



**Meeting of the Board of Directors
June 26, 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 (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 and Pledge of Allegiance

II. Public Input/ Public Presentations

III. Discussion/Action Items

A. Operations & Engineering – Bennett Barrow, Committee Chair – *Brian Pickard, P.E.*

1. Ferrovial Services Infrastructure, NKA Webber Infrastructure Management, Selmon West Extension Maintain all Highway and Aesthetic Lights for FY 2024

Purpose: Approval of a task order for Ferrovial Services Infrastructure, NKA Webber Infrastructure Management, to maintain all highway and aesthetic lights installed as part of the Selmon West Extension from the end of the Selmon Expressway just east of the Gandy Bridge to the eastern end of the Himes Bridge overpass. This is an add-on to the present contract.

Funding: Operations and Maintenance - \$174,239.20

Action: Request the Board to authorize the Executive Director to sign a task order with Ferrovial Services Infrastructure, NKA Webber Infrastructure

Management, to maintain the highway and aesthetic lights installed as part of the Selmon West Extension Project during Fiscal Year 2024 for \$174,239.20 in accordance with the terms in contract O-00617.

2. Construction Engineering Inspection (CEI) Services for East Selmon Resurfacing FY2023 Project

Purpose: To procure CEI services for the East Selmon Resurfacing FY 2023 Project.

Funding: Capital Budget

Action: Request the Board to approve the recommendation of the Evaluation Committee to shortlist the top three (3) of five (5) Expanded Letters of Response submittals for this project to move forward to the next phase of procurement.

Firm Name
Consor Engineering, LLC
HDR Construction Control Corp.
Keystone Civil, Inc.

3. Change Order to Contract No. 0-02520 with The Middlesex Corporation for Designing and Building the East Selmon Slip Ramps, \$715,418.05 Capital Budget

Purpose: Reimburse Middlesex for extra work as follows:

Item	Reason	Amount
1	Ramp 2 additional slip lining of pipes - DB firm was required to inspect drainage at ramp 2 not included in the RFP as they are much newer than the ones called for in the RFP provide repair recommendations	\$370,186.60
2	Hurricane Ian Response- per specifications, they receive compensation for MOT and post-hurricane erosion control	\$ 33,045.98
3	Attenuator repairs - driver hit and damaged. Per specifications, THEA reimburses costs due to third-party damage	\$ 36,222.76
4	Box culvert repairs - RFP required the contractor to desilt, inspect, and make repair recommendations	\$291,615.79
5	Existing sheet pile wall conflict	\$ 3,699.74
6	Credit for reduction of column work	-\$ 19,352.82
	Total	\$715,418.05

This would result in total payments above the original contract to date of \$1,268,290.44 or 5.3% of the original contract. There are no contract time adjustments resulting from this change order.

Funding: Capital Budget \$715,418.05

Action: Request the Board to authorize the Executive Director to sign a change order to the Middlesex Corporation in the amount of \$715,418.05 for additional slip lining, Hurricane Ian, attenuator repairs, and box culvert repairs not covered in the scope of the original RFP.

B. General Counsel – Amy Lettelleir, Esquire and Chris Connelly, Arthur Gallagher Insurance

1. Fiscal Year 2024 Commercial Property, Railroad and Crime Insurance

Purpose: To obtain Commercial Property, Railroad, and Crime Insurance Coverage for FY2024.

Funding: Operating Budget - \$796,445.30

Action: Authorization to bind Commercial Property, Railroad, and Crime Insurance Coverage for FY2024.

C. Finance – Commissioner Cepeda, Committee Chair – Jeff Seward

1. Financial Audit Services

Purpose: To procure annual financial auditing services

Funding: OM&A budget

Action: (1) Request the Board to approve the Selection Committee’s number-one ranked firm, Rivero, Gordimer & Company, P.A., to provide annual financial auditing services. (2) Authorize and direct the Executive Director to negotiate with the number one ranked firm, Rivero, Gordimer & Company, P.A., to provide annual financial auditing services. If negotiations are unsuccessful, staff shall negotiate with the number two-ranked firm. The contract is subject to review and approval of General Counsel.

Firm Name	Rank
Rivero, Gordimer & Company, P.A.	1
Mauldin & Jenkins, LLC	2
RMS US LLP	3
CliftonLarsonAllen LLP	4
Forvis	5

2. Budget – Fiscal Year 2024 (July 1, 2023, to June 30, 2023)

Pursuant to Section (3) of FS 189.016, Uniform Special District Accountability Act, THEA is obligated to adopt by Resolution its FY2024 budget.

Action: Request Board approval of Resolution No. 672 adopting THEA’s FY2024 budget.

3. Adoption of THEA Work Program (FY2024)

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

IV. Consent Agenda

A. Approval of the Minutes from the April 24, 2023, Board of Directors Meeting, and the May 8, 2023, Board Workshop

B. Approval of the 2024 Proposed Board Meeting Schedule

C. Waterline replacement at East Toll Plaza, Ferrovial Services Infrastructure, NKA Webber Infrastructure Management, \$135,000

D. Gandy Speed Curve Warning Signs, Ferrovial Services Infrastructure, NKA, Webber Infrastructure Management, \$66,000

E. Approval of Annual Ongoing Task Work Orders – FY2024

1. ArcGIS Support, HNTB, \$99,980
2. SWE Tendon Inspection Support, HNTB, \$75,005
3. ITS Management Support, HNTB, \$326,992
4. Landscape/Hardscape Asset Maintenance Support, HNTB, \$76,999
5. Roadway Maintenance Support, HNTB, \$133,984
6. Bridge Inspection Support, HNTB, \$112,985
7. ITS Maintenance, TransCore, \$168,000
8. FY24 Bridge Inspection, Burgess & Niple, \$630,000
9. Misc. Permitting Support, HNTB, \$92,994
10. THEA Facilities Support, HNTB, \$61,989
11. THEA Project Management Staffing Support, HNTB \$149,994
12. Toll Operations Support, HNTB, \$119,984
13. THEA Biennial Inspection, HNTB, \$109,990
14. GEC Program Support, HNTB, \$491,992
15. Bridge Management Program, HNTB, \$76,997

16. Roadway Management Program, HNTB, \$76,997
17. ACCS Implementation Support, HNTB, \$51,970
18. Office Remodeling Support, HNTB, \$50,979
19. East Selmon Project, Development, and Environment Constructability Support, \$74,990
20. Work Program Annual Support & CPMP program enhancement, WSP, \$250,000
21. Grant Tracking and Submittal Support, WSP, \$250,000
22. Grant Application Support, RS&H, \$250,000
23. Strategic Planning and Policy, WSP, \$150,000
24. Annual Sketch Analyses, WSP, \$200,000
25. Project, Development, and Environment Support Services, HDR, \$225,000
26. Trail Enhancements Planning Support, WSP, \$200,000
27. Community Enhancements Planning Support, WSP, \$50,000
28. Trail & Community Enhancements (Underpasses), HDR, \$100,000
29. Pedestrian Safety Analysis, HNTB, \$100,000
30. Resiliency & Sustainability, WSP, \$100,000
31. Resiliency & Sustainability, HNTB, \$80,000
32. Traffic Modeling and Support, WSP, \$250,000
33. Downtown Traffic & Modeling Support, RS&H, \$150,000
34. Integrated Data System Development & Management & KPI Development, WSP, \$275,000
35. Data Management Development & Performance Measurement, CUTR, \$250,000
36. Intelligent Decision Support System (IDSS) & Data Management, HNTB, \$325,000
37. Alternate Fuels, HNTB, \$85,000
38. ITS America CAV Deployer Task Force, ITS America, \$100,000
39. CV & Emerging Technologies – ITS/Ops/Peer Agency Collaboration, HNTB, \$150,000
40. Emerging Technology Support, Yunex, \$100,000
41. Multi-Modal ITS (MMITSS) Support, HNTB, \$76,000
42. Trend Analysis, CUTR, \$120,000
43. Sketch Analysis T&R, Stantec, \$200,000
44. Annual T&R, Stantec, \$120,000
45. Traffic Modeling & Analysis, HNTB, \$90,000
46. GPC – General Planning Support, WSP, \$150,000

V. Executive Reports

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

- 1. Contract Expiration**
- 2. Director’s Report**

B. General Counsel – *Amy Lettelleir*

C. Chairman – *Vincent Cassidy*

1. Upcoming Meetings

- Committees of the Whole – July 10, 2023
- Board Meeting – July 24, 2023
- Committees of the Whole – August 14, 2023
- Board Meeting – August 28, 2023

VI. Old Business

VII. New Business

VIII. Adjournment

**III. A. 1. Selmon West Extension
FY24 Highway & Aesthetic Lighting Maintenance**

Selmon West Extension Annual Lighting Maintenance Cost

Item	Qty	Unit of Measure	Unit Price	Total
Monthly Lump Sum Costs:				
Highway Safety Lighting Maintenance Diagnose / Repair including time and materials.	1	Month	\$4,400	\$52,800.00
Aesthetic Lighting Maintenance and Diagnostics	1	Month	\$8,036.60	\$96,439.20
As Needed Costs:				
Aesthetic Lighting Repair of fin lights (material costs +15% not included)	1	Hr	\$423.50	* \$1,694.00
Aesthetic Lighting Repair of undermount lights (material costs +15% not included)	1	Hr	\$390.50	* \$1,462.00
Aesthetic Lighting Repair of gear and control parts inside the bridge	1	Hr	\$352.00	* \$1408
Estimated Annual Material Cost				\$25,000.00
Not To Exceed Annual Costs				\$174,239.20

III. A. 3. East Selmon Slip Ramp Project Change Order

O-02520 East Selmon Expressway Slip Ramps - Purchase Order Summary

Item No.	Submittal Description	Estimated Amount	Negotiated Amount
1	Hurricane Ian		\$ 33,045.98
2	Attenuator Repairs		\$ 36,222.76
3	Existing Sheet Pile Wall Conflict		\$ 3,699.74
4	Ramp 2 Pipe Lining		\$ 370,186.60
5	Box Culvert Repairs		\$ 291,615.79
6	Column Strengthening Deletion		\$ (19,352.82)

\$715,418.05



Shiva Moonian
Project Administrator
CONSOR Engineers, LLC
9270 Bay Plaza Blvd, suite 640
Tampa, FL 33619

January 11, 2023

**Re: Tampa Hillsborough Expressway Authority, THEA Project # O-02520
Change Order Request – Hurricane Ian Preparation & Recovery**

Shiva,

Please find enclosed the change order request for the costs associated with the preparation and recover for Hurricane Ian. This Purchase Order constitutes full and complete settlement of any and all issues related to Hurricane Ian.

The Middlesex Corporation certifies under oath and in writing, in accordance with the formalities required by Florida law, that the request for compensation, time extension, or modification of a No-Excuse Completion/Milestone/Incentive date is made in good faith, that any supportive data provided are accurate and complete to the Contractor’s best knowledge and belief, and that the amount of compensation or days requested accurately reflects what the Contractor in good faith believes to be well founded under the criteria provided above for consideration by the Department.

Any questions please let me know.

Sincerely,

Neil Mulrooney

Sr Vice President – Construction SE Region
Middlesex Corporation

Cc. Brian McKishnie – Consor Regional Director
Kevin Bennett – Project Executive SE Region

Encl: Change Order Estimated Cost Summary

State of Florida
County of Orange
Sworn to and subscribed before me this 11 day
of January, 2023, by Neil Mulrooney, VP
(Print name of person signing Certification)

Notary Public

6/17/26
Commission Expires

Personally Known or Produce Identification _____
Type of Identification Produced





2120 - TMC Attenuator Repair Cost Summary

Col. No.	Date & Time	Accident Location	Description	Damages	Accident Report No.	Repaired by	Middlesex File Number	Total Cost
1	4/24/2022 19:39	West on 618 - approx. around station 299+30 (mm 7.8)	Temp crash cushion belonging to TCP struck. No accident report available.	Temporary crash cushion impacted - repaired by TCP	Visited FHP - Troop C location on 5/26. Instructed to email records dept. Email Sent 5/26, no report filed.	TCP	22-0231	\$ 9,929.20
2	5/24/2022 19:39	East bound in REL lane (mm 7.7)	Temp crash cushion struck over weekend. FHP responded.	Temporary crash cushion impacted - repaired by TCP	FHP22ON0257950 HSMV # 24956167	TCP	22-0296	\$ 9,682.24
3	7/1/2022 14:30	75 SB to 618 WB ramp - Near ramp 3 gore	Attenuator struck and damaged. No injuries reported. No accident report available.	Attenuater damaged - repaired by TCP	Initial email to records dept. sent on 7/7. No report filed.	TCP	22-0369	\$ 11,384.50
4	8/9/2022 11:21	618 gore exit 10 to 14	Attenuator struck and damaged. FHP arrived on site and no vehicle was around. No accident report available.	Attenuator damaged - repaired by TCP	Initial email to records dept. sent on 8/11. No report filed.	TCP	22-0436	\$ 5,226.82

Total: \$36,222.76



Shiva Moonian
Project Administrator
CONSOR Engineers, LLC
9270 Bay Plaza Blvd, suite 640
Tampa, FL 33619

June 7, 2023

**Re: Tampa Hillsborough Expressway Authority, THEA Project # O-02520
Change Order Request – CSX Sheet Piling Removal**

Shiva,

Please find enclosed the change order request for the costs associated with the CSX Sheet Wall Conflict. This Purchase Order constitutes full and complete settlement of all issues related to the removal of existing CSX sheet piling.

The Middlesex Corporation certifies under oath and in writing, in accordance with the formalities required by Florida law, that the request for compensation, time extension, or modification of a No-Excuse Completion/Milestone/Incentive date is made in good faith, that any supportive data provided are accurate and complete to the Contractor's best knowledge and belief, and that the amount of compensation or days requested accurately reflects what the Contractor in good faith believes to be well founded under the criteria provided above for consideration by the Department.

Any questions please let me know.

Sincerely,

Neil Mulrooney

Sr Vice President – Construction SE Region
Middlesex Corporation

Cc. Brian McKishnie – Consor Regional Director
Kevin Bennett – Project Executive SE Region

Encl: Change Order Estimated Cost Summary

State of Florida
County of orange
Sworn to and subscribed before me this 7 day
of June, 2023, by Neil Mulrooney
(Print name of person signing Certification)

Notary Public

Commission Expires _____

Personally Known _____ or Produced Identification _____
Type of Identification Produced _____



CHANGE ORDER ESTIMATED COST SUMMARY



TMC Project #: 2120
Contract #: O-02520
Financial Project #: N/A
Contract Description: East Selmon Slip Ramps DB
Owner: THEA

Estimator: Patric T.
Estimate #: 1 **Revision 0**
Date: 18-Apr-23

Brief Scope of Work: CSX Sheeting Removal
Does this Change affect the Contract Time? No **If so, number of days (+/-):** 0

WORK DESCRIPTION	LABOR	MATERIAL	EQUIP.	SUBS	OTHER	SUBTOTAL
Summary By Discipline from Details Page:	\$ 1,608.33	\$ 350.00	\$ 1,121.10	\$ -	\$ -	\$ 3,079.43
Markups:						
OH & P Direct Labor 17.5%	\$ 281.46					\$ 281.46
OH & P Materials 17.5%		\$ 65.23				\$ 65.23
OH & P Equipment 17.5%			\$ 196.19			\$ 196.19
OH & P Subcontracts - (5%>50k) 10.0%				\$ -		\$ -
Sales Tax 6.5%		\$ 22.75				\$ 22.75
SUBTOTALS:	\$ 1,889.79	\$ 437.98	\$ 1,317.29	\$ -	\$ -	\$ 3,645.06

UNIT PRICE ADJUSTMENTS	Quantity	Unit Measure	Unit Price	SUBTOTAL
Pay Item:				\$ -
None				\$ -
SUBTOTAL:				\$ -

UNIT PRICE ADJUSTMENTS	Yes/No	SUBTOTALS
Estimate Subtotal		\$ 3,645.06
Unit Price Subtotal		\$ -
Insurance & Bond - 1.5%	Yes	\$ 54.68
TOTAL PROPOSAL COST:		\$3,699.74

THE MIDDLESEX CORPORATION

Patric Tuuk
 Project Manager - Construction

CHANGE ORDER ESTIMATED COST SUMMARY



TMC Project #: 2120
Contract #: O-02520
Financial Project #: N/A
Contract Description: East Selmon Slip Ramps DB
Owner: THEA

Estimator: Patric T.
Estimate #: 1 **Revision 1**
Date: 6-Apr-23

Brief Scope of Work: Ramp 2 Pipe Repairs
Does this Change affect the Contract Time? No **If so, number of days (+/-):** 0

WORK DESCRIPTION	LABOR	MATERIAL	EQUIP.	SUBS	OTHER	SUBTOTAL
Summary By Discipline from Details Page:	\$ 12,610.62	\$ 1,050.00	\$ 6,656.76	\$ 322,155.00	\$ -	\$ 342,472.38
Markups:						
OH & P Direct Labor 17.5%	\$ 2,206.86					\$ 2,206.86
OH & P Materials 17.5%		\$ 195.69				\$ 195.69
OH & P Equipment 17.5%			\$ 1,164.93			\$ 1,164.93
OH & P Subcontracts - (5%>50k) 10.0%				\$ 18,607.75		\$ 18,607.75
Sales Tax 6.5%		\$ 68.25				\$ 68.25
SUBTOTALS:	\$ 14,817.48	\$ 1,313.94	\$ 7,821.69	\$ 340,762.75	\$ -	\$ 364,715.87

UNIT PRICE ADJUSTMENTS	Quantity	Unit Measure	Unit Price	SUBTOTAL
Pay Item:				\$ -
None				\$ -
SUBTOTAL:				\$ -

UNIT PRICE ADJUSTMENTS	Yes/No	SUBTOTALS
Estimate Subtotal		\$ 364,715.87
Unit Price Subtotal		\$ -
Insurance & Bond - 1.5%	Yes	\$ 5,470.74
TOTAL PROPOSAL COST:		\$370,186.60

THE MIDDLESEX CORPORATION

Patric Tuuk
 Project Manager - Construction

CHANGE ORDER ESTIMATED COST SUMMARY



TMC Project #: 2120
Contract #: O-02520
Financial Project #: N/A
Contract Description: East Selmon Slip Ramps DB
Owner: THEA

Estimator: Patric T.
Estimate #: 1 **Revision 2**
Date: 26-May-23

Brief Scope of Work: Ramp 2 Box Culvert Repairs
Does this Change affect the Contract Time? No **If so, number of days (+/-):** 0

WORK DESCRIPTION	LABOR	MATERIAL	EQUIP.	SUBS	OTHER	SUBTOTAL
Summary By Discipline from Details Page:	\$ 36,481.52	\$ 2,500.00	\$ 94,786.83	\$ 121,369.00	\$ -	\$ 255,137.35
Markups:						
OH & P Direct Labor 17.5%	\$ 6,384.27					\$ 6,384.27
OH & P Materials 17.5%		\$ 465.94				\$ 465.94
OH & P Equipment 17.5%			\$ 16,587.70			\$ 16,587.70
OH & P Subcontracts - (5%>50k) 10.0%				\$ 8,568.45		\$ 8,568.45
Sales Tax 6.5%		\$ 162.50				\$ 162.50
SUBTOTALS:	\$ 42,865.79	\$ 3,128.44	\$ 111,374.53	\$ 129,937.45	\$ -	\$ 287,306.20

UNIT PRICE ADJUSTMENTS	Quantity	Unit Measure	Unit Price	SUBTOTAL
Pay Item:				\$ -
None				\$ -
SUBTOTAL:				\$ -

UNIT PRICE ADJUSTMENTS	Yes/No	SUBTOTALS
Estimate Subtotal		\$ 287,306.20
Unit Price Subtotal		\$ -
Insurance & Bond - 1.5%	Yes	\$ 4,309.59
TOTAL PROPOSAL COST:		\$291,615.79

THE MIDDLESEX CORPORATION

Patric Tuuk
 Project Manager - Construction

CHANGE ORDER ESTIMATED COST SUMMARY



TMC Project #: 2120
Contract #: O-02520
Financial Project #: N/A
Contract Description: East Selmon Slip Ramps DB
Owner: THEA

Estimator: Patric T.
Estimate #: 1 **Revision 0**
Date: 8-Jun-23

Brief Scope of Work: Column Protection - 34th St.
Does this Change affect the Contract Time? No **If so, number of days (+/-):** 0

WORK DESCRIPTION	LABOR	MATERIAL	EQUIP.	SUBS	OTHER	SUBTOTAL
Summary By Discipline from Details Page:	\$ (8,574.24)	\$ (2,200.00)	\$ (5,309.84)	\$ -	\$ -	\$ (16,084.08)
Markups:						
OH & P Direct Labor 17.5%	\$ (1,500.49)					\$ (1,500.49)
OH & P Materials 17.5%		\$ (410.03)				\$ (410.03)
OH & P Equipment 17.5%			\$ (929.22)			\$ (929.22)
OH & P Subcontracts - (5%>50k) 10.0%				\$ -		\$ -
Sales Tax 6.5%		\$ (143.00)				\$ (143.00)
SUBTOTALS:	\$ (10,074.73)	\$ (2,753.03)	\$ (6,239.06)	\$ -	\$ -	\$ (19,066.82)

UNIT PRICE ADJUSTMENTS	Quantity	Unit Measure	Unit Price	SUBTOTAL
Pay Item:				\$ -
None				\$ -
SUBTOTAL:				\$ -

UNIT PRICE ADJUSTMENTS	Yes/No	SUBTOTALS
Estimate Subtotal		\$ (19,066.82)
Unit Price Subtotal		\$ -
Insurance & Bond - 1.5%	Yes	\$ (286.00)
TOTAL PROPOSAL COST:		-\$19,352.82

THE MIDDLESEX CORPORATION

Patric Tuuk
 Project Manager - Construction

III. B. 1. Fiscal Year 2024 Commercial, Railroad, and Crime Insurance

Proposal of Insurance

Tampa-Hillsborough County Expressway Authority

1104 E Twiggs Street, Suite 300
Tampa, FL 33602

Presented: June 21, 2023

Effective: July 1, 2023

Chris Connelly, ARM-P, ARc

Area Senior Vice President

Arthur J. Gallagher Risk Management Services LLC

200 S Orange Avenue

Orlando, FL 32801

(407) 370-2320

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Gallagher

Insurance | Risk Management | Consulting

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Executive Summary

Arthur J. Gallagher Risk Management Services LLC appreciates the opportunity to present this proposal for your consideration.

