking before the roofing phase begins by the Expressway Authority.)
3. Furnish and install a .060 Mil TPO (Thermoplastic Poly Olefin) mechanically fastened roofing system using #14 Fasteners and Seam Plates per the manufacture's requirements.
4. Install .060 Mil TPO wall flashing up 12" and terminate using proper fasteners, sealant, and termination bar per the manufacturer's requirements.
5. Flash roof goosenecks, roof drains and VTR penetrations per the manufacture's requirements.
6. Shop fabricate and install copings, edge metals, conductor heads, gutter and downspouts. All metal to be .040 mill finish aluminum.
7. Shop fabricate and install surface mount counter flashing as needed. All metal counter flashing to be fabricated using .040 mill finish aluminum.
8. Clean all Precision Roofing Solutions debris and dispose of properly into the jobsite dumpster provided by Precision Roofing.
9. Upon completion and inspection, provide a Manufacture's 20-year Standard Material Warranty and Precision Roofing Solutions Two (2) Year Company Warranty.

Proposal: \$97,215.22

Exclusions / Notes:

1. All structural framing and sub framing.
2. All wood blocking, wood sheathing, or metal decking – Any damaged or deteriorated wood blocking or metal decking will be replaced using a change order to the contract.
3. All conduit, electrical, data lines or obstructions under the metal decking.
4. All work and protection to the interior of the building.
5. All custom colors and field painting.
6. All mechanical, electrical, and plumbing work.
7. All conditions of the existing mechanical units during or after the installation of the new roof system.
8. All sunshades, sunscreens, metal canopies and pre-engineered canopies.
9. All existing fascia, soffit, and siding.
10. Removal, reinstallation, and certification of lightning protection system.
11. Any work not listed in the above scope of work.
12. Payment & Performance bond.

Due to the volatility of materials costs/availability, this proposal will only be held open for 30 days, for work to commence no later than 03/01/23. This proposal is based upon current available pricing.

b. **WE PROPOSE** to furnish material, equipment, and labor in accordance with the above specifications for the sum of:

\$ See Above Price dollars

NOTE: This proposal may be withdrawn if not accepted within
30 days from **01/23/2023**
date

Respectfully submitted by: **Chris Knight**
Company Representative

WE ACCEPT the prices, specifications, and terms as stated in this bidproposal are approved. We authorize you to draw up all necessary contract documents so work can be commenced.

approved and accepted (owner or owner's authorized agent) _____
date

approved and accepted (second owner- if any) _____
date



DATE: February 8, 2023

TECTA AMERICA WEST FLORIDA, LLC. (Hereinafter referred to as "Tecta") proposes to perform and furnish the labor, materials, insurance, supervision, equipment and warranty (herein together referred to as the "Work") described herein for:

Sally Fischer
Tampa Hillsborough Expressway Authority
Sally.Fisher@x-way.com

Site: 210 South Brevard Ave
Tampa Florida

Re: "THEA" Tollway Office Reroof

Scope of work:

- 1) Remove all loose gravel and debris from the existing roof surface and dispose of properly.
- 2) Remove all existing roofing and insulation from the building and dispose of properly.
- 3) Remove all coping and flashing metal and dispose of properly.
- 4) Furnish and install two layers of 2.2" Polyiso insulation board and a mechanically attached 60 mil TPO single ply membrane roofing system per the manufacturer's specifications and Florida Building Code Product Approval requirements.
- 5) Furnish and install base flashing up and over all parapet walls per the manufacturer's standard flashing details.
- 6) Flash the existing through wall scuppers, mechanical curbs, and vent through roof pipe penetrations per the manufacturer's standard flashing details.
- 7) Furnish and install shop fabricated coping cap from 24 ga. pre-finished galvanized in standard KYNAR color at all perimeter and parapet wall roof edge areas.
- 8) Furnish and install shop fabricated scupper sleeves from TPO Clad-Metal per the manufacturer's standard flashing details.
- 9) Provide clean up of our materials.
- 10) Provide all hoisting for our materials.
- 11) Provide proper permits for our work.
- 12) Provide a Tecta America 2-Year installers warranty.
- 13) Provide a GAF 20-Year "No Dollar Limit" manufacturer's warranty.

Overview of the Building



Project Cost: \$66,000.00

Exclusions/Limitations:

**Any additional work on the roof that is not specifically listed above is not included and if required additional charges will apply.*

TERMS AND CONDITIONS: The terms and conditions set forth are a part of this proposal. This proposal/contract is intended to be the entire agreement between the parties. Any additional or different terms beyond what is set forth in this proposal/contract shall not be effective unless specifically accepted by Tecta by a signed document indicating Tecta's agreement to be bound thereto.

This Proposal is subject to revision or withdrawal by Tecta for any reason until communication of acceptance, and may be revised after communication of acceptance where an inadvertent error by Tecta has occurred. This Proposal expires thirty (30) days after the date stated above if not earlier accepted, revised or withdrawn.

The undersigned hereby accepts this Proposal including the terms and conditions on the reverse side, and agrees that this writing shall be a binding contract and authorizes Tecta to proceed with the Work.