Insurance Market Report – March 2023

- **WHERE WE'VE BEEN (THROUGH Q4 2022)**

Buyers overall faced a challenging insurance market beginning in 2018 and continuing through Q1 2023.

Over the last few years, carriers have taken significant actions to improve profitability by:

- Becoming more selective on risks they were willing to insure
- Raising rates
- Requiring higher deductibles/retentions and attachment points
- Reducing limits/capacity

Although carriers have taken significant actions to improve their performance, many will report combined ratios in excess of 100% for 2022, primarily due to CAT losses led by Hurricane Ian and Winter Storm Elliott.

- **WHERE WE ARE**

Although carriers have taken many measures to improve their overall portfolio's profitability, several headwinds still exist.

- **Inflation** — Inflation continues to impact the insurance marketplace elevating carriers' loss costs:
 - **Property** - We are seeing an increase in building materials, fuel and labor costs, which in turn increases overall claim costs and adds to claim resolution time. Inflation is also impacting carriers' ability to deploy capacity and manage catastrophic risk.
 - **Casualty**- Carriers face escalating challenges that drive up claim costs, including social inflation, plaintiff-friendly judgments and "nuclear" jury awards. Many of these challenges have been exacerbated by third-party litigation funding (TPLF). Litigation funded by third-party investors is most prevalent in commercial auto, general liability, Directors & Officers (D&O), and umbrella/excess insurance lines.
- **Property reinsurance** — Reinsurers had already predicted challenging renewals before Hurricane Ian hit in September, causing tremendous damage borne primarily by Reinsurers. Primary carriers will face increased retentions and tighter terms and conditions. The change expected between supply and demand will put additional pressure on property reinsurance rates.
- **Climate Change** — The frequency and severity of weather-related events remain elevated from a historical standpoint.
- **Potential Recession** — As the Federal Reserve raises interest rates to combat inflation, many economists believe the US economy will likely enter into a recession in 2023. Potential reduced economic output could directly impact insurance profitability.
- **Other items of note are the conflict in Ukraine;** environmental social and governance (ESG); and the rising cost of capital.

WHERE WE'RE GOING: TRENDS WE ARE WATCHING

- 2023 will likely resemble 2022 in many ways – Carriers will continue to focus on profitability and want to ensure they are getting adequate returns on the risks they are insuring, which means they will try to keep rates on pace with increased lost costs which increased lost costs which many carriers are reporting to be in the mid-single digit range.

PROPERTY INSURANCE RENEWAL – BRIDGES & TOLL STRUCTURES

HISTORIC OVERVIEW

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

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

Due to the impending expiration of the Zurich rate agreement in 2017, we marketed to some of the leading infrastructure insurance carriers, Zurich, Starr and Chubb (formerly ACE). Both Starr and Chubb liked THEA’s risk, however, were unable to compete with the pricing offered by Zurich. We used this leverage to get Zurich to agree to a rate reduction of 14% as well as another three year policy with a guaranteed rate.

The 2019 renewal 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.

During the 2021 policy year, Zurich advised they unable to offer another 3-year extension, so THEA’s account was re-underwritten in 2022. Zurich continued to offer the most competitive program for the Authority for the 2022 renewal. Overall the renewal rate increase for property damage was +10% while the loss of revenue coverage increased +8%.

2023 RENEWAL

As outlined in the previous pages of this summary, this year is shaping up to be one of the hardest markets the insurance industry has experienced in recent years. The good news is despite the past 5 years of market hardening, with most clients experiencing compounding double-digit increases, Zurich’s renewal was very stable in comparison.

A summary of this year’s results are included in the chart below. Overall the renewal rate increase for property damage and loss of revenue was +10%, while your overall values increased on average 4.50%. In addition, the State of Florida continues to issue a 0.70% Florida Guarantee Fund assessment in 2023 for all admitted policies (even for public entities), reduced from 2.0% in 2022.

PROPERTY YOY PREMIUM COMPARISON

	2022 Rate	2022 TIV	2022 Premium	2023 Rate	2023 TIV	2023 Premium	YOY Premium Increase
Property Damage	0.061557	\$857,745,551	\$528,000.00	0.0677127	\$900,985,916	\$610,082.00	15.55%
Loss of Revenue	0.096071	\$112,420,000	\$108,003.00	0.1056781	\$114,065,752	\$120,543	11.61%
PD AND LOR TOTALS		\$970,165,551	\$636,003.00		\$1,015,051,668	\$730,625	14.88%
TRIA - % of Premium	0.05030165		\$31,992.00	0.05030165		\$36,704	
TOTAL INCLUDING TRIA			\$667,995			\$767,329	14.87%
FIGA Surcharge	2%		\$13,360	0.70%		\$5,371.30	
TOTAL PREMIUM			\$681,355			\$772,700.30	13.41%

	YOY Rate Increase	YOY Values Increase
Property Damage	10.00%	4.46%
Loss of Revenue	10.00%	0.17%

2023 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.

In 2020, 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.

In 2021 it was decided to market your account to other viable carrier partner. Ultimately THEA renewed coverage with XL, the incumbent carrier, resulting in a +6% premium increase. In 2022, we agreed to secure a quote with the incumbent, XL, which provided a stable renewal premium of \$18,740, which was up +5% from the prior year.

Going into the 2023, it was agreed to secure a renewal quote with your incumbent carrier given the projected 5%-15% rate increase, in addition to the upcoming track removal project. **UPDATE: XL Insurance Company provided formal renewal terms with a minimal premium increase of 5%, resulting in a renewal premium of \$19,690.** All Limits of Coverage remain the same as expiring with the two noted changes below:

- **REMOVED:** Scheduled of Additional Insureds – CSX Transportation, Inc.
- **UPDATED:** Limitation of Coverage To Designated Premises or Project endorsement, updated to remove mention of CSX Agreement

2023 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. We found the other crime options were significantly more expensive with less favorable terms.

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

This year, it was agreed to approach Philadelphia Insurance Company given the long-term relationship and stable renewals. While working through the renewal, underwriting advised updated exposures would be needed for the renewal policy; resulting in a slight increase in premium due to the increased revenue from 2021. Your 2023 renewal premium came to \$4,055, which is up **12.86%** taking in consideration a 14% increase in revenue between THEA’s 2021 revenue verse your 2023 revenue. As in the prior years, all terms and coverages remained the same.

HISTORICAL PREMIUM SUMMARY

LINE OF COVERAGE	21-22 PREMIUM	22-23 PREMIUM	23-24 PREMIUM	YOY % Change
Property – Bridges & Tolls	\$577,075.00	\$681,355.38	\$772,700.30	+13.41%
Railroad Liability	\$17,835.00	\$18,740.00	\$19,960.00	+5.07%
Crime	\$3,593.00	\$3,593.00	\$4,055.00	+12.86%
Total	\$598,503.00	\$703,688.38	\$796,445.30	+13.18%

CONCLUSION

THEA’s total cost of all coverages renewing on July 1, 2023 resulted in a total premium of \$796,445.30; an overall **13.18%** increases from expiring.

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 21st, 2023

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	ROLE
Chris Connelly, ARM-P, ARe Area Senior Vice President	(407) 563-3513	chris_connelly@ajg.com	Producer
Sandra Sierra Client Service Manager II	(407) 563-3531	Sandra_Sierra@ajg.com	Client Service Manager
Kim Ragan, AIC Account Executive	(407) 563-3508	Kim_Ragan@ajg.com	Account Executive
Bart Douglas Managing Director - Gallagher Claim Advocacy Practice Group	(305) 639-3121	bart_douglas@ajg.com	Claims Advocate (P&C)

Arthur J. Gallagher Risk Management Services LLC

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.

Line Of Coverage	Insurance Company ** (AM Best Rate/Financial Strength)	Market Response *	Admitted ***
Property	Zurich American Insurance Company (A+ XV)	Recommended Quote	Admitted
	Chubb Group of Insurance Companies	Declined to Quote (Verbal*) – unable to provide a competitive quote	Admitted
	AXA Financial Group	Other / No response to our submission request	Admitted
	Markel Insurance Group	Declined to Quote – Didn't meet underwriting guidelines	Admitted
Crime	Philadelphia Indemnity Insurance Company (A++ XV)	Recommended Quote	Admitted
General Liability	Indian Harbor Insurance Company (A+ XV)	Recommended Quote	Non-Admitted

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

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

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A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. It is not a warranty of a company's financial strength and ability to meet its obligations to policyholders. Best's Credit Ratings™ are under continuous review and subject to change and/or affirmation. For the latest Best's Credit Ratings™ and Guide to Best's Credit Ratings, visit the AM Best website at <http://www.ambest.com/ratings>.

***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
Property	Premium	Zurich American Insurance Company (Zurich Insurance Group Ltd)	\$667,995.00	Zurich American Insurance Company (Zurich Insurance Group Ltd)	\$730,625.00
	Srchrg & Asmnt		\$13,360.00		\$5,371.30
	Estimated Cost		\$681,355.00		\$772,700.30
	Annualized Cost		-		-
	TRIA Premium		-		\$36,704.00
Crime	Premium	Philadelphia Indemnity Insurance Company (Philadelphia Insurance Company)	-	Philadelphia Indemnity Insurance Company (Philadelphia Insurance Company)	\$4,055.00
	Estimated Cost		\$3,593.00		\$4,055.00
	Annualized Cost		\$3,593.00		-
	TRIA Premium		-		-
General Liability	Premium	Indian Harbor Insurance Company (XL Group plc)	-	Indian Harbor Insurance Company (XL Group plc)	\$18,752.00
	Estimated Cost		\$18,740.00		\$19,690.00
	Annualized Cost		\$18,740.00		-
	TRIA Premium				\$938.00
Total Estimated Program Cost			\$703,688.00		\$796,455.30

Quote from **Zurich American Insurance Company (Zurich Insurance Group Ltd)** is valid until **7/1/2023**

Quote from **Philadelphia Indemnity Insurance Company (Philadelphia Insurance Company)** is valid until **7/1/2023**

Quote from **Indian Harbor Insurance Company (XL Group plc)** is valid until **7/1/2023**

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
Zurich American Insurance Company (Zurich Insurance Group Ltd)	Property	100% Prepaid	Agency Bill
Philadelphia Indemnity Insurance Company (Philadelphia Insurance Company)	Crime	Annual, Pre-Paid	Direct Bill
Indian Harbor Insurance Company (XL Group plc)	General Liability	Minimum and Deposit: \$16,986	Agency Bill

Program Details

Coverage: Property
Carrier: Zurich American Insurance Company
Policy Period: 7/1/2023 to 7/1/2024

Coverage:

LOCATION DETAILS	SUBJECT OF INSURANCE	LIMIT TYPE	AMOUNT	BASIS
	Policy Limit of Liability	Limit	This Policy Shall Pay no More than \$100,000,000 for any One Occurrence	
	Annual Aggregate Limit(S) of Liability: The Maximum Amount the Company Will Pay for Loss or Damage in any One Occurrence :			
	By the Peril of Earthquake	Limit	\$100,000,000	
	By the Peril of Flood	Limit	\$25,000,000	
	By the Peril of Named Storm	Limit	\$50,000,000	
	Contingent Loss of Revenue Endorsement	Limit	\$30,000,000	Any One Occurrence
	Scheduled Physical Damage Limit:			
Loc.# 1	Toll Plazas/ Gantries	Limit	\$14,700,592	
Loc.# 2	Tampa-Hillsborough County Expressway Bridges	Limit	\$867,252,995	
Loc.# 3	Brandon Parkway & feeder roads	Limit	\$2,722,906	
Loc.# 4	Meridian Street	Limit	\$2,124,695	
Loc.# 5	ITS Field Equipment	Limit	\$4,613,484	
Loc.# 6	Transportation Management Center: 1104 East Twiggs Street	Limit	\$8,710,309	
Loc.# 7	Warehouse: 1104 ½ East Twiggs Street	Limit	\$660,864	
Loc.# 8	Spare Parts Inventory	Limit	\$200,071	
	Scheduled Loss of Revenue Limit :			
Loc.# 1	Toll Plazas/ Gantries	Limit	\$114,065,752	
Loc.# 2	Tampa-Hillsborough County Expressway Bridges		Included	
Loc.# 3	Brandon Parkway & feeder roads		Included	
Loc.# 4	Meridian Street		Included	

Deductibles / Self-Insured Retention

TYPE	COVERAGE	AMOUNT
Deductible	Deductibles and Waiting Period(S) : From the Amount of Each Claim for Insured Physical Loss of or Damage to Covered Property in any One Occurrence :	
Deductible	Physical Loss of or Damage to Covered Property, Unless Otherwise Shown Below	\$50,000
Deductible	Physical Loss of or Damage to Surveillance Equipment	\$50,000
Deductible	As Respects Earthquake	\$50,000
Deductible	As Respects Flood	5% Of the Total Value of Covered Property Involved in a Loss
Deductible	- Subject to a Minimum Deductible of	\$100,000
Deductible	Named Storm:	5% Of the Total Value of Covered Property Involved in a Loss
Deductible	- Subject to a Minimum Deductible of	\$100,000
Deductible	Waiting Period - Loss of Revenue	14 Days
Deductible	Contingent Loss of Revenue Endorsement	14 Days

Additional Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT
Sub-Limits of Liability : The Policy Shall Pay no More than the Following Sublimit(S) of Liability in any One Occurrence :		
Physical Damage Coverage to the Covered Property;	Sublimit	\$100,000,000
Loss of Revenue;	Sublimit	\$30,000,000
Accounts Receivable;	Sublimit	\$5,000,000
Interruption by Civil or Military Authority;		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

Additional Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT
Terrorism	Sublimit	\$100,000,000

Valuations:

DESCRIPTION	LIMITATIONS
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
Other	Transit: The Invoice Cost Plus Accrued Shipping Charges Less Shipper's Liability, If any.
Actual loss sustained	Loss of Revenue: Actual Loss Sustained Subject to the Stated Coverage and Specified Indemnity Period.

Perils Covered:

TYPE	DESCRIPTION
Special Form Perils	Applies

Endorsements include, but are not limited to:

DESCRIPTION
Policy Form: Zurich Operational Civil Works Policy
Schedule Of Covered Property - U-CWP-0010-A
Debris Removal Clean Up & Removal & Decontamination - U-CWP-0103-A
Contingent Loss Of Revenue - U-CWP-0106-A CW (01-18)
Amendment To Deductibles & Waiting Period - U-CWP-0109-A CW (01-18)

Exclusions include, but are not limited to:

DESCRIPTION
Earth Movement Exclusion
Flood Exclusion
Government Action Exclusion
War Exclusion
Nuclear Hazard, Power Failure
Consequential Loss; Error/Omission or Deficiency in Design, Plans, Workmanship, Specifications or Materials; Wear & Tear; War; Nuclear; Mysterious Disappearance & Inventory Shortage; Employee Dishonesty, Fraud & Infidelity; Fungus; Pollution & Contamination; Asbestos; Normal Subsidence & Settling; Cyber Exclusion, And Other Per the Policy
Cyber Exclusion - U-CWP-0117-A

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
Property Values: \$900,985,916

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
Loss of Revenue Values: \$114,065,752 Total Insured Values: \$1,015,051,668
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
Deposit Premium: \$730,625
Cancellation Provision 60 Days Except 10 Days for Non payment of Premium
Commission: 7.5% not to Exceed \$50,000

Premium **\$730,625.00**

Surcharges & Assessments

2022 Florida Insurance Guaranty Association Assessment \$5,371.30

Total Surcharges & Assessments **\$5,371.30**

ESTIMATED PROGRAM COST **\$735,996.30**

Minimum Earned Premium - **\$730,625.00**

TRIA/TRIPRA PREMIUM **\$36,704.00**
(+ Additional Surcharges, Taxes and Fees as applicable)

Addendum A – Schedule Of Covered Property:

Location / Structure Number	Location / Structure Name	Scheduled Physical Damage Limit	Scheduled Loss Of Revenue Limit
1	Toll Plazas/ Gantries	\$14,700,592	\$114,065,752
2	Tampa-Hillsborough County Expressway Bridges	\$867,252,995	Included
3	Brandon Parkway & feeder roads	\$2,722,906	Included
4	Meridian Street	\$2,124,695	Included
5	ITS Field Equipment and Spare Parts Inventory	\$4,613,484	\$0
6	Transportation Management Center: 1104 East Twiggs Street	\$8,710,309	\$0
7	Warehouse: 1104 ½ East Twiggs Street	\$660,864	\$0
8	Spare Parts Inventory (East Toll Plaza Admin Bldg.)	\$200,071	\$0
Total Scheduled Values		\$900,985,916	\$114,065,752

Statement of Values

2023 TOTAL INSURED VALUES	
PROPERTY VALUES	\$900,985,916
LOSS OF REVENUE	\$114,065,752
TOTAL INSURED VALUES	\$1,015,051,668

Name: _____

Title: _____

Signature: _____

Date: _____



Coverage: Crime
Carrier: Philadelphia Indemnity Insurance Company
Policy Period: 7/1/2023 to 7/1/2024

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
Crime	Discovery	N/A	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
- including Credit, Debit, or Charge Card Extension	Limit	\$25,000
Inside the Premises	Limit	\$1,000,000
Outside the Premises	Limit	\$1,000,000
Money Orders and Counterfeit Currency	Limit	\$1,000,000
Computer and Funds Transfer Fraud	Limit	\$1,000,000
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	\$5,000
Deductible	Outside the Premises	\$5,000
Deductible	Money Orders and Counterfeit Currency	\$5,000
Deductible	Computer and Funds Transfer Fraud	\$5,000
Deductible	Fraudulent Inducement Insuring Agreement	\$5,000

Additional Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT
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

Additional Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT
Computer Violation and Data Reconstruction Expense	Limit	The Lesser of \$50,000 or 25% of the Covered Loss
Condition Amendments:		
Insuring Agreement A.D. ERISA Fidelity Amendments		Amending Exclusions A, H, J and K to comply with ERISA requirements
Cancellation As To Any Employee	Limit	\$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

Endorsements include, but are not limited to:

DESCRIPTION
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
Privacy Notice for Commercial Lines - PP2020 0220
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
Policy Bridge - Discovery Replacing Loss Sustained - PI-CRP-13 0605
Crime Protection Plus Pro-Pak - PI-CRP-23 1216 /PI-CRP-023 (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

Exclusions include, but are not limited to:

DESCRIPTION
Loss in which the existence of such loss is only proved by a profit and loss comparison or inventory records
Any theft or criminal act committed by a partner of the insured
Employee Dishonesty (does not apply to Employee Theft Coverage)

Other Significant Terms and Conditions/Restrictions:

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

Premium	\$4,055.00
ESTIMATED PROGRAM COST	\$4,055.00

Coverage: General Liability
Carrier: Indian Harbor Insurance Company
Policy Period: 7/1/2023 to 7/1/2024

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
General Liability	Occurrence	N/A	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		Excluded
Medical Expenses		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)
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 – Ownership of track and right of way only (at ConAgra location)
General Liability	Access or Disclosure
General Liability	Asbestos
General Liability	Total Pollution
General Liability	Professional Liability

Exclusions include, but are not limited to:

COVERAGE TYPE	DESCRIPTION
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.
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 \$938

Premium	\$18,752.00
ESTIMATED PROGRAM COST	\$18,752.00
Minimum And Deposit Premium -	\$18,752.00
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	\$938.00

Subject to Audit: Not Auditable

Proposal Disclosures

Proposal Disclosures

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

Proposal Disclaimer

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

Compensation Disclosure

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

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

TRIA/TRIPRA Disclaimer

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

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

Property Estimator Disclaimer

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

Terms and Conditions

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

Services

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

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

Treatment of Information

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

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

Dispute Resolution

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

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

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

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

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

Electronic Delivery

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

Miscellaneous Terms

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

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

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

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

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

Client Signature Requirements

Coverages for Consideration

Overview

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

- Cyber Liability
- Flood

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

Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated 6/21/2023, 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"/> Re ject	Property - \$772,700.30
	Zurich American Insurance Company
	<i>TRIA (Included)</i>
<input type="checkbox"/> Accept <input type="checkbox"/> Re ject	General Liability - \$18,752.00
	Indian Harbor Insurance Company
<input type="checkbox"/> Accept <input type="checkbox"/> Re ject	<i>TRIA - \$938.00</i>
<input type="checkbox"/> Accept <input type="checkbox"/> Re ject	Crime - \$4,055.00
	Philadelphia Indemnity Insurance Company

Additional Recommended Coverages

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

Other Coverages to Consider

- Cyber Liability
- Flood

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

Coverage Amendments and Notes:

Exposures and Values

You confirm the payroll, values, schedules, and any other information pertaining to your operations, and submitted to the underwriters, were compiled from information provided by you. If no updates were provided to Gallagher, the values, exposures and operations used were based on the expiring policies. You acknowledge it is your responsibility to notify Gallagher of any material change in your operations or exposures.

Additional Terms and Disclosures

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

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

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

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

By: _____
Print Name (Specify Title)

Company

Signature

Date: _____

Bindable Quotations & Compensation Disclosure Schedule

Client Name: Tampa-Hillsborough County Expressway Authority

COVERAGE(S)	CARRIER NAME(S)	WHOLESALE, MGA, OR INTERMEDIARY NAME ¹	EST. ANNUAL PREMIUM ²	COMM.% OR FEE ³	GALLAGHER U.S. OWNED WHOLESALE, MGA, OR INTERMEDIARY %
Property	Zurich American Insurance Company (Zurich Insurance Group Ltd)	N/A	\$730,625.00	7.5 %	
Crime	Philadelphia Indemnity Insurance Company (Philadelphia Insurance Company)	N/A	\$4,486.00	\$0.00	
General Liability	Indian Harbor Insurance Company (XL Group plc)	N/A	\$18,752.00	0 %	

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

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

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

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

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

Binding Requirements

Coverage (Issuing Carrier)	Binding Requirements
Property Zurich American Insurance Company	N/A
Crime Philadelphia Indemnity Insurance Company	N/A
General Liability Indian Harbor Insurance Company	Subject to: - Acceptance or Rejection of Terrorism Insurance Coverage - Require full details on any agreement changes mid-term.

Appendix

Claims Reporting By Policy

Direct Reporting [Only When Applicable]

Immediately report all claims for the following lines of coverage to the insurance carrier.

- Crime
 - Philadelphia Indemnity Insurance Company
 - Phone# 800-765-9749
 - Fax#
 - Email: claimsreport@phly.com

- General Liability
 - Indian Harbor Insurance Company
 - Phone#: 1-800-823-7351
 - Fax#: 1-866-262-9002
 - Email: napropcasclaimnewnotices@axaxl.com
 - Mailing Address: AXA XL
Attn: Railroad
P.O. Box 6140023
Orlando, FL 32861-4002

- Property
 - Zurich American Insurance Company
 - Phone: 800-987-3373
 - Fax: 877-962-2567
 - Email: USZ-CareCenter@zurichna.com
 - Online: <http://www.zurichna.com/zna/claims/claims.htm>

Surplus Lines Disclosure and Acknowledgement

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

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

Tampa-Hillsborough County Expressway Authority

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

General Liability

Type of Insurance

07/01/2023

Effective Date of Coverage

Appended Documents





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"/>	I hereby elect to purchase "certified acts of terrorism" coverage for a prospective premium of \$938 Premium is 5% of the Policy Premium.
<input type="checkbox"/>	I hereby decline to purchase Terrorism coverage. I understand that I will have no coverage for losses resulting from "certified acts of terrorism."

Policyholder/Applicant's Signature	<i>Indian Harbor Insurance Company</i> Insurance Company
Print Name	Policy Number
Date	

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permission.

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Gallagher STEP



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 Safety Training Education Platform (STEP) 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 Gallagher STEP

- **Register** for up to 10 complimentary modules every year 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/us/gallagher-step/ 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 custom, maximum impact on six cost drivers of your total cost of risk.

Sample of Available Training Modules and Safety Shorts

Human Resources Training

- Americans with Disabilities Act (ADA)
- California Ethics
- California Sexual Harassment & Discrimination—Employees (English and Spanish)
- California Sexual Harassment and Discrimination—Supervisors (English and Spanish)
- Connecticut Sexual Harassment Prevention and Response
- Diversity
- Drug-Free Workplace—Supervisor
- Ethics in Action
- Fair and Accurate Credit Transaction Act (FACTA)
- Family Medical Leave Act (FMLA)
- Interviewing Strategies
- Job Applications
- Maine Sexual Harassment Prevention and Response
- Personnel Files
- Sensitivity Basics: Creating Positive Working Relationships
- Sexual Harassment and Discrimination—Employees
- Sexual Harassment and Discrimination—Supervisors
- New York City Sexual Harassment and Discrimination—Employees (English and Spanish)
- New York City Sexual Harassment and Discrimination—Supervisors (English and Spanish)
- New York State Sexual Harassment and Discrimination—Employees (English and Spanish)
- New York State Sexual Harassment and Discrimination—Supervisors (English and Spanish)
- Smart Hiring
- Smart Risk Management—Core Principles
- Theft
- Unsafe Acts
- Violence Prevention
- Workers Compensation Essentials
- Workplace Investigations Basics
- Wrongful Termination

Safety Training

- Accident Investigation Techniques
- Asbestos Awareness (General Industry)
- Basic Conveyor Safety
- Bloodborne Pathogens (English and Spanish)
- Creating a Safe Holiday Celebration
- Common Fire and Life Safety Hazards
- Continuity of Operations Planning
- Defensive Driving—Accident Scene Management
- Defensive Driving—Backing Safely, R is for Reverse
- Defensive Driving Basics—Part I (English and Spanish)
- Defensive Driving—Changing Lanes Safely
- Defensive Driving—Driving Safely in School Zones
- Defensive Driving—General Auto Risk Management
- Defensive Driving—Intersections
- Defensive Driving—Reducing Deer-Related Incidents
- Defensive Driving—Safe Following Distance
- Defensive Driving—Spring Weather Conditions
- Defensive Driving—Winter Weather Conditions
- Determining the Root Cause of Accidents
- Disaster Planning 101
- Electrical Safety (English and Spanish)
- Ladder Safety
- Employee and Family Disaster Planning
- Evacuation Planning and Procedures
- Fire Prevention Practices (English and Spanish)
- Forklift Safety Basics for General Industry
- Hazard Communication (English and Spanish)
- Hearing Protection
- Housekeeping—Custodial, Safe Housekeeping Practices
- Identifying Strain and Exertion Exposures (English and Spanish)
- Lead-Based Paint
- Lockdown Procedures
- Lockout/Tagout (English and Spanish)
- Machine Guarding (English and Spanish)
- Means of Egress (English and Spanish)
- Mold
- Office Ergonomics Defined
- Office Ergonomics—Working in Comfort
- Office Workstation Safety
- Office Workstation Safety for Supervisors
- Personal Protective Equipment (English and Spanish)
- Portable Fire Extinguishers I
- Portable Fire Extinguishers II
- Power Tool Safety
- Preparation for Physical Activity
- Preventing Back Injuries (English and Spanish)
- Preventing Slips, Trips and Falls (English and Spanish)
- Preventing Injuries When Lifting, Moving and Transferring Residents
- Safety Pays for Life
- Temp Staffing Services. Employee Safety Orientation (English and Spanish)

Safety Shorts

Two safety shorts are considered one module selection.

- Bloodborne Pathogens
- Electrical Safety
- Emergency Procedures
- Fire Prevention and Protection
- Hand and Power Tools
- Hazard Communication
- Housekeeping/Custodial—Before You Start
- Housekeeping/Custodial—Cleaning by Hand
- Housekeeping/Custodial—Emptying Trash
- Housekeeping/Custodial—Mopping and Emptying Buckets
- Housekeeping/Custodial—Preventing Slips, Trips and Falls
- Housekeeping—General
- Ladder Safety
- Lockout/Tagout
- Personal Protective Equipment
- Safe Lifting Practices
- Slip, Trip and Fall

The Gallagher Way.
Since 1927.

Please visit ajg.com/us/gallagher-step/ to learn more.

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Overview and Login Information

The Gallagher eRiskHub® portal provides you with exclusive risk management tools and best practices to improve your organization's cyber risk posture. This important resource serves your cyber risk management strategies by enhancing your capabilities in cyberattack prevention, loss mitigation and cyber risk transfer techniques.

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.

If you have any questions about the Gallagher eRiskHub®, please reach out the eRiskHub® support staff at support@eriskhub.com

Key Features of the Gallagher eRiskHub®

- **Risk Manager Tools**—A collection of tools for risk managers including research of known breach events, information to calculate the potential cost of a breach event, sample policies, breach response planning and more.
- **Learning Center**—An extensive collection of thought leadership articles, webinars, videos and blog posts covering everything from emerging cyber threats to data protection and more.
- **Security and Privacy Training**—Resources for creating an effective security training program for your employees.
- **Strategic Third-Party Relationships and Partner Resources**—Information on third-party vendors that can assist your organization improve your overall cyber risk, as well as access to exclusive Gallagher discounts on tools.

Gallagher's Cyber Capabilities

Gallagher's Cyber practice has the expertise to deliver a full complement of cyber risk management and insurance services to help your team stay protected. We take a consultative, action-based approach to address the sophisticated and evolving nature of cyber liability to design custom solutions that meet your unique needs. For more information, please contact us.

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Insurance | Risk Management | Consulting

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.

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III. C. 3. Budget Resolution

Tampa-Hillsborough County Expressway Authority (THEA)
Proposed Operating and Capital Budget
Fiscal Year 2024
(July 1, 2023 – June 30, 2024)

	FY2024 Proposed Budget	FY2023 Amended Budget
Fiscal Year Revenue and Expenditure Summary		
Revenue		
Toll Revenues	\$126,826,000	\$110,878,000
Other Revenues	847,492	542,401
Investment/Interest Income	3,000,000	1,000,000
Total Fiscal Year Revenues	\$130,673,492	\$112,420,401
Expenditure		
Toll Operations	\$11,086,372	\$10,503,635
Maintenance	6,376,250	6,087,800
Communications	620,000	620,000
Administration – Personnel	5,432,824	5,108,810
Administration – Professional Services	1,861,500	1,759,390
Administration – General	1,307,094	1,452,320
Information Technology	889,812	0
Total Fiscal Year Operating Expenditures	\$27,573,852	\$25,531,955
Capital		
Preservation (Replacement & Renewal)	\$33,423,004	\$7,963,078
Enhancement/Capacity	\$103,330,952	\$40,486,969
Total Fiscal Year Capital Expenditures	\$136,753,956	\$48,450,047

RESOLUTION NO. 672

A RESOLUTION OF THE TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY (THE “AUTHORITY”) APPROVING A BUDGET; MAKING APPROPRIATIONS FOR ALL OPERATING, MAINTENANCE AND ADMINISTRATION EXPENSES; MAKING APPROPRIATIONS FOR REPLACEMENT/RENEWAL AND ENHANCEMENT/CAPACITY CAPITAL IMPROVEMENT PROJECT EXPENSES FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2023 AND ENDING ON JUNE 30, 2024 PRESCRIBING THE TERMS, CONDITIONS AND PROVISIONS WITH RESPECT TO THE ITEMS OF APPROPRIATION AND THEIR PAYMENT; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

WHEREAS, a line-item balanced budget has been developed pursuant to the requirements set-forth in FS 189.01(3), Uniform Special District Accountability Act;

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

SECTION 1. BUDGET ADOPTION. This resolution shall be known as the “Fiscal Year 2024 Budget Resolution of the Tampa-Hillsborough County Expressway Authority”. The fiscal year 2024 budget is summarized in the attachment hereto, labeled as “Exhibit A”. The fiscal year 2024 budget is fully detailed in the fiscal year 2024 adopted budget and the line-item revenue and expenditure budgets, which collectively comprise the “Fiscal Year 2024 Adopted Budget” of the Tampa-Hillsborough County Expressway Authority and all of which may be reviewed on the Authority’s website. The sums provided for in the Fiscal Year 2024 Adopted Budget

are hereby appropriated by the Authority for operating, maintenance and administrative expenses, replacement and renewal expenses and enhancement capital improvement project expenses.

SECTION 2. EFFECTIVE DATE. This Resolution No. 672 shall take effect immediately upon its passage.

This Resolution No. 672 was approved and adopted by the Tampa-Hillsborough County Expressway Authority on June 26, 2023.

TAMPA-HILLSBOROUGH COUNTY
EXPRESSWAY AUTHORITY

By: _____
Vincent J. Cassidy
Chairman

ATTEST:

By: _____
John Weatherford
Secretary

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

Amy E. Lettelleir, Esquire
General Counsel

III. C. 4. Adoption of THEA Work Program – FY2024

WORK PROGRAM SUMMARY

6-YEAR WORK PROGRAM

The 6-Year Work Program Summary provides the capital funding commitments for the existing fiscal year (FY23) budget year (FY24) and four planning years (FY25–FY28)

	FY23	FY24	FY25	FY26	FY27	FY28	FY23–FY29
6-Year Committed Summary							
TOTAL (including inflation/contingencies)	\$ 48,450,047	\$ 136,753,956	\$ 142,710,279	\$ 210,394,733	\$ 232,513,228	\$ 156,193,422	\$ 927,015,665
THEA Funding	\$ 46,573,618	\$ 131,388,676	\$ 135,967,974	\$ 205,605,655	\$ 228,253,991	\$ 151,133,645	\$ 898,923,559
Other Funding	\$ 1,876,429	\$ 5,365,280	\$ 6,742,305	\$ 4,789,078	\$ 4,259,237	\$ 5,059,777	\$ 28,092,106
6-Year Committed Summary by Program							
Preservation (Replacement & Renewal)							
Roadway	\$ 5,138,294	\$ 23,474,400	\$ 1,039,060	\$ 524,660	\$ 535,760	\$ 621,080	\$ 31,333,254
ITS	\$ 1,278,139	\$ 7,706,125	\$ 15,000,000	\$ 0	\$ 87,360	\$ 2,894,263	\$ 26,965,887
Tolls	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Facilities	\$ 1,546,645	\$ 2,242,479	\$ 126,700	\$ 235,435	\$ 134,400	\$ 138,400	\$ 4,424,059
TOTAL PRESERVATION	\$ 7,963,078	\$ 33,423,004	\$ 16,165,760	\$ 760,095	\$ 757,520	\$ 3,653,743	\$ 62,723,200
Total THEA Funding	\$ 7,963,078	\$ 33,423,004	\$ 16,165,760	\$ 760,095	\$ 757,520	\$ 3,653,743	\$ 62,723,200
Total Other Funding	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Enhancement/Capacity							
Roadway	\$ 29,008,841	\$ 72,732,214	\$ 84,872,478	\$ 175,806,390	\$ 205,137,596	\$ 136,045,520	\$ 703,603,039
ITS	\$ 7,307,226	\$ 11,107,986	\$ 3,856,034	\$ 5,889,028	\$ 6,092,455	\$ 5,686,628	\$ 39,939,357
Tolls	\$ 1,754,666	\$ 2,368,878	\$ 20,143,606	\$ 21,929,211	\$ 15,505,911	\$ 3,483,334	\$ 65,185,606
Facilities	\$ 2,416,236	\$ 17,121,874	\$ 17,672,401	\$ 6,010,009	\$ 5,019,746	\$ 7,324,197	\$ 55,564,463
TOTAL ENHANCEMENT/CAPACITY	\$ 40,486,969	\$ 103,330,952	\$ 126,544,519	\$ 209,634,638	\$ 231,755,708	\$ 152,539,679	\$ 864,292,465
Total THEA Funding	\$ 38,610,540	\$ 97,965,672	\$ 119,802,214	\$ 204,845,560	\$ 227,496,471	\$ 147,479,902	\$ 836,200,106
Total Other Funding	\$ 1,876,429	\$ 5,365,280	\$ 6,742,305	\$ 4,789,078	\$ 4,259,237	\$ 5,059,777	\$ 28,092,106

IV. A. Approval of the Minutes for April 24, 2023, and May 8, 2023

Tampa-Hillsborough County Expressway Authority
Minutes of April 24, 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 April 24, 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
Commissioner Donna Cameron Cepeda, Member
Mayor Jane Castor, Member
FDOT District Secretary David Gwynn, Member

STAFF:

Greg Slater	Emma Antolinez
Amy Lettelleir	Frederick Pekala
Bob Frey	Felipe Velasco
Judith Villegas	Lisa Pessina
Brian Ramirez	Shannon Bush
Shari Callahan	Julie Aure
Gary Holland	Emma Antolinez
Charlene Ponce	Charles Lockridge
Chaketa Mister	Szabina Sznassy

OTHER:

Leonard Becker, HNTB	Brent Wilder, PFM
Tim Garrett, HNTB	Rick Patterson, Raymond James
James Drapp, HNTB	Matthew Sansbury, RBC
Todd Josko, Ballard	Elizabeth Putnam, DSquared Infrastructure
Al Steward, HNTB	Jonathan Tursky, TransCore
Snehal Ambare, CDM Smith	David Hubbard, Wey Engineering
Joe Stanton, Nelson Mullins	Brenda Biaggi, Valor
Toni Nhlapo, Wey Engineering	Stephanie McQueen, HDR
Sally Dee, Playbook	Sarah Lesch, Playbook
Steve Williams, Infotect	Christina Matthews, WSP
Sam Gabsi, Infotect	

I. Call to Order and Pledge of Allegiance

Chairman Cassidy called the meeting to order at 1:31 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 March 27, 2023, Board of Directors Meeting

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

The motion passed unanimously.

IV. Discussion/Action Items

A. Operations & Engineering – Bennett Barrow, Committee Chair – Judith Villegas, Project Manager

1. Approval of Shortlist Recommendations and Subsequent payment of Stipend for the East Selmon Paving Low Bid Design-Build Teams

Ms. Villegas presented the shortlisted firms who submitted Expanded Letters of Interest – Ajax Paving Industries and CWR Contracting. She noted that staff used the FDOT design-build stipend calculations to arrive at a stipend of \$32,000. The requested action is for the Board to approve the shortlist selection of Ajax Paving Industries of Florida, LLC and CWR Contracting, Inc. and direct staff to move forward with the procurement process.

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

The Chairman asked if there were only two firms who submitted. Mr. Slater responded in the affirmative.

The Chairman follow up with a question about the seeming lack of interest in competing for projects. Mr. Slater noted that there is a lot of work out in the market at this time. This is a small project and firms are being more discerning about the projects they compete for.