Accepted By:

Tecta America West Florida
5429 56th St. North
Tampa, FL 33610

Owner/Customer:

By: _____

By: David Garcia

Title: _____

Title: Account Manager

Date: _____

Date: 2/8/2023



TERMS AND CONDITIONS

1. **Nature of Work.** Tecta, by and through its subsidiaries and affiliates, shall furnish the labor and material necessary to perform the work described herein or in the referenced contract documents. Tecta does not provide engineering, consulting or architectural services. It is the Owners responsibility to retain a licensed architect or engineer to determine proper design and code compliance. Tecta assumes no responsibility for structural integrity, compliance with building codes, or design. If plans, specifications or other design documents have been furnished to Tecta, Customer warrants that they are sufficient and conform to all applicable laws and building codes. Tecta is not responsible for any loss, damage or expense due to defects in plans or specifications or building code violations unless such damage results from a deviation by Tecta from the contract documents. Customer warrants all structures to be in sound condition capable of withstanding normal activities of roofing construction equipment and operations. Tecta is not responsible for location of roof drains, adequacy of drainage or ponding on the roof.

2. **Asbestos and Toxic Materials.** This proposal and contract is based upon the work to be performed by Tecta not involving asbestos-containing or toxic materials and that such materials will not be encountered or disturbed during the course of performing the roofing work. Tecta is not responsible for expenses, claims or damages arising out of the presence, disturbance or removal of asbestos-containing or toxic material. In the event that such materials are encountered, Tecta shall be entitled to reasonable compensation for all additional expenses incurred as a result of the presence of asbestos-containing or toxic materials at the work site.

3. **Payment.** Unless stated otherwise on the face of this proposal, Customer shall pay the contract price plus any additional charges for changed or extra work no later than ten (10) days after substantial completion of the work and confirmation by the customer that the work covered by this agreement has been completed and accepted. If completion of the Work extends beyond one month, Customer shall make monthly progress payments to Tecta by or before the fifth (5th) day of each month for the value of Work completed during the preceding month. Final payment shall be made to Tecta within ten (10) days after substantial completion of the Work. A delay by the manufacturer in the processing and formal issuance of manufacturer's warranty document shall not be cause to delay the Customer's payment to Tecta.

4. **Non-payment.** All sums not paid in full when due shall earn interest at the rate of 1-1/2% per month until paid. If Customer does not make payment, Tecta shall be entitled to recover from Customer all costs of collection incurred by Tecta, including attorney's fees and litigation expenses. Collection matters may be processed through litigation or arbitration at the discretion of the Tecta.

5. **Insurance.** Tecta shall carry worker's compensation, automobile liability, commercial general liability and such other insurance as required by law. Customer shall purchase and maintain builder's risk and property insurance upon the full value of the entire Project, including the labor, material and equipment furnished by Tecta, covering fire, extended coverage, malicious mischief, vandalism and theft on the premises to protect against loss or damage to material and equipment and partially completed work until the job is completed and accepted and Tecta's equipment is removed from the premises.

6. **Additional Insured.** For Tecta to work at this project site, it must comply with the insurance requirements mandated by the Customer and Tecta agree that the naming of Customer or other parties as an additional insured is intended to apply to claims made against the additional insured to the extent the claim is due to the negligence of Tecta and is not intended to make the Tecta's insurer liable for claims that are due to the fault of the additional insured.

7. **Changes in the Work and Extra Work.** Customer shall be entitled to order changes in the Work and the total contact price adjusted accordingly. Tecta shall not be required to perform any changed or additional work without a written request from the Customer. Any penetrations through the roofing to be installed by Tecta not shown on the plans provided to Tecta prior to submittal of this proposal shall be considered an order for extra work, and Tecta shall be compensated at its customary time and material rates for performing such additional work.

8. **Availability of Site.** Customer agrees to work with Tecta to confirm the availability of the work area and secure access to the site as needed to complete the Work. The expense of any extra trips by Tecta to and from the job as a result of the job not being ready for roof application after Tecta has been notified to proceed will be charged as an extra.

9. **Site Conditions.** Tecta shall not be responsible for additional costs required due to the existence of utilities, wet insulation, deteriorated deck or other subsurface or latent conditions that are not disclosed in writing to Tecta. The raising, disconnection, re-

connection or relocation of any mechanical equipment on the roof that may be necessary for Tecta to perform the roofing work shall be performed by others or treated as an extra.

10. Working Hours. This proposal is based upon the performance of all work during Tecta's regular working hours. Extra charges will be made for overtime and all work performed other than during Tecta's regular working hours, if required by Customer.

11. Electrical Conduit. Tecta's price is based upon there not being electrical conduit or other materials embedded within the roof assembly unless expressly identified on the face of this proposal. Customer will indemnify Tecta from any personal injury, damage, claim, or expense due to the presence of electrical conduit, shall render the conduit harmless so as to avoid injury to Contractor's personnel, and shall compensate Tecta for additional time and expense resulting from the presence of such materials.

12. Protection of Work. Customer acknowledges that re-roofing of an existing building may cause disturbance or dust to fall into the interior. As Customer does not own or control the facility, Tecta will advise Customer if property located directly below the roof needs to be removed and/or protected in order to minimize potential interior damage. Tecta shall not be responsible for disturbance, damage, clean-up or loss to interior property that Customer did not remove or protect prior to commencement of roofing operations.