Mr. Weatherford asked about the stipend and where the formula could be found. Mr. Slater explained that it is based on the construction costs. He

added that when we pay a stipend, any ideas that come in as a part of the process belong to THEA and we can incorporate those ideas into our project or use them later.

Ms. Villegas pointed to the East Selmon Slip Ramp Project as an example. The firm awarded the project is using one of the suggestions by a firm that was not selected to lengthen the merge lane to create a safer transition onto the local lanes. Another suggestion from a different firm that was not selected was the use of a cantilever sign rather than a span sign which reduces maintenance costs.

Mr. Weatherford mentioned that stipends are not the norm in other industries. Mr. Slater noted that stipends are very common in the transportation industry.

Secretary Gwynn added that the ability to use the ideas is a benefit, but without a stipend, firms won't pursue the project because it costs so much to prepare a response to a request for proposal.

Before moving on, Ms. Lettelleir pointed out that there was a second part to the requested action. Ms. Villegas requested the board also authorize a stipend in the amount of \$32,000 to be awarded to the number two team identified in the final selection.

Mr. Barrow amended his motion to include the stipend, seconded by Mr. Weatherford.

The motion passed unanimously.

B. General Counsel – Vince Cassidy, Chairman – Amy Lettelleir, Esquire

1. Adoption of Resolution No. 671 – Sixth Supplemental Revenue Bond Resolution – Joe Stanton, Nelson Mullins

Mr. Stanton, Nelson Mullins, presented the Sixth Supplemental Revenue Bond Resolution, which supplements the Authority's Master Bond Resolution and authorizes the issuance of the Authority's Series 2023 Bonds. He noted that the Series 2023 Bonds are being issued to achieve debt service savings on the authority's outstanding Bonds, including the Authority's outstanding Refunding Revenue Bonds, Series 2020B and to pay the costs of issuance.

Mr. Stanton further explained that Resolution 671 authorizes (1) the issuance of the Authority's Series 2023 Bonds for advance refunding all or a portion of the Authority's outstanding Series 2020B Bonds, as further described in the Sixth Supplemental Bond Resolution; and (2) the Authority's Chairman, Vice

Chairman or Executive Director to execute and/or deliver the forms of the Preliminary and Final Official Statements, the Bond Purchase Agreement, Dealer-Manager documents and agreements, the Disclosure Dissemination Agent Agreement, the Paying Agent and Registrar Agreement and the Escrow Deposit Agreement.

The requested action is for the Board to adopt Resolution No. 671.

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

Mr. Weatherford asked if there was a dollar amount available for anticipated savings. Mr. Stanton advised that the resolution contains target parameters, and the target is, at a minimum, the greater of 5% of net present value savings on existing indebtedness, or \$2M. The greater of the two must be achieved to move forward.

The motion passed unanimously.

V. Team Reports

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

Mr. Frey presented the Gandy Boulevard Crash Study. When comparing 2018-2019 with 2021-2022, we saw a 22% reduction in crashes along the corridor. He further reviewed specific types and times of crashes. Overall, there was an estimated \$1.5M benefit to safety based on the KABCO crash costs in 2021 and 2022.

Chairman Cassidy asked for clarification on the \$15M. Mr. Frey noted that the cost is based on the severity of the crashes. Secretary Gwynn further explained that crashes are weighted and there wasn't a reduction in fatal crashes. The reduction in crashes was mostly for crashes with property damage only.

Mr. Frey continued, pointing out that travel times have been significantly reduced along Gandy Boulevard since the construction of the Selmon Extension, and noted that speeds are uniform and closer to the posted speed limit, creating safer conditions along the roadway.

Mr. Weatherford asked for clarification on the KABCO chart. Mr. Slater explained the calculations. Secretary Gwynn mentioned that the sample size is small and that using the crash rate per million entering vehicles would show that the crash rate has dropped. The mayor asked if FDOT was responsible for the traffic signals at Dale Mabry and Westshore. Secretary Gwynn noted that FDOT does the signal timing at that intersection. The mayor suggested going from the flashing yellow turn signal to a static green.

Mr. Fry concluded that if speeds can remain consistent safety is improved.

B. Operations & Engineering – *Judith Villegas, Project Manager*

Ms. Villegas provided an update on the East Selmon Slip Ramp Contract. She reported the present contract amount is \$24,552,287 with 81% of the contract earned. The percentage of contract time is 80% and the current contract end date is September 2023. She also updated the board on the Maintenance Rating Program Performance Measurements – THEA’s overall score was 94, with a minimum requirement of 90. The specific scores all came in above the minimum required.

Chairman Cassidy asked about the guardrail score. Ms. Villegas explained that this is an ongoing problem due to frequent damage from vehicles hitting the guardrails.

C. Toll Operations – *Gary Holland, Manager*

Mr. Holland presented the Toll Operations Statistics for February 2023, beginning with weekly transactions, noting the upward trend line. Monthly transactions show a slight increase year to year.

He reviewed average weekday transactions, year to year, pointing out the ranges of growth from the West Extension to the East Mainline.

Finally, Mr. Holland provided an update on total transactions by type and past-due (60 days or more) payments for February 2023.

D. Budget & Finance – *Jeff Seward, Director of Finance*

Mr. Seward presented THEA’s financial information for July 1, 2022 – February 28, 2023. He reported that we are still seeing about 5.5% under collection, which can largely be attributed to the toll suspension due to Hurricane Ian. However, Stantec believes we will exceed our \$110M budget amount this year, even with the 5.5% reduction. He pointed out that expenditures are under, and our focus right now is on preparing for the Budget workshop next month.

E. Communications – *Brian Ramirez, Communications*

Mr. Ramirez reported on recent media coverage of THEA, pointing to stories in the Tampa Bay Business Journal and the Tampa Bay Times. He also provided an update on recent community outreach meetings related to the South Selmon Capacity Project – 13 meetings to date. Finally, Mr. Ramirez highlighted THEA’s observance of National *Work Zone Awareness Week* and the *Annual Great Port Clean-Up*, during which time 140 bags of litter and debris were collected.

VI. Executive Reports

A. Executive Director – *Greg Slater*

1. Director's Report

Mr. Slater reported a daily toll transaction record of 265,052 on night two of the Taylor Swift concerts. For perspective, on that date in 2022, we saw 25,000 fewer transactions.

He then updated the board on the recruitment for the Director of Strategy, Communications, and Community Engagement, reporting that THEA has 118 applicants interested in the position. Resumes are under review and interviews will commence in the coming weeks.

Mr. Slater also reported that, on April 14, the National Telecommunications and Information Administration submitted a letter to the FCC that they determined C-V2X could operate in the 5.9 GHz band without interference between C-V2X and federal radar system, an issue that had been holding back the implementation of the technology. Part of the US DOT's testing and analysis included data from THEA's Connected Vehicle deployment. THEA continues to collaborate with DOT and is meeting with them at ITS America's Conference this week to discuss future testing operations. He noted that, although the CV Pilot program has officially ended, THEA continues to work to make the roads safer. We hope to incorporate more data and expand our system to create a true SMART roadway.

2. Contract Renewal & Closeout Report

Mr. Slater reported six contracts are up for renewal. One is a five-year contract with three optional five-year renewals for commercial cloud services with Amazon Web Services, Inc. The remaining five are three-year contracts with two one-year renewals. Vistra Communications is up for its first one-year renewal, and the remainder – Burgess & Niple, Kimley-Horn, Marlin Engineering, and WGI – are up for their second one-year renewal.

3. Team THEA – Mr. Slater recognized Shari Callahan for her 25 Years of Service at THEA and her recent appointment as THEA's IT Director.

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

Ms. Lettelleir thanked the refunding team for their work and quick turnaround and noted she had nothing to report.

Chairman Cassidy, referring back to the Bond Resolution discussion, asked if there is a certain percentage of people tendering that we must get to before moving forward.

Ms. Lettelleir noted that it fluctuates every day, and that information is being tracked.

The Chairman asked if we have an estimate of what the percentage of dollars tendered might be, based on current market rates.

Mr. Wilder responded that it has been running conservatively at 20% or less. There is no specific target, but that’s what we’re assuming for the preliminary number runs.

C. Chairman – *Vincent Cassidy*

1. Upcoming Meetings

- THEA Committees of the Whole – May 8, 2023
- THEA Board Meeting – May 22, 2023 – Cancel

- THEA Committees of the Whole – June 12, 2023
- THEA Board Meeting – June 26, 2023

The Chairman announced that the May 22 meeting will be canceled.

VII. Old Business

No old business.

VIII. New Business

No new business.

IX. Adjournment

With no further business, the meeting adjourned at 2:12 pm.

APPROVED: _____ **ATTEST:** _____
Chairman: Vincent Cassidy **Secretary: John Weatherford**

DATED THIS 26th DAY OF June 2023.

Tampa-Hillsborough County Expressway Authority
Minutes of the May 8, 2023, Board Workshop
1104 E. Twiggs Street
Tampa, FL 33602

The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on May 8, 2023, at THEA Headquarters, 1104 E. Twiggs Street in Tampa Florida. The following were present:

BOARD:

Vincent Cassidy, Chairman
Bennett Barrow, Vice Chairman
John Weatherford, Secretary
Commissioner Donna Cameron Cepeda, Member
Mayor Jane Castor, Member

STAFF:

Greg Slater	Chaketa Mister
Amy Lettelleir	Anna Quinones
Bob Frey	Shannon Bush
Brian Pickard	Lisa Pessina
Jeff Seward	Elizabeth Gray
Shari Callahan	Emma Antolinez
Brian Ramirez	Judith Villegas
Gary Holland	Julie Aure
Charlene Ponce	

OTHERS:

Christina Matthews, WSP
Len Becker, HNTB
Jim Drapp, HNTB
Matthew Sansbury, RBC

Chairman Cassidy called the meeting to order at 1:32 pm.

Executive Director, Greg Slater, provided an overview of what the board can expect from today's workshop. He then turned the meeting over to Mr. Seward.

Mr. Seward provided a budget development overview, followed by a review of revenue projections. He noted an estimated 5.6M (8%) increase in toll transactions from FY23, a 2.5% toll indexing, and an unchanged Toll-by-Plate differential. He also pointed out that, based on YTD toll revenue and the T&R update, FY2023 toll revenue projections should be realized.

He also explained the investment income increase, which is due to larger restricted cash balances for future capital program, and that the inclusion of the P-card rebate is estimated to yield \$50,000 of revenue for FY24.

Moving on to FY24 Expenditures, Mr. Seward reported that total expenditures increased by a net total of 9.13% over FY23 budgeted expenditures, drawing a comparison to FY23's increase over FY22's amended budget, which was 21.09%. He added that the average year-over-year increase from FY19 through the proposed FY24 has averaged 12.58%.

Chairman Cassidy asked if THEA is seeing components of the 21% increase that are driven by an increase in transaction volume versus inflation. Mr. Slater noted that it is a little bit of both.

Mr. Weatherford asked about last year's increase on the administrative side as a big driver in the increase. Mr. Seward confirmed and attributed that increase in FTE costs. Additional factors include the unknowns coming out of the pandemic. There was a brief discussion about the 21% delta and Administration/Professional Services.

Mr. Seward moved to Toll Operations, pointing out that we are looking at a 5.63% increase over FY'23 amended budget. He added that FTE expenses increased by 3.12%, largely due to increases in Florida's Turnpike Enterprises expenses. He then introduced Mr. Gary Holland to present the Toll Operations Budget.

Mr. Holland provided the following summary:

- Toll Collections increased by 17.26% due to an increase in image review costs due to contract and transaction escalators.
- Toll System Maintenance and Support decreased by 71.09%. This is due to a shift in multiple line items to the newly created IT Department.
- "Other" expenses increased by 12.15%. This increase is due to a contract with a new Roadside Maintenance vendor.
- Miscellaneous Toll Operations Expenses increased by \$220,000 to cover additional NBOS support.

The Chairman asked about expenses associated with the new toll system. Mr. Slater noted that is in the work program and not included in this budget.

The Chairman asked if image review costs have increased by 17% why are we not increasing the rates for video tolling? Mr. Slater responded that this is a discussion the Board should have. We will see more growth in that, but at the backend, we'll see a more efficient system and a decrease in the cost of those transactions.

Mr. Weatherford asked about the cost of decreasing the backlog and what platform was used. Ms. Lettelleir noted THEA hired a new vendor. There was a brief discussion about the vendor.

Mr. Seward discussed the IT consolidation, pointing out that the 71% reduction in the Toll Operations Budget is the result of moving those particular departmental expenses to the IT department. He further noted that for FY2024, Mr. Slater would like to consolidate all of our IT and ITS activities and have those functions under one strategic direction and one leader. So, these costs have been removed from each department and consolidated into one IT Department.

The Chairman pointed out that we're looking at 1.5% of the total budget for Toll Operations. Mr. Seward confirmed.

Mr. Seward moved on to Operations and Maintenance, noting a couple of key takeaways are the shift of ITS and the numerous GEC tasks that were individual line items. Those have been bundled. Mr. Pickard then discussed the key drivers to a net expenditure increase of 4.74% over FY'23, including:

- Roadway & Facilities Maintenance – a net increase of 10.39%.
- Landscape/Hardscape Brandon Parkway & Meridian – net decrease of 6.08%.
- Intelligent Transportation System (ITS) & Other Expenses – a net decrease of 37.56%.
- Bridge Inspection – Increase of \$80,000 from FY'23 budget amendment.

Mr. Pickard also reviewed the bundled tasks under GEC Support, noting that the bundling will allow for shifting items if and when necessary – all of which will be reported back to the board. It also will reduce the number of invoices that will need to be processed by Finance. Mr. Slater noted that everything will continue to be tracked at a very detailed level, adding that if this had been in place last year, we would not have had to make an operational budget amendment.

The Chairman pointed to the policies and procedures that speak to deltas and required board approval and asked if this will conflict in any way with the policies and procedures relative to spending money. Mr. Seward explained that they are still based on an approved contract.

The Chairman asked what the Executive Director is allowed to approve for a delta. Ms. Lettelleir advised that the Executive Director cannot go over \$50,000. Mr. Slater explained that anything over that would still go to the board, it just would not require amending the budget.

Mr. Slater will bring additional information back to the board to further explain and ensure we are in compliance with THEA policy.

The last item presented by Mr. Pickard was the increase in the Bridge Inspection line item.

Next, Mr. Seward introduced Brian Ramirez to present the Communications budget. Mr. Ramirez noted that the department has consistently remained within the \$620,000 budget with no increases.

The Chairman asked what the actual spending will be for FY23. Mr. Slater responded that it will be very close to \$620,000. He also asked how long the Communications Budget has been at \$620,000. Ms. Pessina pointed out that at this point in time, we're at about \$480,000. Mr. Seward responded at least 2-3 years.

Mr. Slater noted the key driver for this budget is making sure our communications and activities are focused where they need to be.

There was a brief discussion about the types of activities that are included in communication services.

Mr. Seward then reviewed personnel expenditures. The key drivers to the net expenditure increase of 6.24% include a 5% COLA, a 5% estimated increase in healthcare benefits, and the elimination of a third intern position.

The Chairman asked what college year we start the interns. Mr. Slater noted Junior/Senior year.

Mr. Weatherford asked about employee benefits. Mr. Seward listed the main benefits – auto allowance for the ED; health insurance; FRS; Long term disability; flex spending account; and vision insurance.

Mr. Seward continued with key drivers.

- Addition of 4 new FTEs:
- Budget Represents 31 FTE positions and 2 interns.
- Reduction in Payroll contingency

Mr. Weatherford followed up with a question about ways to find similar entities to compare KPIs. Mr. Slater referred to benchmarking and noted that he has been looking for the right pairing for THEA and he's finding that a better comparator for us is some of the European toll facilities. Through IBTTA he's been trying to find the right KPIs for an organization of our size and headed in a similar direction.

Mr. Barrow asked what other Florida tolling agencies are doing with toll indexing. Mr. Slater responded that they are all still looking at it. He has had conversations with CFX who is doing 1% OR CPI, but he hasn't heard anything yet from the state.

Mr. Barrow asked about governance protocol should THEA contemplate an increase. Mr. Slater explained it could be done as part of a special Board workshop or as part of the budget.

Mr. Seward proceeded with professional service expenditures. The key drivers to the net increase of 7.15% include:

- \$240,000 of Planning & Innovation activities moved from Capital to Operating

- Multiple GEC tasks were bundled into a GEC Support Task with a net increase of 31.05% primarily due to a biennial inspection of \$110K and an additional \$105K for Toll Operations support.
- \$162,240 decrease due to the shift of multiple line items to the newly created IT Department

Mr. Seward called on Mr. Frey to discuss the items included in this shift. Mr. Frey discussed the line items moved to OM&A because they are agency functions. These items include:

- Value Pricing Support
- Development Transportation Planning Support
- Transportation Modeling Support
- Strategic Blueprint Planning Tolling Support

Next, Mr. Seward briefly discussed GEC Task #1, which includes:

- General Administration
- Toll Index Study Support
- Biennial Inspection
- Work Program Support
- Crash Analysis (Safety Audit)
- Toll Operations Support

For administrative expenditures, Mr. Seward reported that insurance costs are unknown at this time, but that information will be provided at the June Board meeting.

Mr. Seward then introduced Shari Callahan to report on the IT Budget. Ms. Callahan explained that the goals of the IT Department are an emphasis on security and efficiency, which is why the expenditures are being pulled from different departments and being consolidated under the IT Department. She reviewed some of the larger line items in the budget.

There was a brief discussion about the amount THEA is investing in technology. Mr. Slater suggested looking at the technology on a couple of different levels:

- Internal systems and servers
- Roadside tolling infrastructure
- ITS systems

These are all coming together in an integrated fashion. What we're trying to ensure is that we have the same comprehensive cybersecurity approach – and as these systems become integrated the threats become very different, so over the next five years there will be a significant investment in cybersecurity that will increase THEA's investment in technology.

Chairman Cassidy noted this is another area he would like to see a benchmark and see what other agencies are doing. Mr. Seward pointed out that this does not include the ITS costs that are in the Operations and Maintenance budget.

Finally, Mr. Seward provided a summary of the FY24 Budget, noting the key takeaways:

- Toll revenue increased by 14.38%.
- Expenditures increased by 9.13%.
- FY24 Capital Improvement Program is fully funded.
- Projected to increase long-term Capital Improvement Fund by \$64.7M.
- Estimated Debt Service Ratio of 2.67 at the close of FY24.

THEA expects to pull in a debt service ratio well above what our policies require.

Mr. Slater mentioned that THEA was recently reaffirmed at an A+ rating and in the S&P report it is noted that the agency has very strong management and governance reflecting a history of meeting, or exceeding most operational and financial goals, reasonable budgeting practices to ensure our toll road is in good condition, and a very capable team.

Mr. Frey reviewed the six-year Work Program – from FY22-FY27 we’re looking at a total of \$927M, and for FY24 we’re looking at \$137M.

Mr. Frey then reviewed the Preservation Program followed by the Enhancement Program. He provided a breakdown of the 88 preservation projects and highlighted the larger ones. He also reviewed a list of 27 new projects and discussed how they tie back into the Strategic Blueprint.

Chairman Cassidy asked about the 12th Street project noting that it seems to fit with the *Serve* pillar. Mr. Slater explained that it fits into a couple of different pillars, and this is a project he would like to bring back to the Board.

The Chairman announced the next Board meeting on June 26, 2023.

With no further business, the meeting was adjourned at 2:52 p.m.

APPROVED: _____ **ATTEST:** _____
Chairman: Vince Cassidy **Secretary: John Weatherford**

DATED THIS 26th DAY OF JUNE 2023.

IV. B. Approval of the Proposed 2024 Board Meeting Schedule



Proposed 2024 Board Meeting Schedule

January

1/08/2024	Board Committees of the Whole Meeting	1:30 p.m.
1/22/2024	Board Meeting	1:30 p.m.

February

2/12/2024	Board Committees of the Whole Meeting	1:30 p.m.
2/26/2024	Board Meeting	1:30 p.m.

March

3/11/2024	Board Committees of the Whole Meeting	1:30 p.m.
3/25/2024	Board Meeting	1:30 p.m.

April

04/08/2024	Board Committees of the Whole Meeting	1:30 p.m.
04/22/2024	Board Meeting	1:30 p.m.

May

05/06/2024	Board Budget Workshop	1:30 p.m.
05/20/2024	Board Meeting	1:30 p.m.

June

06/10/2024	Board Committees of the Whole Meeting	1:30 p.m.
06/24/2024	Board Meeting	1:30 p.m.