13. Warranty. Tecta's work will be warranted by Tecta in accordance with its standard warranty, which is incorporated by reference. A copy of Tecta's standard warranty is attached or, if not, will be furnished upon request. Tecta SHALL NOT BE LIABLE FOR SPECIAL, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOST PROFITS. The acceptance of this proposal by the Customer signifies his agreement that this warranty shall be and is the exclusive remedy against Tecta pertaining to the roof installation covered by this agreement.

A manufacturer's warranty shall be furnished to Customer if a manufacturer's warranty is called for on the face of this proposal. It is expressly agreed that in the event of any defects in the materials furnished pursuant to this contract, Customer shall have recourse only against the manufacturer of such material.

14. Right to Stop Work. The failure of Customer to make proper payment to Tecta when due shall, in addition to all other rights, constitute a material breach of contract and shall entitle Tecta, at its discretion, to suspend all work and shipments, including furnishing warranty, until full payment is made or terminate this contract. The contract sum to be paid Tecta shall be increased by the amount of Tecta's reasonable costs of shut-down, delay and start-up.

15. Back Charges. No back charges or claims for payment of services rendered or materials and equipment furnished by Customer to Tecta shall be valid unless previously authorized in writing by Tecta and unless written notice is given to Tecta within ten (10) days of the event, act or omission which is the basis of the back charge.

16. Damages and Delays. Tecta will not be responsible for damage done to Tecta's work by others. Any repairing of the same by Tecta will be charged at regular scheduled rates over and above the amount of this proposal. Tecta shall not be liable for damages based upon delay or liquidated damages or penalties resulting from any delay in completion of the Project. Tecta shall not be responsible for loss, damage or delay caused by circumstances beyond its reasonable control, including but not limited to acts of God, weather, accidents, fire, vandalism, federal, state or local law, regulation or order; strikes, jurisdictional disputes, failure or delay of transportation, shortage of or inability to obtain materials, equipment or labor; changes in the work and delays caused by others. In the event of these occurrences, Tecta's time for performance under this proposal shall be extended for a time sufficient to permit completion of the Work. Tecta recognizes that the work covered by this agreement is to be completed as soon as possible and will make efforts to complete the work in accordance with the Customer's schedule for the completion of and demobilization from this facility.

17. Tolerances. All materials and work shall be furnished in accordance with normal industry tolerances for color, variation, thickness, size, weight, amount, finish, texture and performance standards and will meet the requirements included in any documents that have been provided to Tecta by customer. Specified quantities are intended to represent an average over the entire roof area.

18. Price Volatility. Asphalt, isocyanurate and other roofing products are sometimes subject to unusual price volatility due to conditions that are beyond the control or anticipation of Tecta. If there is a substantial increase in these or other roofing products between the date of this proposal and the time when the work is to be performed, the amount of this proposal/contract may be increased to reflect the additional cost to the Tecta, upon submittal of written documentation and advance notice to Customer.

19. Arbitration. If a dispute shall arise between Tecta and Customer with respect to any matters or questions arising out of or relating to this Agreement or the breach thereof, such dispute, other than collection matters, shall be decided by arbitration administered by and in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This Agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any Court having jurisdiction thereof. Any legal claim against Tecta, including a claim alleging any breach of this contract or negligence by Tecta must be initiated no later than one (1) year after Tecta completed work.

20. Material References. Tecta is not responsible for the actual verification of technical specifications of product manufacturers; i.e., R value or ASTM or UL compliance, but rather the materials used are represented as such by the material manufacturer.

21. No Third Party Beneficiaries. This Agreement is solely for the benefit of Customer and Tecta, and is not intended for the benefit of any other parties.

end of contract



TECTA AMERICA®
Tecta America West Florida, LLC



State Certified Roofing Contractor License # CCC1325939
 1312 Orangewalk Dr., Brandon, FL 33511
 Office (813) 689-7663 Fax (813) 571-3389
 www.cardinalroofingandsolar.com
 office@cardinalroofingandsolar.com



PROPOSAL/CONTRACT

Owner Name: Ms. Ginny Burcham THEA	Phone: 863-412-4026	Date: 2/9/23
	Email: gburcham@hntb.com	
Street: 1104 E. Twiggs St.	Job name Reroof	
City/State/Zip: Tampa, FL 33602	Job location 210 S. Brevard Ave. Tampa, FL	

We hereby propose to furnish materials and labor necessary for the completion of: **Reroof**

1. Remove existing roof membranes and insulation to deck.
2. Install fully adhered 1" Isosyanurate insulation mechanically attached to meet 1-140 wind uplift ("R" of 6).
3. Replace coping with 24 gauge Kynar coated metal.
4. Install 60 Mil-TPO membrane per manufacturers specifications.
5. Install fully adhered 60 Mil-TPO membrane on all base flashing where necessary, per manufacturers specifications.
6. Install (where required) termination bar, penetration boots, sealants, etc.
7. Haul away all debris.
8. Replace decking at \$48.00 per square feet. Dimensional lumber at \$26.00 per linear foot. (minimal to none will be needed.)

Option: Add \$2,840.00 to install 80 Mil TPO in lieu of 60 Mil.
 Deduct \$4,880.00 if we reuse existing coping.

Note: Add \$7,840.00 for each additional layer of 1" Isosyanurate Insulation, if desired.

The labor, material, and equipment required for this job will be furnished by Cardinal Roofing and Solar Technologies for a total of: Eighty Two Thousand, Six Hundred and Twenty Dollars (\$82,620.00 and 00/100 dollars)
Payment to be made as follows: Progress payments negotiated on acceptance of proposal

All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above scope of work involving extra costs will become an extra charge in addition to the quoted price. Our workers are fully covered by Workmen's Compensation insurance. Unless otherwise specified, Contractor's work carries a 1/2 year limited workmanship warranty. If there are any persons, other than our employee(s), on the roof during the project or after the job is completed, any warranty issued for the project will immediately become null and void without exception. The Contract Documents consist of this proposal, the terms and conditions, all documents referenced therein, and the Limited Workmanship Warranty (if any), and are incorporated herein by reference.

I HAVE READ AND UNDERSTAND THIS PROPOSAL; THE TERMS AND CONDITIONS AND ALL DOCUMENTS REFERENCED THEREIN AND AGREE TO BE BOUND BY THEIR TERMS.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are Satisfactory and are hereby accepted. Contractor is authorized to do the work as specified. By signing below, Customer acknowledges that Customer is the owner of the property where work is to be performed.

Signature: _____

Date: _____

Authorized
Signature

CARDINAL ROOFING AND SOLAR TECHNOLOGIES
Roger Jenkins, C.P.R.C.

Note: Proposal may be withdrawn by Contractor if not accepted within 30 days.

IV.C.1. Task Order - THEA Roadside Toll Collections System

Tampa Hillsborough Expressway Authority
On-Call Toll Operation Services
Contract No.: XXXXXXXX
HNTB Task Order X

RTCS RFP Development and Procurement Assistance

March 15, 2023 – April 15, 2024

Scope of Work

Purpose and Need

The Tampa Hillsborough Expressway Authority (THEA) desires the creation of a Request for Proposals (RFP) document and procurement assistance for a Roadside Toll Collection System (RTCS). The RTCS is anticipated for use on the Selmon West Extension project and other Selmon Expressway and THEA projects which may include both traditional All-Electronic Tolling (AET) and reversible managed lane (RML) and components. The RFP will be created to allow THEA the flexibility to procure systems and services from toll system vendors to bring the best value to THEA. This Scope of Work describes the work efforts required to create the technical requirements and support THEA with the procurement process through the selection, vendor negotiations and contract award. It is anticipated that an additional Scope of Work will be assigned for implementation oversight of the RTCS once a preferred vendor is awarded notice to proceed (NTP).

Description of Services

Task 1 – Prepare Scope of Work Document

HNTB will work with THEA's Tolls, Legal and Administrative staff in development of the technical requirements and scope of work for the procurement. THEA standard procurement methods and procedures will be utilized to the greatest extent possible. HNTB will use existing relevant templates to author the technical requirements sections of the RFP.

Deliverable: Development and delivery assistance for the entire, complete procurement package

Task 2 – Project Management and Procurement Support (Ongoing throughout Procurement Phase)

- Ongoing maintenance of the project files and records
- Project schedules development and maintenance
- Project budget oversight and maintenance
- QA/QC Management
- Support for procurement-related questions and meetings throughout the procurement phase
- Task 2 meetings: Up to twelve monthly coordination meetings and miscellaneous additional four (4) one-hour meetings as needed.

Deliverables: Monthly schedule updates

Task 3 – Support Pre-Proposal Meeting

- Assist in development of pre-proposal meeting presentation and materials
- Support and attend pre-proposal meeting

Deliverables: Assistance preparing pre-proposal meeting agenda; assist with THEA-lead pre-proposal meeting, and preparation with meeting documentation

Task 4 – Support Proposer Questions and Addenda Period

- Track and compile Proposer questions received in approved form
- Coordinate with THEA team to develop responses to proposer questions
- Develop RFP addenda and update RFP for re-posting
- Task 4 meetings: Up to eight (8) three-hour meetings

Deliverables: Completed RFP addenda as necessary

Task 5 – Proposal Review

- Plan the proposal review process with technical review team onsite
- Develop Technical Review Summary template
- Set-up preparation meetings with evaluation teams (see key meetings below)
- Review, summarize, and compile technical proposals using template
- Review and develop summary of Conformance Matrix responses
- Highlight any areas requiring clarifications or follow-up questions for vendors Work with THEA Legal to review terms and conditions exceptions responses
- Review Technical Proposal Summaries with Selection Committee
- Support post-oral interviews evaluation finalization by Selection Committee
- Support review/analysis of Price Proposal by the Price Review committee
- Task 5 key meetings:
 - **Selection Committee (SC) Kickoff Briefing** – Discuss the RFP overview and the evaluation process [*1 hour WebEx meeting*]
 - **All-Committees Meeting** – Discuss the overall evaluation process with all committee participants: Selection Committee (SC), Pass/Fail Committee (PFC), Technical Review Committee (TRC), and Pricing Committee (PC) [*1 hour WebEx meeting*]
 - **Committee Break Out Meetings** – (if necessary) Provide a more detailed summary of committee responsibilities and procedures [*1 hour WebEx meeting*]
 - **Pass/Fail Committee Review Outcome** – Provide the Selection Committee with an overview of the Pass/Fail Committee findings to inform them of what Proposer’s continued through to technical evaluation or were rejected [*1 hour WebEx meeting*] (**To be scheduled upon completion of Pass/Fail review**).
 - **Technical Review Summary for Selection Committee** – Provide an overview of the Technical Review Summaries for the Selection Committee and facilitate discussion on findings contained in the summary documentation [*Minimum of one (1) eight-hour onsite meeting*] (**Final week before shortlisting is required**).
 - **Technical Review Summary for Selection Committee – Follow-up After Oral Presentations/Demos** – Provide an update of the Technical Review Summaries for the Selection Committee [*Minimum 4 hour onsite/WebEx meeting*] (**Within one week following Orals/Demos are completed**).