July

07/08/2024	Board Committees of the Whole Meeting	1:30 p.m.
07/22/2024	Board Meeting	1:30 p.m.

August

08/12/2024	Board Committees of the Whole Meeting	1:30 p.m.
08/26/2024	Board Meeting	1:30 p.m.

September

09/09/2024	Board Committees of the Whole Meeting	1:30 p.m.
09/23/2024	Board Meeting	1:30 p.m.

October

10/14/2024	Board Committees of the Whole Meeting	1:30 p.m.
10/28/2024	Board Meeting	1:30 p.m.

November

11/18/2024	Board Meeting	1:30 p.m.
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December

12/16/2024	Board Meeting	1:30 p.m.
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Note: Meetings of Committees as Whole are held in the Expressway's 3rd-floor Conference Room.
Monthly Board meetings are held in the Expressway's 1st-floor Board Room

IV. C. Waterline replacement at the East Toll Plaza



June 12, 2023

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 – East Toll Building water line Replacement

Brian:

Please accept this pricing proposal for the East Toll Building water line Replacement. Work consists installation of 1,900 LF (+-) of 3" Diameter Schedule 80 PVC Pipe for Potable Water with required fittings. Ditch Clearing of Large Vegetation, Ditch Width up to 15'. Remove and Replace Fencing, FDOT Type B, 6.0', Standard: 1,850 LF. Reestablish turf areas as needed. Price for replacement includes all needed material and labor. Does not include getting any permits if required to perform the work.

The work will be accomplished per THEA's Request.

The cost for the proposed work \$ 184,800.00

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

Thanks,

A handwritten signature in blue ink, appearing to read "Scott Chase", written in a cursive style.

Scott Chase

Project Manager

Webber Infrastructure

Lithia Maintenance & Services, LLC
 PO Box 1173
 Lithia, FL 33547
 +1 8137637092
 LMSLithia@gmail.com

Estimate



ADDRESS
Mr. Scott Chase Ferrovia Services 210 S. Brevard Ave Tampa, FL 33606 United States

ESTIMATE #	DATE	
1108	06/01/2023	

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	Services	Crosstown Water Supply for Warehouse: labor and material to install 2,000 ft of 6 ft high 9 gauge galvanized chain link fence No top rail, top and bottom 9 gauge tension wire terminals and H brace every 200 ft. All frameworks is Sch 40 piping	1	58,000.00	58,000.00
	Services	Labor and equipment to remove 2,000 ft of old chain link fencing	1	15,000.00	15,000.00
	Services	Labor and equipment to brush cut entire area	1	20,000.00	20,000.00
	Services	Labor and material to install 2,000 ft of 3" diameter Sch 80 PVC pipe water line	1	32,000.00	32,000.00
	Services	Labor and material to install silk screen along area where construction will be done		11,000.00	11,000.00
	Services	Labor, material and equipment to spread seed after project is complete. This includes ground prep prior to seeding		20,000.00	20,000.00
	Services	Labor, material and equipment to cut up and take out area of concrete ditch 12" wide to install pipe then cover back up with concrete		12,000.00	12,000.00

40% deposit requested up front,
 remaining 60% after completion of project.

TOTAL

\$168,000.00

Accepted By

Accepted Date

IV. D. Gandy Speed Curve Warning Signs



June 08, 2023

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 – WB. Selmon Expressway off-ramp advanced warning signage improvements.

Brian:

Please accept this proposal for F/I off-ramp to Gandy Blvd. Advanced warning signage.

Work will consist of Furnish and Install four speed feed back warning signs, four solar powered dynamic curve warning system with highlighted sign.

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 THEA request at a F/I lump sum cost of \$ 66,000.00

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

Thanks,

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

Scott Chase

Project Manager

Code	Description	Quantity	U.M.	Unit Cost	Amount
We Propose: hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:					\$60,000.00
Payment: All payment must be made as follows: Net 30 Days Pending Credit Approval					
Notes:					
<p>Contingencies:</p> <ol style="list-style-type: none"> 1. All MOT to be provided by the Prime Contractor for all striping, signage installation & testing. 2. MOT required to be provided by Striping Contractor will carry an additional charge to be determined by MOT devices and crew requirements. 3. Lump Sum MOT traffic shifting is based on ____ mobilization(s). Additional mobilizations will carry a charge of \$1,600.00 per crew, per shift. 4. NO Off Duty Officers are included in the quote. 5. Paint pricing is based on not more than ____ daily mobilizations for a paint crew. Additional mobilizations are \$1,600.00 ea. day. 6. Painted Pavement Marking pricing is based on (1) paint crew per shift. Additional paint crews required will carry an additional charge of \$1,600.00 per shift, per additional crew. 7. Bond rate is <u> 1 </u>%. 8. There is a minimum additional charge of for working non-work regulated days, such as Friday evening, Saturday evening, Sunday or Holidays. 9. A minimum asphalt cure time of <u> 14 </u> days is required prior to thermoplastic installation. Thermoplastic installation will not begin until all concrete and paving operations have been completed. Striping Contractor will require ____ normal work days for the thermoplastic installation. Striping Contractor will not be responsible for any charges or penalties resulting from insufficient contract days provided for this portion of the work. Thermoplastic will be considered the controlling item of work during its application and shall dictate allowable weather days. 10. Thermoplastic reflectivity readings will be taken 10-14 after the thermoplastic installation is completed. Allow <u> 5 </u> contract days for reflectivity readings and reporting. Striping Contractor will not be responsible for any charges or penalties resulting from insufficient contract days provided for this portion of the work. 11. Any "Late Delivery" charges or penalties will be equally shared by all parties involved in the work since the beginning of the project as if the first day of the contract were just as important as the last day of the contract. Any "Early Completion" bonus will be shared on a pro rata share with subcontractor. 12. Thermoplastic installation pricing is based on (1) hand work crew and (1) longline crew. Additional crew requests to meet contract deadlines will be an additional charge. The additional charge will be determined based on number of additional crews requested and number of mobilizations. 13. Pavement marking removal by water blasting will be \$1.75 p.s.f. with a minimum charge of per shift per crew. Pavement marking removal by grinding will be \$1.75 p.s.f. with a minimum charge of per shift per crew. 14. All notes must be included in the contract upon execution and will nullify any contradicting terms and conditions within the Prime Contractors agreement. 15. Waterblasting or grinding is the method Akca inc will use to correct incorrect striping. Akca Inc. Is not responsible for any milling or resurfacing due to incorrect striping. <p>* Bid quantities are approximate and will be invoiced per actual quantities installed.</p>					
<p>Acceptance: The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.</p>					
<p>Signed Date: _____ Signature: _____</p>					

IV. E. Approval of Annual Ongoing Task Work Orders – FY2024

ArcGIS Support

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. HNTB PR 2024XXXX

HNTB PR 2024XXXX
ArcGIS Support (7/1/23 - 6/30/24)

PRIME CONSULTANT: **HNTB Corporation**

ACTIVITY	Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner/ Specialist		Proj. Engineer/ Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Man Hours	Hourly Rate \$ 144.54	Man Hours	Hourly Rate \$ 102.19	Man Hours	Hourly Rate \$ 79.95	Man Hours	Hourly Rate \$ 61.62	Man Hours	Hourly Rate \$ 48.21	Man Hours	Hourly Rate \$ 38.96	Man Hours	Hourly Rate \$ 22.66	Manhours By Hours	Salary Cost By Activity	
GIS Support	40	\$5,781.60	64	\$6,540.16	82	\$6,555.90	118	\$7,271.16	118	\$5,688.78	80	\$3,116.80	20	\$453.20	522	\$35,407.60	\$67.83
Total Man Hours	40	\$5,781.60	64	\$6,540.16	82	\$6,555.90	118	\$7,271.16	118	\$5,688.78	80	\$3,116.80	20	\$453.20	522	\$35,407.60	\$67.83
																	Total
																	Basic Activities Maximum Limiting Fees (Salary Costs)
																	Cost Elements & Additives
Direct Expenses		4.37%		\$1,547.31													(a) 2.78 Multiplier
																	SUBTOTAL (Cost Elements applied to Basic Activities Fee):
																	(d) Direct Reimbursables
																	Total Project Cost:
																	Maximum Limiting Amount:

\$35,407.60
 \$98,433.13
 \$98,433.13
 \$1,547.31
 \$99,980.44
\$99,980.44

HNTB PR 2024XXXX									
ArcGIS Support (7/1/23 - 6/30/24)									
Scope Of Services									
Purpose & Need									
With their small in-house staff, THEA requires support to provide engineering and administrative services to support THEA's internal Arc GIS system.									
Scope									
HNTB shall provide engineering and administrative support services as included in the master contract scope of services for THEA's internal ArcGIS system.									
These activities will include:									
1) Provide personnel with technical expertise to assist in training THEA staff									
2) Support the migration of all existing info from THEA's external ArcGIS system to THEA's new internal ArcGIS system.									
3) Support THEA in incorporating information from the annual THEA Safety Study into THEA's internal ArcGIS system.									
4) Support THEA in incorporating information from the Biennial Inspection Report into THEA's internal ArcGIS system.									
5) Support THEA in incorporating information from ongoing and future maintenance and construction projects into THEA's internal ArcGIS system.									
6) Support THEA with recommendations for maintenance and future upgrades as THEA expands their system and incorporates ITS and CV technologies into the Selmon system.									

SWE Tendon Inspection Support

SUMMARY FEE SHEET																				
ATTACHMENT "A"																				
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority										HNTB PR 2024XXXX										
GEC CONTRACT NO. HNTB PR 2024XXXX										SWE Tendon Inspection Support (7/1/23 - 6/30/24)										
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		
Tendon Inspection Program Development	24	\$4,160.88	80	\$11,563.20	320	\$32,700.80	300	\$23,985.00	116	\$7,147.92	76	\$3,663.96	42	\$1,636.32	6	\$135.96	964	\$84,994.04	\$88.17	
Total Man Hours	0	\$4,160.88	80	\$11,563.20	320	\$32,700.80	300	\$23,985.00	116	\$7,147.92	76	\$3,663.96	42	\$1,636.32	6	\$135.96	964	\$84,994.04	\$88.17	
																		Basic Activities Maximum Limiting Fees (Salary Costs)		\$84,994.04
																		Cost Elements & Additives		
																		(a) 2.78 Multiplier		\$236,283.43
Direct Expenses		4.37%	\$ 3,714.24															SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$236,283.43
																		(d) Direct Reimbursables Subconsultant		\$3,714.24 \$0.00
																		Total Project Cost:		\$239,997.67
																		Maximum Limiting Amount:		\$239,997.67

SCOPE OF SERVICES
TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY
Selmon West Extension Tendon Inspection Task FY 2023
THEA Project No.: XXXXX

I. OBJECTIVES

The Tampa-Hillsborough County Expressway Authority (THEA) requires Professional Services to: 1) assess the condition of the post-tensioning system, 2) determine the cause of the current deficiencies (if possible), and 3) advise on a course of future monitoring for the Selmon West Extension viaduct (Bridge #100852). HNTB shall develop program protocols, reports, studies, and cost estimates describing the ensuing work. These deliverables do not constitute contract documents used to bid or build any aspect of the ensuing field work, rehabilitation, or monitoring.

II. PROJECT DESCRIPTION

The Selmon West Extension viaduct is a 7059.5 ft. long precast concrete segmental box girder bridge. The bridge includes a system of longitudinal post-tensioning of various configurations, including finback tendons, internal top and bottom slab tendons, and external span tendons. Routine inspection of the bridge has identified two fractured strands in one of the external span tendons and subsequent investigation has revealed pockets of water in many of the wax-filled tendons of the bridge's post-tensioning system. This standing water may become a contributing factor in the failure of additional post-tensioning strands in the future with the potential to adversely affect the strength and serviceability of the viaduct. Various parties, including the Design-Build Contractor, FDOT, and THEA's consultants have been engaged in assessing the failed strands, incomplete wax injection and pockets of water.

The scope of this task includes the following:

1. Develop a tendon inspection program.
 - a. Develop a rational approach for the selection of locations for examination.
 - b. Define a protocol for the probabilistic assessment of the reliability of the post-tensioning system.
 - c. Develop a Specification which identifies acceptable inspection methods and repair/rehabilitation outcomes.
2. Determine the root cause of the presence of water in the post-tensioning system.
 - a. Collecting, assembling, and reviewing information developed by others regarding the failure of in-service post-tensioning, incomplete wax installation, and presence of

- water. Investigate any other bridges constructed in Florida after the specification change to wax filler, but prior to the recent specification change requiring hot air drying prior to application of the wax filler.
- b. Literature review to identify potential mechanisms for water intrusion and incomplete wax injection.
 - c. Review of construction inspection documentation for compliance with the contract plans and specifications.
3. Recommend a scheme of future monitoring of the post-tensioning system, if deemed necessary.
 - a. Coordination with structural monitoring system vendors to establish the feasibility of implementing their system on the Selmon West Extension viaduct.
 - b. Assessment of feasible schemes' strengths and weakness relative to this site.

HNTB shall coordinate with FDOT District 7, FDOT Central Office, the Design-Build Firm and various THEA consultants as needed to obtain relevant information.

III. DELIVERABLES

HNTB shall prepare:

1. A report detailing the tendon inspection program.
2. A construction Specification for the tendon inspection program work.
3. A Planning-level cost estimate for the implementation of the tendon inspection program.
4. A report detailing the steps taken to determine the root cause of the presence of water in the post-tensioning system and a final determination, if conclusively identified.
5. A review of the FDOT Materials Office findings on the water samples collected during the preceding investigation by the Design-Build contractor.
6. A report identifying feasible future monitoring schemes and a recommendation for implementation.
7. A Planning-level cost estimate for the implementation of a future monitoring scheme.

Additionally, HNTB shall assemble and transmit:

1. Proposed and adopted changes to the FDOT Specifications for post-tensioning materials and procedures available by August 22, 2022.
2. Additional changes to FDOT Specifications, Standard Plans, and Structures Manual for post-tensioning related materials, details, and construction procedures, as they become available.
3. Publicly available documents for the procurement of monitoring scheme(s) at Roosevelt Bridge (Bridge #890151 and 890152).

The reports and documents listed above shall be submitted in draft format for THEA's review and comment, followed by a final submittal. Cost estimates shall be updated when significant scope changes occur and at project submittal milestones.

The following are specifically excluded from the scope of work:

1. CADD Plans, layouts, or exhibits used to illustrate the work or for bidding the ensuing work.
2. Load rating or structural evaluation of the as-designed, as-built, or existing bridge condition.
3. A site-specific monitoring scheme concept.
4. Field work or site visits associated with the implementation of the tendon inspection program, the root cause determination, or the future monitoring scheme.
5. Materials testing.

IV. PROJECT SCHEDULE

Within ten (10) days after the Notice-to-Proceed, and prior to HNTB beginning work, provide a detailed project activity/event schedule for THEA and CONSULTANT scheduled activities. All work on this task shall be completed within nine months of Notice-to-Proceed or by January 1, 2024, whichever comes later.

V. QUALITY CONTROL

HNTB shall be responsible for ensuring that all work products conform to THEA standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by HNTB. This QC process shall ensure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

VI. PROGRESS MEETINGS

Progress Meetings will be held bi-monthly throughout the project duration. Within ten (10) days after the Notice-to-Proceed, HNTB shall provide a schedule of calendar deadlines in a format prescribed by THEA.

ITS Management Support

SUMMARY FEE SHEET																				
ATTACHMENT "A"																				
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority										HNTB PR 2024XXXX										
GEC CONTRACT NO: HNTB PR 2024XXXX										ITS Management Support (7/1/23 - 6/30/24)										
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 \$ 173.37	Man Hours	Hourly Rate \$ 144.54	Man Hours	Hourly Rate \$ 102.19	Man Hours	Hourly Rate \$ 79.95	Man Hours	Hourly Rate \$ 61.62	Man Hours	Hourly Rate \$ 48.21	Man Hours	Hourly Rate \$ 38.96	Man Hours	Hourly Rate \$ 22.66	Manhours By Activity	Salary Cost By Activity		
ITS Management Support		\$0.00	320	\$46,252.80	384	\$39,240.96	132	\$10,553.40	132	\$8,133.84	132	\$6,363.72	121	\$4,714.16	24	\$543.84	1245	\$115,802.72	\$93.01	
Total Man Hours	Total Salary [(MHxHR)]	0	\$0.00	320	\$46,252.80	384	\$39,240.96	132	\$10,553.40	132	\$8,133.84	132	\$6,363.72	121	\$4,714.16	24	\$543.84	1,245	\$ 115,802.72	\$93.01
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$115,802.72	
																		Cost Elements & Additives		
																		(a) 2.78 Multiplier	\$321,931.56	
Direct Expenses		4.37%	\$ 5,060.58															SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$321,931.56	
																		(d) Direct Reimbursables	\$5,060.58	
																		Subconsultant	\$0.00	
																		Total Project Cost:	\$326,992.14	
																		Maximum Limiting Amount:	\$326,992.14	

HNTB PR 2024XXXX
ITS Management Support (7/1/23 - 6/30/24)
Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide ITS Management support to meet the requirements of THEA to maintain and operate the expressway facility's assets. This task work order includes providing support for the procurement staff.

Scope

Provide ITS Manager Support as required to assist THEA's Operations staff to ensure the proper planning and implementation of THEA's ITS Program. HNTB will provide full-time staff to work in the THEA office to fill this position in THEA's Operations group. Additionally, GEC will provide ITS Maintenance oversight and coordination services. Services will be provided as outlined for the Owners Representative in the ITS Maintenance Scope for the maintenance contractor. Services will include attending monthly meetings, coordinating inventory in the warehouse, coordinating repairs & spot review of reoccurring maintenance activities. Services from 7/1/23 - 6/30/24.

Landscape/Hardscape Asset Maintenance Support

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION:	Tampa-Hillsborough Expressway Authority	HNTB PR 2024XXXX		
GEC CONTRACT NO.:	HNTB PR 2024XXXX	Landscape/Hardscape Asset Maintenance Support (7/1/23- 6/30/24)		
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			
Asset Management Support		\$0.00	24	\$3,468.96	40	\$4,087.60	100	\$7,995.00	100	\$6,162.00	78	\$3,760.38	42	\$1,636.32	7	\$158.62	391	\$27,268.88	\$69.74		
Total Man Hours	Total Salary [(MHxHR)]	0	\$0.00	24	\$3,468.96	40	\$4,087.60	100	\$7,995.00	100	\$6,162.00	78	\$3,760.38	42	\$1,636.32	7	\$158.62	391	\$ 27,268.88	\$69.74	
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$27,268.88		
																		Cost Elements & Additives			
																		(a) 2.78 Multiplier	\$75,807.49		
Direct Expenses		4.37%		\$ 1,191.65														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$75,807.49		
																		(d) Direct Reimbursables	\$1,191.65		
																		Subconsultant	\$0.00		
																		Total Project Cost:	\$76,999.14		
																		Maximum Limiting Amount:	\$76,999.14		

HNTB PR 2024XXXX

Landscape/Hardscape Asset Maintenance Support (7/1/23- 6/30/24)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to meet the requirements of THEA to maintain and operate the expressway facility's assets. This task work order includes oversight for both the hardscape & landscape contractor.

Scope

Provide Asset Management oversight and coordination services. Services will be provided as outlined for the Owners Representative in the scopes for the maintenance contractors. Services will include attending monthly meetings, coordinating inventory in warehouse, coordinating repairs & spot review of reoccurring maintenance activities. Services from 7/1/232 - 6/30/24.

Roadway Maintenance Support

SUMMARY FEE SHEET																				
ATTACHMENT "A"																				
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority										HNTB PR 2024XXXX										
GEC CONTRACT NO. HNTB PR 2024XXXX										Roadway Maintenance Support (7/1/23 - 6/30/24)										
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		
Roadway Maintenance Support		\$0.00	40	\$5,781.60	64	\$6,540.16	124	\$9,913.80	180	\$11,091.60	240	\$11,570.40	76	\$2,960.96	29	\$657.14	753	\$48,515.66	\$64.43	
Total Man Hours	Total Salary [(MHxHR)]	0	\$0.00	40	\$5,781.60	64	\$6,540.16	124	\$9,913.80	180	\$11,091.60	240	\$11,570.40	76	\$2,960.96	29	\$657.14	753	\$48,515.66	\$64.43
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$48,515.66	
																		Cost Elements & Additives		
																		(a) 2.78 Multiplier	\$134,873.53	
Direct Expenses		4.37%		\$ 2,120.13														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$134,873.53	
																		(d) Direct Reimbursables	\$2,120.13	
																		Subconsultant	\$0.00	
																		Total Project Cost:	\$136,993.67	
																		Maximum Limiting Amount:	\$136,993.67	

HNTB PR 2024XXXX
Roadway Maintenance Support (7/1/23 - 6/30/24)
Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to meet the requirements of THEA to maintain and operate the expressway facility's assets. This task work order includes oversight for the roadway asset maintenance contractor.