- Task 5 meetings: Three (3) four-hour preparation meetings, three (3) weeks of onsite technical reviews at THEA, and two (2) four-hour follow-up meetings as needed.

Deliverables: Proposal review templates, pass/fail summary, Technical Proposal summary, summary of conformance matrix, and analysis of Price Proposals.

Task 6 – Preparations for Oral Interviews / Demonstrations

- Develop interviews / demos agenda with THEA team (Demos should include Image Processing and Dynamic Processing capabilities at a minimum.)
- Develop demo script if applicable
- Develop additional clarification questions to be sent to Proposers based on Proposal reviews
- Develop additional questions/concerns to cover at interviews
- Task 6 meetings: Three (3) four-hour preparation meetings, up to one (1) week of interviews dependent on number of proposals.

Deliverables: Orals agendas; prepare questions to be sent and provided at interviews, demo script, summary of orals and follow-up questions.

Task 7 – Post Orals/Demonstration Evaluation

- Demo/interview follow-up and summary preparation
- Support updates to technical evaluation by Selection Committee for updated evaluation and re-ranking of proposers based on Oral/Demonstrations
- Task 7 meetings: Two (2) four-hour follow-up meetings as needed.

Task 8 – BAFO and Negotiations

- Support development of negotiation documents
- Attend negotiation and BAFO meetings
- Review and analyze negotiation items
- Review and summarize BAFO proposals if applicable
- Document results and changes from the negotiations
- Update scope of work and technical requirements document and conform final specifications
- Task 8 meetings: Up to five (5) one-day meetings to cover BAFO and negotiations as needed.

Deliverables: Updated documents and conformed specifications as needed.

Task 9 – Contract Finalization and Award

- Task 9 meetings: Up to four (4) four-hour meetings as needed to support THEA regarding any contract finalization associated with the scope of work and technical requirements.

Deliverables: Finalized document package and supporting materials as needed.

**Tampa Hillsborough Expressway Authority
On-Call Toll Operation Services
Contract No.: XXXXXXXX
Gannett Fleming Task Order X**

RTCS RFP Technical Specification Development and Procurement Assistance

March 15, 2023 – April 15, 2024

Scope of Work

Purpose and Need

The Tampa Hillsborough Expressway Authority (THEA) has requested support in the development of technical specifications to be included in an RFP for a new Roadside Toll Collection System (RTCS) and support of the resulting procurement, as it relates to these technical specifications. The scope of work is detailed below and includes data collection on THEA's current program and infrastructure, development of technical specifications and finalization of related contract requirements, and support of the RTCS procurement through technical review of the proposals and responding to questions related to technical specifications.

Description of Services

- Prepare Technical Specifications for RTCS RFP Document (assume initial draft, 90% and Final)
 - o Description: Authoring scope specific to technical functional requirements, with contribution to other project documents as they relate to technical functional requirements. Attend workshops for RFP development and update content as needed, based on peer reviews. Assumed boilerplate starter document from lead (HNTB) for requirements format and style. Assumed at least 1 site visit for data gathering of existing conditions on current THEA facilities.
- Support during procurement process
 - o Description: Answer any questions on technical requirements and related attachments as RFP is released. Provide update to any applicable materials in preparation for RFP advertisement, as applicable.
- Support Pre-Proposal Meeting
 - o Description: Attend pre-proposal meeting
- Support Proposer Questions and Addenda Period
 - o Description: Receive and address questions related to technical specifications. Attend workshops with procurement team. Provide input toward addendums as applicable.
- Proposal Review (Assume 3 weeks and 5 proposals)
 - o Description: Review all proposals and provide technical assessment of solution, based on technical specifications included in requirements.
- Preparation for Oral Interviews / Demonstrations
 - o Description: Review proposal notes and highlights for short listed teams and assemble questions for orals related to technical specifications.
- Post Orals/Demonstration Evaluation
 - o Description: Attend orals, ask questions, take notes and provide recommendations/input based on proposers' approach to technical specifications.

- BAFO and Negotiations Support
 - o Description: Answer any questions on technical specifications and proposers' solutions brought forward by the core procurement team. Does not include full participation in negotiations.
- Contract Finalization and Award Support
 - o Description: Answer any questions on technical specifications and proposers' solutions brought forward by the core procurement team.

IV. C. 2. Task Order - THEA Operational Back Office System



*Excellence Delivered **As Promised***

February 21, 2023

Mr. Felipe Velasco
Tampa Hillsborough Expressway Authority
1104 E Twiggs St, Ste 300
Tampa, FL 33602

Re: THEA Operational Back Office System (OBOS) Program Support- Gannett Fleming Task Order

Dear Mr Velasco:

In consultation with Tampa Hillsborough Expressway Authority (THEA), Gannett Fleming (GF) is pleased to submit this proposed scope and price estimate for Task #03 under our existing contract T-00321-B

Our contract is to provide general support to THEA for tolling related services to include review, analysis, and recommendations in tolling areas which the roadside toll collection system, lane maintenance, back-office system and operations, business rules, tolling policies, system procurements, procedures, collection methodology, interagency agreements, and interoperability. We assume a start date of March 15, 2023 and a completion of this task by April 15, 2024.