Scope

Provide Asset Management oversight and coordination services. Services will be provided as outlined for the Owners Representative in the scopes for the maintenance contractors. Services will include attending monthly meetings, developing scope and procuring estimates for unforeseen work, coordinating inventory in warehouse, coordinating repairs & spot review of reoccurring maintenance activities. Services from 7/1/23 - 6/30/24.

Bridge Inspection Support

SUMMARY FEE SHEET																				
ATTACHMENT "A"																				
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority										HNTB PR 2024XXXX										
GEC CONTRACT NO: HNTB PR 2024XXXX										Bridge Inspection Support (7/1/23 - 6/30/24)										
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		
Bridge Inspection Support		\$0.00	24	\$3,468.96	80	\$8,175.20	100	\$7,995.00	100	\$6,162.00	260	\$12,534.60	32	\$1,246.72	19	\$430.54	615	\$40,013.02	\$65.06	
Total Man Hours	Total Salary [(MHxHR)]	0	\$0.00	24	\$3,468.96	80	\$8,175.20	100	\$7,995.00	100	\$6,162.00	260	\$12,534.60	32	\$1,246.72	19	\$430.54	615	\$40,013.02	\$65.06
																		Basic Activities Maximum Limiting Fees (Salary Costs)		\$40,013.02
																		Cost Elements & Additives		
																		(a) 2.78 Multiplier		\$111,236.20
Direct Expenses		4.37%	\$ 1,748.57															SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$111,236.20
																		(d) Direct Reimbursables Subconsultant		\$1,748.57 \$0.00
																		Total Project Cost:		\$112,984.76
																		Maximum Limiting Amount:		\$112,984.76

HNTB PR 2024XXXX
Bridge Inspection Support (7/1/23 - 6/30/24)
Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to meet the requirements of THEA to maintain and operate the expressway facility's assets. This task work order includes oversight for the bridge inspection consultant.

Scope

Provide bridge inspection oversight and coordination services. Services will be provided as outlined for the Owners Representative in the scopes for the maintenance contractors. Services will include preparing scope of service and RFP, providing procurement, negotiations and contracting support. Also attending monthly meetings, reviewing inspection & overall contract oversight. Services from 7/1/23 - 6/30/24.

ITS Maintenance

FY24 Transcore Annual Task Amount

Month	Units	Price/Unit	Project Man.		Total
			And Repairs		
July	21	190	9800		\$13,790.00
August	19	190	11000		\$14,610.00
September	22	190	10000		\$14,180.00
October	23	190	12000		\$16,370.00
November	22	190	8000		\$12,180.00
December	24	190	8000		\$12,560.00
January	21	190	9500		\$13,490.00
February	19	190	8020		\$11,630.00
March	22	190	12900		\$17,080.00
April	23	190	10500		\$14,870.00
May	22	190	10500		\$14,680.00
June	24	190	8000		\$12,560.00
					\$168,000.00

FY24 Bridge Inspection

Structures Inventory By Year					
			July 1, 2022 - June 30, 2023 Rate	July 1, 2023 - June 30, 2024 Rate	2023-2024
Bridges (Bi-Annual Routine Inspections)					
40	to	250	\$1,877.59	\$1,933.99	38
251	to	500	\$2,577.71	\$2,655.17	12
501	to	750	\$4,063.30	\$4,185.43	3
751	to	1500	\$6,339.62	\$6,530.18	4
1501	to	5000	\$12,716.96	\$13,099.08	2
5000	to	10000	\$17,861.91	\$18,398.57	0
10000	to		\$36,386.09	\$37,479.61	2
Special (Yearly Inspection of Super Structure Only Including Fracture Critical)					
1501	to	5000	\$11,164.36	\$11,499.80	3
5000	to	10000	\$16,309.31	\$16,799.29	2
10000	to		\$30,175.69	\$31,082.49	1
Closure / Anchor (6-Month Off Cycle Inspections)					
1501	to	5000	\$7,761.06	\$7,994.23	3
5000	to	10000	\$11,509.99	\$11,855.76	2
10000	to		\$16,285.94	\$16,775.22	1
Underwater			Varies	Varies	5
Signs (Bi-Annual Routine Inspections)					
Span			\$1,816.22	\$1,870.79	20
Cantilever			\$1,578.21	\$1,625.62	40
Butterfly			\$1,578.21	\$1,625.62	0
TSMA/HMLP (5-Year Cycle)			\$2,033.18	\$2,094.26	0
Hydrographics			\$13,487.04	\$14,041.76	2

Sub-Total
 Inspections = \$559,194.56
 MOT/Snooper
 Estimate = \$42,250.00
 Yearly Total = \$601,444.56

THEA CONSULTANT STRUCTURES INSECTION FIRM: Burgess & Niple, Inc.

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
	-	\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92	0	\$111.27	
BRIDGE INSPECTION (0FT-250FT)	39	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation				0.50	0.50	0.75				1.75
Bridge Inspection					1.75	2.75				4.50
Work Orders			0.25		0.50		0.25			1.00
SIA Input/Review			0.25	0.50	0.50	0.50				1.75
Inspection Report Preparation / CID			0.25		0.50					0.75
EDMS Review			0.25		0.50	0.50				1.25
Monthly Meetings/Clerical				0.75					0.25	1.00
TOTALS		0.00	1.00	1.75	4.25	4.50	0.25	0.00	0.25	12.00
Unit Rate Sub-Totals		\$0.00	\$258.43	\$397.41	\$647.62	\$556.74	\$45.98	\$0.00	\$27.82	\$1,933.99

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
BRIDGE INSPECTION (251FT-500FT)	14	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation				0.50	0.75	1.00				2.25
Bridge Inspection					2.75	4.75				7.50
Work Orders			0.25		0.75		0.25			1.25
SIA Input/Review			0.25	0.50	0.75	0.75				2.25
Inspection Report Preparation / CID			0.25		1.00					1.25
EDMS Review			0.25		0.75	0.75				1.75
Monthly Meetings/Clerical				0.75					0.25	1.00
TOTALS		0.00	1.00	1.75	6.75	7.25	0.25	0.00	0.25	17.25
Unit Rate Sub-Totals		\$0.00	\$258.43	\$397.41	\$1,028.57	\$896.97	\$45.98	\$0.00	\$27.82	\$2,655.17

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
BRIDGE INSPECTION (501FT-750FT)	3	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation				0.50	1.00	2.00				3.50
Bridge Inspection					5.00	10.00				15.00
Work Orders			0.25		1.00		0.25			1.50
SIA Input/Review			0.25	0.50	1.00	1.50				3.25
Inspection Report Preparation / CID			0.25		1.50					1.75
EDMS Review			0.25		1.00	1.50				2.75
Monthly Meetings/Clerical				0.75					0.25	1.00
TOTALS		0.00	1.00	1.75	10.50	15.00	0.25	0.00	0.25	28.75
Unit Rate Sub-Totals		\$0.00	\$258.43	\$397.41	\$1,599.99	\$1,855.80	\$45.98	\$0.00	\$27.82	\$4,185.43

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
BRIDGE INSPECTION (751FT-1500FT)	6	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation				0.50	1.75	3.50				5.75
Bridge Inspection					8.00	16.00				24.00
Work Orders			0.25		1.75		0.50			2.50
SIA Input/Review			0.25	0.50	1.75	2.50				5.00
Inspection Report Preparation / CID			0.25		2.50					2.75
EDMS Review			0.25		1.75	2.50				4.50
Monthly Meetings/Clerical				1.00					0.25	1.25
TOTALS		0.00	1.00	2.00	17.50	24.50	0.50	0.00	0.25	45.75
Unit Rate Sub-Totals		\$0.00	\$258.43	\$454.18	\$2,666.65	\$3,031.14	\$91.96	\$0.00	\$27.82	\$6,530.18

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
BRIDGE INSPECTION (1501FT-5000FT)	3	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation (& Pre-Inspection meeting)				4.00	8.00	12.00				24.00
Bridge Inspection					12.00	24.00				36.00
Work Orders			0.50		2.50		1.00			4.00
SIA Input/Review			0.50	4.00	2.50	2.50				9.50
Inspection Report Preparation / CID			0.50		4.00					4.50
EDMS Review			0.50		2.50	2.50				5.50
Monthly Meetings/Clerical				3.00					0.25	3.25
TOTALS		0.00	2.00	11.00	31.50	41.00	1.00	0.00	0.25	86.75
Unit Rate Sub-Totals		\$0.00	\$516.86	\$2,497.99	\$4,799.97	\$5,072.52	\$183.92	\$0.00	\$27.82	\$13,099.08

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
BRIDGE INSPECTION (5001FT-10000FT)	2	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation (& Pre-Inspection meeting)				6.00	8.00	12.00				26.00
Bridge Inspection					16.00	32.00				48.00
Work Orders			1.00		4.00		2.00			7.00
SIA Input/Review			1.00	6.00	4.00	5.00				16.00
Inspection Report Preparation / CID			1.00		6.00					7.00
EDMS Review			1.00		4.00	5.00				10.00
Monthly Meetings/Clerical				5.00					0.50	5.50
TOTALS		0.00	4.00	17.00	42.00	54.00	2.00	0.00	0.50	119.50
Unit Rate Sub-Totals		\$0.00	\$1,033.72	\$3,860.53	\$6,399.96	\$6,680.88	\$367.85	\$0.00	\$55.64	\$18,398.57

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
BRIDGE INSPECTION (10000FT +)	3	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation (& Pre-Inspection meeting)				8.00	16.00	16.00				40.00
Bridge Inspection					40.00	80.00				120.00
Work Orders			1.50		10.00		4.00			15.50
SIA Input/Review			1.50	8.00	10.00	11.00				30.50
Inspection Report Preparation / CID			1.50		16.00					17.50
EDMS Review			1.50		10.00	11.00				22.50
Monthly Meetings/Clerical				6.00					0.50	6.50
TOTALS		0.00	6.00	22.00	102.00	118.00	4.00	0.00	0.50	252.50
Unit Rate Sub-Totals		\$0.00	\$1,550.58	\$4,995.98	\$15,542.76	\$14,598.96	\$735.69	\$0.00	\$55.64	\$37,479.61

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
SPECIAL (SUPERSTRUCTURE ONLY) INSPECTION (1501FT-5000FT)	3	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation (& Pre-Inspection meeting)				4.00	8.00	12.00				24.00
Bridge Inspection					8.00	16.00				24.00
Work Orders			0.50		2.50		1.00			4.00
SIA Input/Review			0.50	4.00	2.50	2.50				9.50
Inspection Report Preparation / CID			0.50		4.00					4.50
EDMS Review			0.50		2.50	2.50				5.50
Monthly Meetings/Clerical				3.00					0.25	3.25
TOTALS		0.00	2.00	11.00	27.50	33.00	1.00	0.00	0.25	74.75
Unit Rate Sub-Totals		\$0.00	\$516.86	\$2,497.99	\$4,190.45	\$4,082.76	\$183.92	\$0.00	\$27.82	\$11,499.80

ESTIMATES OF MANHOUR REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
SPECIAL (SUPERSTRUCTURE ONLY) INSPECTION (5001FT-10000FT)	2	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation (& Pre-Inspection meeting)				6.00	8.00	12.00				26.00
Bridge Inspection					12.00	24.00				36.00
Work Orders			1.00		4.00		2.00			7.00
SIA Input/Review			1.00	6.00	4.00	5.00				16.00
Inspection Report Preparation / CID			1.00		6.00					7.00
EDMS Review			1.00		4.00	5.00				10.00
Monthly Meetings/Clerical				5.00					0.50	5.50
TOTALS		0.00	4.00	17.00	38.00	46.00	2.00	0.00	0.50	107.50
Unit Rate Sub-Totals		\$0.00	\$1,033.72	\$3,860.53	\$5,790.44	\$5,691.12	\$367.85	\$0.00	\$55.64	\$16,799.29

ESTIMATES OF MANHOUR REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
SPECIAL (SUPERSTRUCTURE ONLY) INSPECTION (10000FT +)	3	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation (& Pre-Inspection meeting)				8.00	16.00	16.00				40.00
Bridge Inspection					24.00	48.00				72.00
Work Orders			1.50		10.00		4.00			15.50
SIA Input/Review			1.50	8.00	10.00	11.00				30.50
Inspection Report Preparation / CID			1.50		16.00					17.50
EDMS Review			1.50		10.00	11.00				22.50
Monthly Meetings/Clerical				6.00					0.50	6.50
TOTALS		0.00	6.00	22.00	86.00	86.00	4.00	0.00	0.50	204.50
Unit Rate Sub-Totals		\$0.00	\$1,550.58	\$4,995.98	\$13,104.68	\$10,639.92	\$735.69	\$0.00	\$55.64	\$31,082.49

ESTIMATES OF MANHOUR REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
SPECIAL (POST TENSION/CLOSURE) INSPECTION (1501FT-5000FT)	3	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation (& Pre-Inspection meeting)				4.00	8.00	12.00				24.00
Bridge Inspection					4.00	8.00				12.00
Work Orders			0.50		1.00		0.50			2.00
SIA Input/Review			0.50	1.00	0.50	1.00				3.00
Inspection Report Preparation / CID			0.50		4.00					4.50
EDMS Review			0.50		1.00	1.00				2.50
Monthly Meetings/Clerical				3.00					0.25	3.25
TOTALS		0.00	2.00	8.00	18.50	22.00	0.50	0.00	0.25	51.25
Unit Rate Sub-Totals		\$0.00	\$516.86	\$1,816.72	\$2,819.03	\$2,721.84	\$91.96	\$0.00	\$27.82	\$7,994.23

ESTIMATES OF MANHOUR REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
SPECIAL (POST TENSION/CLOSURE) INSPECTION (5001FT-10000FT)	2	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation (& Pre-Inspection meeting)				6.00	8.00	12.00				26.00
Bridge Inspection					6.00	12.00				18.00
Work Orders			1.00		1.50		2.00			4.50
SIA Input/Review			1.00	1.00	0.50	1.00				3.50
Inspection Report Preparation / CID			1.00		6.00					7.00
EDMS Review			1.00		4.00	5.00				10.00
Monthly Meetings/Clerical				5.00					0.50	5.50
TOTALS		0.00	4.00	12.00	26.00	30.00	2.00	0.00	0.50	74.50
Unit Rate Sub-Totals		\$0.00	\$1,033.72	\$2,725.08	\$3,961.88	\$3,711.60	\$367.85	\$0.00	\$55.64	\$11,855.76

ESTIMATES OF MANHOUR REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
SPECIAL (POST TENSION/CLOSURE) INSPECTION (10000FT +)	3	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation (& Pre-Inspection meeting)				8.00	16.00	16.00				40.00
Bridge Inspection					8.00	16.00				24.00
Work Orders			1.50		2.00		2.00			5.50
SIA Input/Review			1.50	2.00	2.00	4.00				9.50
Inspection Report Preparation / CID			1.50		8.00					9.50
EDMS Review			1.50		4.00	5.00				10.50
Monthly Meetings/Clerical				6.00					0.50	6.50
TOTALS		0.00	6.00	16.00	40.00	41.00	2.00	0.00	0.50	105.50
Unit Rate Sub-Totals		\$0.00	\$1,550.58	\$3,633.44	\$6,095.20	\$5,072.52	\$367.85	\$0.00	\$55.64	\$16,775.22

ESTIMATES OF MANHOUR REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
OVERHEAD SIGN INSPECTION (Cantilever, Truss)	32	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation				0.25	0.50	0.50				1.25
Sign Inspection					1.50	2.50				4.00
Work Orders			0.25		0.50		0.25			1.00
SIA Input/Review			0.25	0.25	0.50					1.50
Inspection Report Preparation / CID			0.25		0.50					0.75
EDMS Review			0.25		0.25	0.50				1.00
Monthly Meetings/Clerical				0.50					0.25	0.75
TOTALS		0.00	1.00	1.00	3.75	4.00	0.25	0.00	0.25	10.25
Unit Rate Sub-Totals		\$0.00	\$258.43	\$227.09	\$571.43	\$494.88	\$45.98	\$0.00	\$27.82	\$1,625.62

ESTIMATES OF MANHOUR REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
OVERHEAD SIGN INSPECTION (Span, Truss)	17	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation				0.25	0.50	0.75				1.50
Sign Inspection					2.00	3.00				5.00
Work Orders			0.25		0.50		0.25			1.00
SIA Input/Review			0.25	0.25	0.50	0.50				1.50
Inspection Report Preparation / CID			0.25		0.75					1.00
EDMS Review			0.25		0.50	0.50				1.25
Monthly Meetings/Clerical				0.50					0.25	0.75
TOTALS		0.00	1.00	1.00	4.75	4.75	0.25	0.00	0.25	12.00
Unit Rate Sub-Totals		\$0.00	\$258.43	\$227.09	\$723.81	\$587.67	\$45.98	\$0.00	\$27.82	\$1,870.79

ESTIMATES OF MANHOUR REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
OVERHEAD SIGN INSPECTION (Cantilever, Monotube)	52	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation				0.25	0.50	0.50				1.25
Sign Inspection					1.50	2.50				4.00
Work Orders			0.25		0.50		0.25			1.00
SIA Input/Review			0.25	0.25	0.50	0.50				1.50
Inspection Report Preparation / CID			0.25		0.50					0.75
EDMS Review			0.25		0.25	0.50				1.00
Monthly Meetings/Clerical				0.50					0.25	0.50
Maintenance of Traffic									0.25	0.25
TOTALS		0.00	1.00	1.00	3.75	4.00	0.25	0.00	0.50	10.00
Unit Rate Sub-Totals		\$0.00	\$258.43	\$227.09	\$571.43	\$494.88	\$45.98	\$0.00	\$0.00	\$1,597.81

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	ESTIMATES OF MANHOURLY REQUIREMENTS							CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2			
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
OVERHEAD SIGN INSPECTION (Span, Monotube)	25	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation				0.25	0.50	0.75				1.50
Sign Inspection					2.00	3.00				5.00
Work Orders			0.25		0.50		0.25			1.00
SIA Input/Review			0.25	0.25	0.50	0.50				1.50
Inspection Report Preparation / CID			0.25		0.75					1.00
EDMS Review			0.25		0.50	0.50				1.25
Monthly Meetings/Clerical				0.50					0.25	0.50
Maintenance of Traffic										0.25
TOTALS		0.00	1.00	1.00	4.75	4.75	0.25	0.00	0.00	11.75
Unit Rate Sub-Totals		\$0.00	\$258.43	\$227.09	\$723.81	\$587.67	\$45.98	\$0.00	\$0.00	\$1,842.98

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	ESTIMATES OF MANHOURLY REQUIREMENTS							CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2			
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
TOLL GANTRY INSPECTION (Cantilever)	7	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation				0.25	0.50	0.50				1.25
Sign Inspection					1.50	2.50				4.00
Work Orders			0.25		0.50		0.25			1.00
SIA Input/Review			0.25	0.25	0.50	0.50				1.50
Inspection Report Preparation / CID			0.25		0.50					0.75
EDMS Review			0.25		0.50	0.50				1.00
Monthly Meetings/Clerical				0.50					0.25	0.75
TOTALS		0.00	1.00	1.00	3.75	4.00	0.25	0.00	0.25	10.25
Unit Rate Sub-Totals		\$0.00	\$258.43	\$227.09	\$571.43	\$494.88	\$45.98	\$0.00	\$27.82	\$1,625.62