The following is the Gannett Fleming proposal for Program Support of the OBOS. The joint Task Order is included as an attachment.

Develop Technical Requirements for an Operational Back Office System (OBOS)

Gannett Fleming, HNTB and RS&H, working together in a unified approach with THEA staff, (the OBOS team) will assist in the development of technical requirements for the OBOS as the basis to develop the RFP to procure a new system. The overall goal of this initial task is to identify, gather and document the detailed requirements for inclusion in the new OBOS. This will include, but is not limited to: THEA's current BOS, existing business rules/policies and potential updates, functional, technical and performance requirements/key performance indicators (KPI) and interviews with stakeholders, as identified by THEA, to gather a list of enhancements they want included in the future system. This will provide THEA management with the specifications to include in the request for proposal (RFP). During this task GF will support the OBOS Team in the following tasks:

- Provide Project Management Support for the OBOS team
 - Coordination with THEA
 - Scheduling and facilitation of meetings
 - Proper documentation
 - Document management
 - Budget

Gannett Fleming, Inc.

- Schedule
- Gather and review THEA's current documentation for pertinent systems and policies, including but not limited to:
 - Back-office system (BOS) design and interfaces
 - THEA business rules/policies
 - Systems performance requirements
 - Systems information and operational process flow documents
 - Historical traffic, transaction, and revenue data
 - System reports and/or data reporting capabilities
- Review, provide and document recommendations of current and proposed policies and business rules to help ensure THEA's tolling systems provides such things as seamless continuity of services, automated workflows and responsive customer self-service, real-time access to all data, high data availability and data throughput, transparency for THEA customers
- Make recommendations on the future Operational Back-Office System (OBOS, based on industry best practices and needs identified from staff interviews and current system shortfalls.
- Meet with THEA staff, and other stakeholders as identified and requested, to document comprehensive detailed specifications of the future OBOS for inclusion in the OBOS RFP
- Summarize the needs of THEA including all features, functions, and management of the future OBOS, via technical requirements, including:
 - System requirements
 - Implementation requirements
 - Functional requirements
 - Interface requirements
 - Installation requirements
 - Testing requirements
 - Transition requirements
 - Hardware and software requirements
 - Communications requirements
 - System acceptance requirements
 - State and Regional interoperability requirements
 - System redundancy requirements

- Business continuity and disaster recovery requirements
- Training requirements
- Ensure consistency with Florida's Turnpike Enterprise (FTE) and Central Florida Expressway Authority (CFX) regarding technical and memorandum of understanding (MOU) requirements
- Ensure design supports interoperability with current and future state and regional entities
- As requested, assist in the development of terms and conditions being developed by THEA for the eventual procurement of a system integrator to provide a new OBOS
- Actively lead meetings to strategize the best approach and requirements for a comprehensive customer focused OBOS
- Participate in periodic presentations of the progress and recommendation to THEA management
- Provide document management for the procurement documents via MS SharePoint
- Project management activities for the procurement, including:
 - Schedule development, updates and deliverable management
 - Quality assurance on all deliverables
 - Risk identification, tracking and management
 - Meeting facilitation and coordination
- Procurement support as requested by THEA, including:
 - Support and attend the THEA's Pre-proposal Conference and provide an agenda and meeting notes
 - Development of draft and final pricing sheets
 - Development of draft and final RFP requirements traceability matrix (RTM)
 - Development of draft and final engineers estimate
 - Review of vendor questions, and draft and final responses to vendor questions
 - Development of draft and final RFP addendums (as necessary)
 - Provide technical advisory support for evaluation of technical and price proposals as requested by THEA, including review of proposals, and providing comments to the THEA's Evaluation/Selection Committee
 - Support the preparation of draft and final summary briefing(s) to THEA officials and attend THEA's Award meeting(s)
 - As requested, develop draft and final letters to proposing integrators, as needed

Gannett Fleming

- Provide technical support to THEA in their review and selection of short-listed integrator and a selected integrator
- Support the generation of best and final offer (BAFO) documentation
- Provide technical support to THEA negotiations

Deliverables

- Meeting agendas and notes
- Draft and final business rules (if necessary)
- Draft and final technical requirements / scope of work
- Draft and final materials (e.g., presentations, talking points, progress reports, schedules, etc.) as THEA may require for Board meetings
- Presentation and discussion of the technical requirements
- Preparation of technical specifications for RFP
- Support for RFP activities

Estimate of hours and cost highlighted in table on following pages

Gannett Fleming looks forward to working with THEA and the OBOS team on the next phase of this and future projects.

Tampa Hillsborough Expressway Authority**SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT****For****Operational Back Office System (OBOS) Procurement Support****INTRODUCTION**

In consultation with Tampa Hillsborough Expressway Authority (THEA), RS&H is submitting this proposed scope and price estimate for Task #02 under our existing contract T-00321D.

Our contract is to provide general support to THEA for tolling related services to include review, analysis, and recommendations in tolling areas which the roadside toll collection system, lane maintenance, back-office system and operations, business rules, tolling policies, system procurements, procedures, collection methodology, interagency agreements, and interoperability.

The following is the RS&H proposal for Procurement Support of the Operational Back Office System (OBOS).

The CONSULTANT (RS&H) shall work with THEA, and at the direction of THEA, and in concert with their consultants in the provision of the following professional services for the procurement of the OBOS.

I. PROGRAM MANAGEMENT AND ADMINISTRATION

The CONSULTANT shall perform the following program administration and coordination duties:

Task 1: Invoice and Progress Report Preparation

For the Project, prepare a monthly invoice and progress report for the work tasks, and provide evidence of work accomplished during the time period. The progress report shall be submitted and shall include: activities completed during the prior month, meetings attended, deliverables completed and a project budget burn rate. The CONSULTANT shall monitor assigned tasks, as required by THEA.

Task 2: Document and Records Management

The CONSULTANT, in coordination with the OBOS consulting team, shall maintain all records and files related to the project and activities related to CONSULTANT scope throughout the duration of the services. This includes, but is not limited to:

the inclusion of the CONSULTANT's work products on the THEA's, or their consultant's, online document management system.

The CONSULTANT, in coordination with the OBOS consulting team, shall routinely report on progress of activities performed by the CONSULTANT to the THEA Project Manager.

The CONSULTANT, in coordination with the OBOS consulting team, shall provide risk management oversight, including risk identification, analysis, response strategies, routine management, and assessment.

The CONSULTANT shall provide quality assurance review for CONSULTANT-prepared deliverables.

The CONSULTANT shall attend project meetings as directed or approved by the THEA.

Task 3: Meeting Coordination and Facilitation

The CONSULTANT shall coordinate and attend a project kickoff meeting with the THEA, their consultants and other project stakeholders as directed by THEA.

The CONSULTANT shall, in coordination with the OBOS consulting team, coordinate, facilitate, and/or attend regular project meetings with THEA, their consultants and other project stakeholders, including hosting and documenting on-going coordination meetings. Such coordination includes scheduling and leading meetings, tracking action items, keeping track of any constraints imposed by coordinating agencies, and soliciting input on procurement documents (as necessary).

Task 4: Program Schedule Management

The CONSULTANT shall coordinate with the OBOS consulting team to develop a draft program schedule, and submit it for THEA's review and approval. The CONSULTANT shall coordinate with the OBOS consulting team to develop and submit a final program baseline schedule to the THEA for review and approval, providing a baseline document to track program progress throughout the term of the contract. The CONSULTANT shall make regular updates to the schedule, and submit an updated schedule to the THEA based on their preferred frequency (e.g. weekly, bi-weekly, month, etc.).

Deliverables

- Project invoices and progress report
- Project records and files in system specified by the THEA
- Meeting agenda, notes, and action item lists

- Draft and approved program baseline schedule, and regular schedule updates

II. TOLL SYSTEM PROCUREMENT SUPPORT

The CONSULTANT, in coordination with the OBOS consulting team, shall perform the following duties in support of the procurement of the OBOS:

Task 1: Project Initiation

Following Notice to Proceed (NTP), the CONSULTANT team is prepared to immediately meet with the THEA staff for a Project Initiation Meeting to discuss project objectives, understand stakeholder expectations, discuss procurement mechanisms and approach, review procurement schedule tasks and milestone dates to ensure they are in alignment with THEA directives and goals, coordinate meeting schedules and identify and/or receive materials on the current THEA business (e.g. business policies/rules, standard operating procedures (SOP), interface control documents (ICD), etc.).

Deliverables

- Project initiation meeting agenda, notes and action item lists

Task 2: Procurement Documentation Development

The CONSULTANT shall coordinate with the THEA and the OBOS consulting team to discuss preferred contract, request for proposal (RFP) layout and approach for the procurement of the new OBOS. By understanding the institutional approach or any restrictions THEA may have on procuring the OBOS, the CONSULTANT shall develop recommendations and begin building out procurement documents that align with the THEA's typical means of purchasing goods and services.

The CONSULTANT shall meet with THEA staff and other stakeholders, as identified by THEA, to understand functional, operational and maintenance needs and incorporate those needs into the appropriate requirements for the OBOS.

The CONSULTANT shall review the existing THEA business policies/rules, key performance indicators (KPI), as well as other current documentation for pertinent systems and policies, to ensure system requirements are based on established and new (as needed) business policies. If necessary and at the direction of THEA, the CONSULTANT shall make recommendations to update and/or develop a business policies document and submit it for THEA's review and approval.

The CONSULTANT shall develop a scope of work (SOW) to be included with THEA's RFP for the THEA's review and approval. The SOW shall define the Contractor's work elements required for design and implementation of the OBOS.

The SOW shall document the requirements for delivery of the OBOS solution, including the system design, implementation, testing, operations and maintenance requirements.