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	ESTIMATES OF MANHOURLY REQUIREMENTS							CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2			
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
TOLL GANTRY INSPECTION (Span)	7	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation				0.25	0.50	0.75				1.50
Sign Inspection					2.00	3.00				5.00
Work Orders			0.25		0.50		0.25			1.00
SIA Input/Review			0.25	0.25	0.50	0.50				1.50
Inspection Report Preparation / CID			0.25		0.75					1.00
EDMS Review			0.25		0.50	0.50				1.25
Monthly Meetings/Clerical				0.50					0.25	0.75
TOTALS		0.00	1.00	1.00	4.75	4.75	0.25	0.00	0.25	12.00
Unit Rate Sub-Totals		\$0.00	\$258.43	\$227.09	\$723.81	\$587.67	\$45.98	\$0.00	\$27.82	\$1,870.79

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	ESTIMATES OF MANHOURLY REQUIREMENTS							CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2			
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
HIGH MAST LIGHT POLE INSPECTION	8	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation				0.50	0.50	0.50				1.50
HMLP Inspection					2.00	2.00				4.00
Work Orders			0.25		1.00		0.50			1.75
SIA Input/Review			0.25	0.50	0.50	1.00				2.25
Inspection Report Preparation / CID			0.25		0.50					0.75
EDMS Review			0.25		0.50	1.00				1.75
Monthly Meetings/Clerical				0.75					0.25	1.00
TOTALS		0.00	1.00	1.75	5.00	4.50	0.50	0.00	0.25	13.00
Unit Rate Sub-Totals		\$0.00	\$258.43	\$397.41	\$761.90	\$556.74	\$91.96	\$0.00	\$27.82	\$2,094.26

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	ESTIMATES OF MANHOURLY REQUIREMENTS							CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2			
		\$332.53	\$258.43	\$227.09	\$152.38	\$123.72	\$183.92		\$111.27	
TRAFFIC SIGNAL MAST ARM INSPECTION	8	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation				0.50	0.50	0.50				1.50
TSMA Inspection					2.00	2.00				4.00
Work Orders			0.25		1.00		0.50			1.75
SIA Input/Review			0.25	0.50	0.50	1.00				2.25
Inspection Report Preparation / CID			0.25		0.50					0.75
EDMS Review			0.25		0.50	1.00				1.75
Monthly Meetings/Clerical				0.75					0.25	1.00
TOTALS		0.00	1.00	1.75	5.00	4.50	0.50	0.00	0.25	13.00
Unit Rate Sub-Totals		\$0.00	\$258.43	\$397.41	\$761.90	\$556.74	\$91.96	\$0.00	\$27.82	\$2,094.26

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	ESTIMATES OF MANHOURLY REQUIREMENTS							CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2			
		\$336.38	\$336.38		\$192.37	\$173.58				
UNDERWATER DIVE INSPECTION - 100332/100333 - EACH	2	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation					0.50	0.50				1.00
Underwater Inspection (4 Person Team)					4.00	12.00				16.00
Work Orders										0.00
SIA Input/Review						1.00				1.00
Inspection Report Preparation / CID			0.50		1.00	6.50				8.00
EDMS Review										0.00
Monthly Meetings/Clerical										0.00
TOTALS		0.00	0.50	0.00	5.50	12.50	0.00	0.00	7.50	26.00
Unit Rate Sub-Totals		\$0.00	\$168.19	\$0.00	\$1,058.04	\$2,169.75	\$0.00	\$0.00	\$0.00	\$3,995.97

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	ESTIMATES OF MANHOURLY REQUIREMENTS							CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2			
		\$336.38	\$336.38		\$192.37	\$173.58				
UNDERWATER DIVE INSPECTION - 100459/100460 - EACH	2	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation					0.50	0.50				1.00
Underwater Inspection (4 Person Team)					4.00	12.00				16.00
Work Orders										0.00
SIA Input/Review						1.00				1.00
Inspection Report Preparation / CID			0.50		1.00	6.50				8.00
EDMS Review										0.00
Monthly Meetings/Clerical										0.00
TOTALS		0.00	0.50	0.00	5.50	12.50	0.00	0.00	7.50	26.00
Unit Rate Sub-Totals		\$0.00	\$168.19	\$0.00	\$1,058.04	\$2,169.75	\$0.00	\$0.00	\$0.00	\$3,995.97

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	ESTIMATES OF MANHOURLY REQUIREMENTS							CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR CERTIFIED BRIDGE INSPECTOR	CERTIFIED BRIDGE INSPECTOR	ENGINEER 2			
		\$336.38	\$336.38		\$192.37	\$173.58				
UNDERWATER DIVE INSPECTION - 100806	1	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Inspection Preparation					0.50	0.50				1.00
Underwater Inspection (4 Person Team)					8.00	24.00				32.00
Work Orders										0.00
SIA Input/Review						1.00				1.00
Inspection Report Preparation / CID			0.50		1.00	6.50				8.00
EDMS Review										0.00
Monthly Meetings/Clerical										0.00
TOTALS		0.00	0.50	0.00	9.50	24.50	0.00	0.00	7.50	42.00
Unit Rate Sub-Totals		\$0.00	\$168.19	\$0.00	\$1,827.52	\$4,252.71	\$0.00	\$0.00	\$0.00	\$6,248.41

100806 will require a separate mobilization and will be the only structure scheduled for in Aug 2022.
Structures 100332, 100333, 100459, and 100460 will be inspected within the same month (Aug 2023) and can be completed during the same mobilization.

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR ENGINEER 1	ENGINEERING INTERN	ENGINEER 1		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$213.39	\$126.20	\$161.67		\$111.27	
PRESTRESSED CONCRETE AASHTO/FIB LOAD RATING	2	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Load Rating - Document Collection				0.50						0.50
Load Rating - Calculations					8.00	6.00	16.00			30.00
Load Rating - Calculations QA/QC						2.00				2.00
Load Rating - Report				0.50	4.00					4.50
Load Rating Report QA/QC				1.00						1.00
Quality Assurance				2.00						2.00
Monthly Meetings/Clerical				0.50					1.00	1.50
TOTALS		0.00	3.00	1.50	12.00	8.00	16.00	0.00	1.00	41.50
Unit Rate Sub-Totals		\$0.00	\$775.29	\$340.64	\$2,560.68	\$1,009.61	\$2,586.74	\$0.00	\$111.27	\$7,384.23

Assumes 3 span structure, straight alignment

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR ENGINEER 1	ENGINEERING INTERN	ENGINEER 1		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$213.39	\$126.20	\$161.67		\$111.27	
STEEL PLATE OR ROLLED GIRDER LOAD RATING	2	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Load Rating - Document Collection				0.50						0.50
Load Rating - Calculations					8.00	6.00	16.00			30.00
Load Rating - Calculations QA/QC						2.00				2.00
Load Rating - Report				0.50	4.00					4.50
Load Rating Report QA/QC				1.00						1.00
Quality Assurance				2.00						2.00
Monthly Meetings/Clerical									1.00	1.00
TOTALS		0.00	3.00	1.00	12.00	8.00	16.00	0.00	1.00	41.00
Unit Rate Sub-Totals		\$0.00	\$775.29	\$227.09	\$2,560.68	\$1,009.61	\$2,586.74	\$0.00	\$111.27	\$7,270.68

1 span structure, straight alignment

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR ENGINEER 1	ENGINEERING INTERN	ENGINEER 1		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$213.39	\$126.20	\$161.67		\$111.27	
STEEL MULTISPAN CONTINUOUS LOAD RATING	2	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Load Rating - Document Collection				1.00						1.00
Load Rating - Model Creation						2.00	16.00			18.00
Load Rating - Calculations					10.00	12.00	16.00			38.00
Load Rating - Calculations QA/QC						2.00				2.00
Load Rating - Report				1.00	8.00					9.00
Load Rating Report QA/QC				1.00						1.00
Quality Assurance				4.00					1.00	5.00
Monthly Meetings/Clerical									1.00	1.00
TOTALS		0.00	5.00	2.00	18.00	16.00	32.00	0.00	1.00	74.00
Unit Rate Sub-Totals		\$0.00	\$1,292.15	\$454.18	\$3,841.02	\$2,019.23	\$5,173.48	\$0.00	\$111.27	\$12,891.33

3 span continuous structure, straight alignment, skew < 30 degrees

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR ENGINEER 1	ENGINEERING INTERN	ENGINEER 1		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$213.39	\$126.20	\$161.67		\$111.27	
T-BEAM OR FLAT SLAB LOAD RATING	2	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Load Rating - Document Collection				0.50						0.50
Load Rating - Calculations					8.00	6.00	16.00			30.00
Load Rating - Calculations QA/QC						2.00				2.00
Load Rating - Report				0.50	4.00					4.50
Load Rating Report QA/QC				1.00						1.00
Quality Assurance				2.00						2.00
Monthly Meetings/Clerical									1.00	1.00
TOTALS		0.00	4.00	1.00	12.00	8.00	16.00	0.00	1.00	42.00
Unit Rate Sub-Totals		\$0.00	\$1,033.72	\$227.09	\$2,560.68	\$1,009.61	\$2,586.74	\$0.00	\$111.27	\$7,529.11

3 span structure, straight alignment, skew < 30 degrees

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	CHIEF ENGINEER 2	SENIOR ENGINEER 2	PROJECT MANAGER	SENIOR ENGINEER 1	ENGINEERING INTERN	ENGINEER 1		CONTRACT COORDINATOR	TOTAL HOURS / UNIT
		\$332.53	\$258.43	\$227.09	\$213.39	\$126.20	\$161.67		\$111.27	
POST TENSIONED CONCRETE SEGMENTAL LOAD RATING	2	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Load Rating - Document Collection				3.00		4.00				7.00
Load Rating - Model Creation						20.00	30.00			50.00
Load Rating - Calculations				2.00	12.00	20.00	30.00			64.00
Load Rating - Calculations QC						4.00				4.00
Load Rating - Report				1.00	8.00					9.00
Load Rating Report QC				2.00						2.00
Quality Assurance				4.00					1.00	5.00
Monthly Meetings/Clerical									1.00	1.00
TOTALS		0.00	8.00	4.00	20.00	48.00	60.00	0.00	1.00	141.00
Unit Rate Sub-Totals		\$0.00	\$2,067.44	\$908.36	\$4,267.80	\$6,057.69	\$9,700.27	\$0.00	\$111.27	\$23,112.83

Assumes 3 span structure, straight alignment, cantilever erection

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	Sr. MAT Engineer	Chief Scientist	Sr. NDT Inspector						TOTAL HOURS / UNIT
		\$220.22	\$185.78	\$97.21						
NDT	7	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
NDT Inspection				8.00						8.00
Report Generation		2.00	3.00	3.00						8.00
Report QA/QC			2.00							2.00
Submittal/Management			1.00	1.00						2.00
										0.00
										0.00
										0.00
TOTALS		2.00	6.00	12.00	0.00	0.00	0.00	0.00	0.00	18.00
Unit Rate Sub-Totals		\$440.44	\$1,114.66	\$1,166.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,721.62

ESTIMATES OF MANHOURLY REQUIREMENTS	UNITS	SUR Party Chief	SUR Clerical	GIS Specialist	SUR Survey Technician 3	SUR Chief Surveyor				TOTAL HOURS / UNIT
		\$240.88	\$90.58	\$161.86	\$91.52	\$195.38				
Hydrographic Survey (Single Bridge)	6	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
Hydrographic Survey (Single Bridge)		24.00			48.00					48.00
Data Processing				12.00						12.00
Project Manager			4.00			8.00				12.00
										0.00
										0.00
										0.00
TOTALS		24.00	4.00	12.00	48.00	8.00	0.00	0.00	0.00	72.00
Unit Rate Sub-Totals		\$5,781.12	\$362.32	\$1,942.32	\$4,392.96	\$1,563.04	\$0.00	\$0.00	\$0.00	\$14,041.76

ESTIMATES OF COST FOR SNOOPER/MOT REQUIREMENTS	UNITS	UNIT RATE	Estimated
SNOOPER (PER DAY)	2	\$3,500.00	\$7,000.00
SNOOPER (PER WEEK)	1	\$11,500.00	\$11,500.00
LANE CLOSURE (DAY TIME) (WITH FHP)	5	\$3,150.00	\$15,750.00
LANE CLOSURE (NIGHT TIME) (WITH FHP)	2	\$4,000.00	\$8,000.00
TOTAL ESTIMATE			\$42,250.00

Miscellaneous Permitting Support

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO: HNTB PR 2024XXX

HNTB PR 2024XXX
Misc. Permitting Support FY 2023-2024 (7/1/23 - 6/30/24)

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		
Misc. (Environmental) Permitting Support	0	\$0.00	24	\$3,468.96	60	\$6,131.40	80	\$6,396.00	180	\$11,091.60	80	\$3,856.80	40	\$1,558.40	19	\$430.54	483	\$32,933.70	\$68.19	
Total Man Hours	0	\$0.00	24	\$3,468.96	60	\$6,131.40	80	\$6,396.00	180	\$11,091.60	80	\$3,856.80	40	\$1,558.40	19	\$430.54	483	\$ 32,933.70	\$68.19	
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$32,933.70	
																		Cost Elements & Additives		
																		(a) 2.78 Multiplier	\$91,555.69	
Direct Expenses		4.37%		\$ 1,439.20														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$91,555.69	
																		(d) Direct Reimbursables	\$1,439.20	
																			Total Project Cost:	\$92,994.89
																			Maximum Limiting Amount:	\$92,994.89

HNTB PR 2024XXX

Misc. Permitting Support FY 2023-2024 (7/1/23 - 6/30/24)

Scope Of Services

Purpose & Need

Other task orders have included monitoring, maintenance, survey, planting and miscellaneous permitting assistance for specific permitted ponds, mitigation and contamination areas constructed or impacted by the portions of the Reversible Express Lanes, Brandon Parkway and Meridian Street Projects. Additional permitted ponds and contamination previously unidentified have been identified and additional permitting requirements need to be performed for them along with additional permitting requirements also being required on several of the previously identified sites. Services from 7/1/23 - 6/30/24.

Scope

Provide engineering support services to THEA staff to ensure permitting requirements are met. Provide coordination and communication with permitting agencies to assist THEA staff. Assist THEA with preparation of permit applications, reports, certifications and other miscellaneous requirements of the permitting agencies.

THEA Facilities Support

HNTB PR 20232286

THEA Facilities Support (7/1/22 - 6/30/23) 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 maintenance of THEA facilities. This task work order is scheduled for services from 7/1/22 - 6/30/23.

Scope

Provide support as required to assist THEA Staff in maintenance of THEA Facilities. Anticipated work includes providing engineering, administrative, and maintenance support to ensure THEA facilities are adequate for Authority use.

THEA Project Management Staffing Support

SUMMARY FEE SHEET																			
ATTACHMENT "A"																			
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority										HNTB PR 2024XXXX									
GEC CONTRACT NO: HNTB PR 2024XXXX										THEA Project Management Staffing Support (6/1/23 - 6/30/24)									
PRIME CONSULTANT: HNTB Corporation																			
ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		
	Man Hours	Hourly Rate \$	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
Project Management Staffing Support		\$0.00		\$0.00		\$0.00	663	\$53,006.85		\$0.00		\$0.00		\$0.00	5	\$113.30	668	\$53,120.15	\$79.52
Total Man Hours		\$0.00	0	\$0.00	0	\$0.00	663	\$53,006.85	0	\$0.00	0	\$0.00	0	\$0.00	5	\$113.30	668	\$53,120.15	\$79.52
																	Basic Activities Maximum Limiting Fees (Salary Costs)		\$53,120.15
																	Cost Elements & Additives		
																	(a) 2.78 Multiplier		\$147,674.02
Direct Expenses	4.37%		\$ 2,321.35														SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$147,674.02
																	(d) Direct Reimbursables Subconsultant		\$2,321.35
																			\$0.00
																	Total Project Cost:		\$149,995.37
																	Maximum Limiting Amount:		\$149,995.37

HNTB PR 2024XXXX
THEA Project Management Staffing Support (6/1/23 - 6/30/24)
Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide Project Management support to meet the requirements of THEA to maintain and operate the expressway facility's assets while a staff member is in maternity leave. This task work order includes providing support for the operations staff.

Scope

Provide Operations Project Management Support as required to assist THEA's Operations staff while a staff member is on maternity leave. GEC will provide a full-time, in-house Project Manager to support the operations staff. This position will be required from approximately one month prior to the THEA staff leaving on maternity leave until approximately one month after the staff member returns. Services from 7/1/23 - 6/30/24.

Toll Operations Support

SUMMARY FEE SHEET																			
ATTACHMENT "A"																			
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority										HNTB PR 2024XXXX									
GEC CONTRACT NO: HNTB PR 2024XXXX										Toll Operations Support (7/1/23 - 6/30/24)									
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	
Toll Operations Support	16	\$2,773.92	40	\$5,781.60	160	\$16,350.40	160	\$12,792.00	40	\$2,464.80	22	\$1,060.62	25	\$974.00	13	\$294.58	476	\$42,491.92	\$89.27
Total Man Hours	16	\$2,773.92	40	\$5,781.60	160	\$16,350.40	160	\$12,792.00	40	\$2,464.80	22	\$1,060.62	25	\$974.00	13	\$294.58	476	\$42,491.92	\$89.27
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$42,491.92
																		Cost Elements & Additives	
																		(a) 2.78 Multiplier	\$118,127.54
Direct Expenses		4.37%		\$ 1,856.90														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$118,127.54
																		(d) Direct Reimbursables	\$1,856.90
																		Subconsultant	\$0.00
																		Total Project Cost:	\$119,984.43
																		Maximum Limiting Amount:	\$119,984.43

HNTB PR 2024XXXX
Toll Operations Support (7/1/23 - 6/30/24)
Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to meet the requirements of THEA to maintain and operate the expressway facility's assets. This task work order includes providing support for the tolling staff.

Scope

Provide Tolling Support as required to assist THEA's Tolling staff to ensure the proper flow of information from the in-lane, through the back office to THEA's finance staff to provide the necessary tolling data for monthly budget monitoring and annual budgetary planning. Support will be primarily from HNTB tolling staff with assistance as required from HNTB GEC staff. Services from 7/1/23 - 6/30/24.

THEA Biennial Inspection

SUMMARY FEE SHEET																				
ATTACHMENT "A"																				
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority										HNTB PR 2024XXXX										
GEC CONTRACT NO. HNTB PR 2024XXXX										Biennial Inspection (7/1/23 - 6/30/24)										
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 \$ 173.37	Man Hours	Hourly Rate \$ 144.54	Man Hours	Hourly Rate \$ 102.19	Man Hours	Hourly Rate \$ 79.95	Man Hours	Hourly Rate \$ 61.62	Man Hours	Hourly Rate \$ 48.21	Man Hours	Hourly Rate \$ 38.96	Man Hours	Hourly Rate \$ 22.66	Manhours By Activity	Salary Cost By Activity		
Field reviews, photo's and notes		\$0.00	8	\$1,156.32	12	\$1,226.28	16	\$1,279.20	24	\$1,478.88	180	\$8,677.80	200	\$7,792.00	8	\$181.28	448	\$21,791.76	\$48.64	
Prepare Report		\$0.00	12	\$1,734.48	44	\$4,496.36	48	\$0.00	48	\$2,957.76	88	\$4,242.48	87	\$3,389.52	15	\$339.90	342	\$17,160.50	\$50.18	
Total Man Hours	Total Salary [(MHxHR)]	0	\$0.00	20	\$2,890.80	56	\$5,722.64	64	\$1,279.20	72	\$4,436.64	268	\$12,920.28	287	\$11,181.52	23	\$521.18	790	\$38,952.26	\$49.31
																	Basic Activities Maximum Limiting Fees (Salary Costs)		\$38,952.26	
																	Cost Elements & Additives			
																	(a) 2.78 Multiplier		\$108,287.28	
Direct Expenses		4.37%	\$ 1,702.21														SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$108,287.28	
																	(d) Direct Reimbursables		\$1,702.21	
																	Subconsultant		\$0.00	
																	Total Project Cost:		\$109,989.50	
																	Maximum Limiting Amount:		\$109,989.50	

HNTB PR 2024XXXX
Biennial Inspection (7/1/23 - 6/30/24)
Scope Of Services

Purpose & Need

Biennial inspections are performed to fulfill the Tampa-Hillsborough County Expressway Authority's (THEA) bond and lease purchase agreement requirements. These inspections provide the general physical condition of the roadway with recommended repairs and capital need projects, and include bridges, drainage structures, pavement condition, signage, pavement markings, other roadside appurtenances, vegetation (turf and landscaping), toll buildings, and lighting.