The CONSULTANT shall develop a comprehensive list of requirements for the OBOS, which is capable of meeting the THEA's current and future needs. The CONSULTANT shall develop specifications for the procurement of a tolling system integrator that includes:

- System requirements
- Implementation requirements
- Functional requirements
- Interface requirements
- Installation requirements
- Testing requirements
- Data migration requirements
- Transition requirements
- Hardware and software requirements
- Network communications requirements
- Performance requirements
- State and Regional interoperability requirements
- System redundancy requirements
- Business continuity and disaster recovery requirements
- Training requirements
- System acceptance requirements

The CONSULTANT shall support THEA's development of draft and final Contract Terms and Conditions, the Instructions to Proposers and other RFP-related contract documents by providing technical expertise, technical review and timely comments for THEA's review and incorporation.

During the development of the RFP and requirements documents, the CONSULTANT shall conduct regular meetings with the THEA staff to review drafts of specifications, and ensure the wants, needs and goals of the staff are reflected in the specifications for the new system. The CONSULTANT shall coordinate with THEA to compile the all contract documents into a comprehensive, seamless RFP document. The CONSULTANT shall develop both draft and final requirements document packets for review and approval by the THEA staff.

Deliverables

- Draft and final agendas and meeting notes for all meetings
- Draft and final updated/new business policies document (if necessary)
- Draft and final project scope of work
- Draft and final system specifications/requirements
- Draft and final comments on THEA contract/agreement documents
- Draft and final RFP documentation packet

Task 3: Procurement process Support

The CONSULTANT shall support the THEA's procurement process beginning with the advertisement of the RFP and concluding with the issuance of the Contractor's NTP.

At the direction of THEA, the CONSULTANT shall:

- Facilitate the preparation and the advertisement of the RFP
- Support and attend the pre-proposal conference, and provide an agenda and meeting notes
- Review of vendor questions, and draft and final responses to vendor questions
- Development of draft and final RFP requirements traceability matrix (RTM)
- Development of draft and final engineer's estimate
- Coordinate meetings, interviews and/or product demonstrations with proposers
- Support the preparation of RFP addenda, if necessary
- Develop draft and final proposal evaluation and pricing documentation/forms
- Provide technical advisory support for evaluation of technical proposals as requested by the THEA staff, and providing comments to the THEA's Evaluation Committee
- Provide technical advisory support for tabulation and evaluation of price proposals as requested by the THEA staff, and providing comments to the THEA Evaluation Committee
- Provide technical support to THEA in their review and selection of short-listed integrator and a selected integrator
- Support the preparation of draft and final summary briefing(s) to THEA officials and attend THEA's Award meeting(s)

- As requested, develop draft and final letters to proposing integrators, as needed
- Support the generation of best and final offer (BAFO) documentation
- Provide technical support to THEA negotiations

Deliverables

- Draft and final agendas and meeting notes for all meetings
- Draft and final responses to proposer questions
- Draft and final addenda (as needed)
- Draft and final evaluation and scoring documents
- Draft and final RTM
- Draft and final engineer's estimate
- Draft and final technical summary briefings
- Draft and final letters, as requested
- Draft and final BAFO documentation, as requested
- Comments on technical and price proposals

SCHEDULE

Services for this task order are estimated to begin on March 15, 2023 and are to be complete upon conclusion of the procurement process, currently estimated at April 15, 2024, or as directed by the Tampa Hillsborough Expressway Authority.

Tampa Hillsborough Expressway Authority
On-Call Toll Operation Services
Contract No.: XXXXXXXX
HNTB Task Order X

OBOS RFP Development and Procurement Assistance

March 15, 2023 – April 15, 2024

Scope of Work

Purpose and Need

The Tampa Hillsborough Expressway Authority (THEA) desires the creation of a Request for Proposals (RFP) document and procurement assistance for an Operational Back Office System (OBOS). The OBOS will replace the current THEA's Back Office System (TOBS). HNTB's role in the project, as requested by THEA, is to provide peer review services in the development of the procurement document and support to THEA Team up to the notice to proceed (NTP) for the selected OBOS Contractor. This Scope of Work includes peer review support in the creation of the technical requirements and support THEA with the procurement process through selection, vendor negotiations and contract award. It is anticipated that THEA will contract additional support from consultants once a preferred vendor is awarded a contract.

Description of Services

Task 1 – Project Management

- Periodic project meetings with THEA and project team
- QA/QC Management of HNTB Work
- Peer review of presentations and correspondence
- Management of HNTB resources

Task 2 – Establish Baseline Requirements

- Attendance at kickoff meeting and THEA Stakeholder meetings to establish goals, needs and baseline functionality and requirements
- Peer review support of approach documents
- Review of Business Rules, policies, operational documents
- Develop data performance standards

Task 3 – Preparation of OBOS Requirements

- Complete peer review of Administrative Requirements
- Provide peer review of Technical Requirements
- Lead the collection and documentation of external interfaces (UFM and Interface with CFX for E-ZPass)
- Complete peer review of the Maintenance Plan

Task 4 – Draft Scope of Work

- Complete peer review of Draft Scope of Work

Task 5 – Review Scope of Work with THEA

- Participate in review meetings with THEA on the Draft Scope of Work

Task 6 – Final Scope of Work

- Complete peer review of Final Scope of Work

Task 7 – Procurement Support

- Provide support to contract boilerplate as requested
- Provide support to pre-proposal conference
- Provide peer review of engineers estimate
- Provide peer review of addendums to technical requirements
- Provide peer review of draft and final briefing presentations
- Provide support to BAFO activities
- Provide support to negotiations
- Review technical proposals from vendors
- Provide SME support to technical review and selection teams