Scope

The inspections are strictly visual, where photographs are taken and deficiencies noted. This effort does not include testing, analyses, or subsurface investigations, nor does it duplicate the effort performed separately by THEA's consultant for structural inspections of bridges and overhead signs. (The findings of the separate consultant inspections are reviewed and incorporated into the reports.) More detailed evaluations including the use of experts and/or specialty sub-consultants, if deemed required, are to be performed outside of the Biennial Inspections as "Category II" work.

GEC Program Support

SUMMARY FEE SHEET																			
ATTACHMENT "A"																			
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority		HNTB PR 2024XXXX																	
GEC CONTRACT NO. O-00121		2023-2024 GEC Program Management (7/1/23 - 6/30/24)																	
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	
Administrative Support	16	\$2,773.92	320	\$46,252.80	360	\$36,788.40	360	\$28,782.00	380	\$23,415.60	360	\$17,355.60	361	\$14,064.56	212	\$4,803.92	2369	\$174,236.80	\$73.55
Total Man Hours	16	\$2,773.92	320	\$46,252.80	360	\$36,788.40	360	\$28,782.00	380	\$23,415.60	360	\$17,355.60	361	\$14,064.56	212	\$4,803.92	2,369	\$174,236.80	\$73.55
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$174,236.80
																		Cost Elements & Additives	
																		(a) 2.78 Multiplier	\$484,378.30
Direct Expenses		4.37%		\$ 7,614.15														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$484,378.30
																		(d) Direct Reimbursables	\$7,614.15
																		Total Project Cost:	\$491,992.45
																		Maximum Limiting Amount:	\$492,000.00

O-00121

2023-2024 GEC Program Management (7/1/23 - 6/30/24)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to meet the requirements of THEA to maintain and operate the expressway facilities. Services from 7/1/23 - 6/30/24.

Scope

HNIB shall provide administrative support services as included in the master contract scope of services. These services include:

- 1) Attendance at THEA Board Meetings, Committee as a Whole Meetings, Management Meetings, Staff Meetings and other miscellaneous meetings.
- 2) Attendance at internal weekly GEC Program Management Meetings, Project Reviews and other miscellaneous meetings.
- 3) Preparation of Annual Insurance Valuation Documents.
- 4) Preparation of GEC Task Orders and other contract documents.
- 5) Review of ROW use requests received by THEA.
- 6) Represent THEA as requested in coordination meeting with other agencies.
- 7) Other GEC miscellaneous support services as requested by THEA staff.

Bridge Management Program

SUMMARY FEE SHEET																				
ATTACHMENT "A"																				
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority		HNTB PR 202XXXX																		
GEC CONTRACT NO. HNTB PR 202XXXX		Bridge Management Program (7/1/23 - 6/30/24)																		
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 \$173.37	Man Hours	Hourly Rate \$144.54	Man Hours	Hourly Rate \$102.19	Man Hours	Hourly Rate \$79.95	Man Hours	Hourly Rate \$61.62	Man Hours	Hourly Rate \$48.21	Man Hours	Hourly Rate \$38.96	Man Hours	Hourly Rate \$22.66	Manhours By Activity	Salary Cost By Activity		
Bridge Management Program	0	\$0.00	20	\$2,890.80	64	\$6,540.16	88	\$7,035.60	88	\$5,422.56	85	\$4,097.85	23	\$896.08	17	\$385.22	385	\$27,268.27	\$70.83	
Total Man Hours	0	\$0.00	20	\$2,890.80	64	\$6,540.16	320	\$7,035.60	320	\$5,422.56	85	\$4,097.85	23	\$896.08	17	\$385.22	385	\$27,268.27	\$70.83	
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$27,268.27	
																		Cost Elements & Additives		
																		(a) 2.78 Multiplier	\$75,805.79	
Direct Expenses		4.37%		\$ 1,191.62														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$75,805.79	
																		(d) Direct Reimbursables Subconsultant	\$1,191.62	
																		Total Project Cost:	\$76,997.41	
																		Maximum Limiting Amount:	\$76,997.41	

HNTB PR 202XXXX
Bridge Management Program (7/1/23 - 6/30/24)
Scope Of Services

Purpose & Need

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

Scope

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

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

Roadway Management Program

SUMMARY FEE SHEET																				
ATTACHMENT "A"																				
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority		HNTB PR 2024XXXX																		
GEC CONTRACT NO. HNTB PR 2024XXXX		Roadway Management Program (7/1/23 - 6/30/24)																		
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 \$173.37	Man Hours	Hourly Rate \$144.54	Man Hours	Hourly Rate \$102.19	Man Hours	Hourly Rate \$79.95	Man Hours	Hourly Rate \$61.62	Man Hours	Hourly Rate \$48.21	Man Hours	Hourly Rate \$38.96	Man Hours	Hourly Rate \$22.66	Manhours By Activity	Salary Cost By Activity		
Roadway Management Program	0	\$0.00	20	\$2,890.80	64	\$6,540.16	88	\$7,035.60	88	\$5,422.56	85	\$4,097.85	23	\$896.08	17	\$385.22	385	\$27,268.27	\$70.83	
Total Man Hours	0	\$0.00	20	\$2,890.80	64	\$6,540.16	320	\$7,035.60	320	\$5,422.56	85	\$4,097.85	23	\$896.08	17	\$385.22	385	\$27,268.27	\$70.83	
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$27,268.27	
																		Cost Elements & Additives		
																		(a) 2.78 Multiplier	\$75,805.79	
Direct Expenses		4.37%		\$ 1,191.62														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$75,805.79	
																		(d) Direct Reimbursables Subconsultant	\$1,191.62	
																		Total Project Cost:	\$76,997.41	
																		Maximum Limiting Amount:	\$76,997.41	

HNTB PR 2024XXXX

Roadway Management Program (7/1/23 - 6/30/24)

Scope Of Services

Purpose & Need

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

Scope

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

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

ACCS Implementation Support

SUMMARY FEE SHEET																			
ATTACHMENT "A"																			
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority																	
GEC CONTRACT NO.:		HNTB PR 20240XXX																	
		2023-2024 ACCS Implementation Support (7/1/223 - 6/30/24)																	
HI-0062 C-XX																			
PRIME CONSULTANT:		HNTB Corporation																	
ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Man Hours	Hourly Rate \$	Manhours By Activity	Salary Cost By Activity	
Selmon East Ramps DB & CEI Support	4	\$693.48	24	\$3,468.96	48	\$4,905.12	48	\$3,837.60	40	\$2,464.80	40	\$1,928.40	22	\$857.12	11	\$249.26	237	\$18,404.74	\$77.66
Total Man Hours	4	\$693.48	24	\$3,468.96	48	\$4,905.12	48	\$3,837.60	40	\$2,464.80	40	\$1,928.40	22	\$857.12	11	\$249.26	237	\$18,404.74	\$77.66
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$18,404.74
																		Cost Elements & Additives	
																		(a) 2.78 Multiplier	\$51,165.18
Direct Expenses		4.37%		\$ 804.29														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$51,165.18
																		(d) Direct Reimbursables	\$804.29
																		Total Project Cost:	\$51,969.46
																		Budget Amount:	\$51,969.46

HNTB PR 20240XXX

HI-0062 C-XX

2023-2024 ACCS Implementation Support (7/1/223 - 6/30/24)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff and in the implementation of the new ACCS system for the Selmon ITS operations system. This task work order is support services from 7/1/23 - 6/30/24.

Scope

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

Office Remodeling Support

HNTB PR 2024XXXX
HI-0XXX D-XX
Office Remodeling Support (7/1/23-6/30/24)
Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide architectural design services support to assist THEA Staff in the development of office remodeling plans for the procurement of construction services for these improvements. This task work order is for support services from 7/1/23 - 6/30/24.

Scope

The Tampa Hillsborough Expressway Authority is requesting Architectural Services including design, documentation, and construction administration services re lactated to a small interior remodeling.

The remodeling scope includes:

Provide support for procurement, construction documents and permitting

Provide Project Management Coordination

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

East Selmon PD&E Constructability Support

HNTB PR 2024XXXX

HI-0167 D-XX

East Selmon Improvement PD&E Constructability Review Support (7/1/23 - 6/30/24)

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 7/1/23 - 6/30/24.

Scope

Provide improvement support as required to assist THEA Staff in the constructability a design 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.

Work Program Annual Support & CPMP Program Enhancement



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: WORK PROGRAM AND COMPREHENSIVE PROJECT MANAGEMENT PROGRAM
DEVELOPMENT/SUPPORT
SCOPE OF WORK
DRAFT: MAY 2023

Overview

The Tampa Hillsborough Expressway Authority (THEA) adopted the latest Strategic Blueprint in April 2023, to guide and set the strategic direction of the agency through four main goals: serve, invest, transform and excel. THEA has been working through a multi-faceted delivery schedule to develop a program of projects, balanced by financial feasibility, and supported by strategic messaging and communications. As part of this effort, 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 has developed the functional specifications and Comprehensive Project Management Program (CPMP) Tool with THEA to provide a customized web-based, database-driven tool to support the development and maintenance of the Capital Work Program. 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, annual updates of the Capital Work Program using the CPMP system, and support the hosting of the web-based database for the year. This includes technical support as database testing and system functional enhancements are continually updated and integrated.

1. Capital Work Program Annual Support

THEA's 6-year Work Program is developed through the CPMP and is updated and approved annually by THEA's Board of Directors. The Consultant will facilitate the development and completion of the annual update, in coordination with THEA's Executive Team and staff. The Consultant will be responsible for holding collaborative programming sessions with staff and developing reports and program data as needed to support internal production meetings with each of the departments within the agency.

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 Work Program reports as the development process continues.



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: WORK PROGRAM AND COMPREHENSIVE PROJECT MANAGEMENT PROGRAM
DEVELOPMENT/SUPPORT
SCOPE OF WORK
DRAFT: MAY 2023

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 producing any summary documentation for review by THEA's Chief Financial Officer and Executive Director during this time.

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 electronically and for THEA in high resolution and web resolution format, and in hard copy format for distribution.

The Consultant will also provide additional materials needed throughout the Capital Work Program update process including CPMP generated reports, graphics and presentations.

Deliverables:

- Work Program Annual Change Log
- Work Program Summary Document
- Work Program reports (as needed)
- Work Program Annual Update Presentation

2. CPMP Program Enhancements, Mapping and System Updates

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 may be required or requested by THEA 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:

- Interactive GIS Mappin Tool (continued development and data exchange)
- Development of new modules to support financing and performance data needs
- Additional Reports (As Needed)
 - To be defined by THEA Executive Leadership



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: WORK PROGRAM AND COMPREHENSIVE PROJECT MANAGEMENT PROGRAM
DEVELOPMENT/SUPPORT
SCOPE OF WORK
DRAFT: MAY 2023

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 CPMP 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.

2a 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.

Schedule

The anticipated Period of Performance start date for the tool development is July 1, 2023 and expected to terminate June 30, 2024 to provide support services.

Estimate of Work

This effort will not exceed \$250,000. Attachment A provides the estimate of work.

Grant Tracking and Submittal Support



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: GRANT TRACKING AND ADVISORY SERVICES
SCOPE OF WORK
DRAFT: MAY 2023**

Overview

The Tampa Hillsborough Expressway Authority (THEA) adopted the latest Strategic Blueprint in April 2023, to guide and set the strategic direction of the agency through four main goals: serve, invest, transform and excel. THEA has established a Capital Work Program considering a multi-faceted delivery schedule balanced by financial feasibility to support strategic initiatives. The Work Program prioritizes project investments and plans for existing financial year and five planning years. In conjunction with the development and the Work Program, financial opportunities will be evaluated to achieve cost efficiencies and partnerships.

Grant and Funding Program Assessment

The Consultant will utilize program management capabilities with regulatory and policy expertise to align grant and funding opportunities to the THEA Capital Work Program. The Consultant will establish a strategic approach to identify, track and evaluate the most appropriate funding opportunities at the federal and state level that meet THEA's needs and priorities. This will include a customized approach to navigate and monitor opportunities based on THEA's Strategic Blueprint, existing and planned THEA priority investments established in the FY 24 Work Program, and identification of partnership opportunities.

The Consultant will identify recommended priorities and analyze THEA's applicability and/or position for potential funding including elements such as project readiness, funded capacity, and project components.

1. Needs Assessment

The Consultant will meet with THEA staff and review the FY 24 Capital Work Program and relevant documents to identify infrastructure needs and plans. The Consultant will prepare a list of areas of opportunities and funding applicability alongside existing and planned THEA investments.

2. Grant Funding Research

WSP will identify applicable funding and grant opportunities aligned with the Needs Assessment and provide summaries of the opportunities including timelines alongside THEA programmed projects. WSP can also provide routine updates as potential funding opportunities are available or new priorities are identified or discussed within the organization. The Consultant will prepare a summary fact sheet for THEA to review identifying the relevant funding opportunities to review grant programs and requirements. The summary sheet may include grant deadlines/milestones, funding availability, local match requirements, eligibility, scoring criteria, application content, and submission requirements.

Deliverables may include:

- Grants Research Memo identifying THEA priorities and applicable funding opportunities
- Summary fact sheet (s) and PowerPoint slides on programs of interest



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: GRANT TRACKING AND ADVISORY SERVICES
SCOPE OF WORK
DRAFT: MAY 2023**

3. Review of Application Guidelines and Go/No-Go

WSP will provide THEA with strategic advisement in the identification and determination of pursuing funding opportunities, will discuss potential projects and funding applicability, and develop quotes for preparation of proposals of respective funding opportunities. WSP can support THEA in discussing and determining “go or no-go” on funding opportunities as needed.

Deliverables:

- Submission requirements
- Go or No-Go Coordination Meeting Support
- Development of Task order/Scopes for Grant Application Development

4. Grant Submittal Support

The Consultant will provide grant submittal support to THEA based on Go or No-Go decisions made from preliminary review of application guidelines, needs and feasibility. The Consultant will manage the pursuit schedule and deliverables, conduct the viability assessment necessary and develop the submittal documentation. The Consultant will support up to two to three submittals, depending on scope and requirement of a Benefit Cost Assessment (BCA).

Deliverables:

- Up to two to three grant submittals (depending on scope and BCA requirement)
- Status briefings as needed

General Management Services

The Consultant will attend staff and Board meetings, as well as agency and stakeholder meetings as requested. WSP will develop materials for meetings with the Board, public, and stakeholders as needed. 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.

Schedule

The anticipated Period of Performance start date for the tool development is July 1, 2023 and expected to terminate June 30, 2024 to provide support services.



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: GRANT TRACKING AND ADVISORY SERVICES
SCOPE OF WORK
DRAFT: MAY 2023**

Estimate of Work

This effort will not exceed \$250,000. Attachment A provides the estimate of work.

Grant Application Support

**Tampa Hillsborough Expressway
Authority**

**SCOPE OF SERVICES
For
Public Financing and Grant Support Services**

I. Purpose

The Tampa Hillsborough Expressway Authority (THEA) requires the professional services of a Consultant for public financing and grant support services. 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 provide public financing and grant support as requested by THEA. Services to be provided shall include, but are not limited to, the following:

- Appraisal Services
- Architecture
- Control Surveying
- Design, Right of Way, & Construction Surveying
- Land Planning/Engineering
- Landscape Architecture
- Policy Planning
- Project Development & Environment (PD&E) Studies
- Subarea/Corridor Planning
- Systems Planning
- Traffic Signalization
- Traffic Engineering Studies (includes data collection)
- Transportation Statistics
- Transit Planning, Engineering and Review
- Tolling Services
- Public Involvement/Agency Coordination
- Miscellaneous Planning & Traffic support
- Miscellaneous Procurement (RFP, RFQ)
- Environmental Planning/Engineering
- Evacuation/Transportation Resiliency
- Facilities Planning
- Public Financing (Tolls, Government Funding, Grants, Transit Funding)
- Capital Planning Development

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

FY 2024 RS&H Task Work Order
 Public Financing and Grant Support Services

PRIME CONSULTANT: **RS&H**

ACTIVITY	Chief Engineer		Project Manager		Senior Engineer		Sr. Project Engineer		Engineer		Chief Planner		Project Planner		Planner		Secretary/Clerical		TOTAL		Avg. Hourly Rate
	Staff Hours	Loaded Hourly Rate \$	Staff Hours	Loaded Hourly Rate \$	Staff Hours	Loaded Hourly Rate \$	Staff Hours	Loaded Hourly Rate \$	Staff Hours	Loaded Hourly Rate \$	Staff Hours	Loaded Hourly Rate \$	Staff Hours	Loaded Hourly Rate \$	Staff Hours	Loaded Hourly Rate \$	Staff Hours	Loaded Hourly Rate \$	Manhours By Activity	Salary Cost By Activity	
Transportation Planning Support	160	\$45,108.80	160	\$36,441.60	80	\$17,587.20	80	\$15,004.00	80	\$9,708.00	200	\$51,562.00	250	\$40,580.00	240	\$30,688.80	39	\$3,262.35	1289	\$249,942.75	\$193.90
Total Staff Hours	Total Loaded Salary [(MHxHR)]		160	45,108.80	160	\$36,441.60	80	\$15,004.00	80	\$9,708.00	200	\$51,562.00	250	\$40,580.00	240	\$30,688.80	39	\$3,262.35	1,289	\$249,942.75	

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

Total Project Cost: **\$249,942.75**

Strategic Planning and Policy

**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: STRATEGIC PLANNING AND POLICY
SCOPE OF WORK
DRAFT: MAY 2023**

Overview

The Tampa Hillsborough Expressway Authority (THEA) adopted the latest Strategic Blueprint in April 2023, to guide and set the strategic direction of the agency through four main goals: serve, invest, transform and excel. 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.

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.

Sketch Planning Support 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
- Planning policy support and technical assessment
- Engineering, planning, and technical analysis
- Potential market research and land development reviews
- Project analysis support and public engagement

General Management Services

The Consultant will attend staff and Board meetings, as well as agency and stakeholder meetings as requested. WSP will develop materials for meetings with the Board, public, and stakeholders as needed. 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, 2023 and expected to terminate June 30, 2024 to provide support services.

Estimate of Work

This effort will not exceed \$150,000. Attachment A provides the estimate of work.

Annual Sketch Analyses



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: ANNUAL SKETCH ANALYSIS
SCOPE OF WORK
DRAFT: MAY 2023**

Overview

The CONSULTANT, as part of the Miscellaneous Planning & Traffic Services Consultant Services contract for the Tampa-Hillsborough Expressway Authority (THEA), will provide services to THEA as an extension to THEA staff to develop sketch planning analysis for up to two corridors or project areas. Services to be provided by the Consultant shall include on-demand support as needed for THEA staff.

Sketch Analysis and Evaluation Services

The Consultant will provide the following sketch analysis support within two corridors/project areas (one each) with complementary work product review as needed:

- Sketch-planning level concept development
 - Identification of potential issues and concerns regarding alternatives developed:
 - Effect on local traffic patterns
 - Potential intersection considerations
 - Drainage and permitting
 - Potential ROW constraints
 - Utilities and utility impacts
 - Constructability
 - Identification of potential project phases
- Cost estimate for sketch-planning level concept:
 - Estimates to include cost for:
 - Future PD&E studies and environmental clearances with agencies
 - Future Design cost
 - Future ROW costs including needs for off-site stormwater facilities.
 - Future Construction and Construction Engineering and Inspection (CEI) costs
- Coordination with other ongoing THEA studies
- Quality Control and Assurance for all deliverables
- Meeting/presentation attendance to discuss the above items as needed

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

Deliverables may include:

- Corridor or project sketch design
- Project Concept Technical Memo
- Summary fact sheet (s) and PowerPoint slides
- Mapping and graphics



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: ANNUAL SKETCH ANALYSIS
SCOPE OF WORK
DRAFT: MAY 2023**

- Rough Order of Magnitude (ROM) Cost Estimates

General Management Services

The Consultant will attend staff and Board meetings, as well as agency and stakeholder meetings as requested. WSP will develop materials for meetings with the Board, public, and stakeholders as needed. 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.

Schedule

The anticipated Period of Performance start date for the tool development is July 1, 2023 and expected to terminate June 30, 2024 to provide support services.

Estimate of Work

This effort will not exceed \$200,000. Attachment A provides the estimate of work.

PD&E Support Services

Tampa-Hillsborough Expressway Authority (THEA)
Misc. Planning & Traffic Services P-00819-HDR
Task Work Order #5 – Project Development & Environment (PD&E) Support Services
DRAFT 7 June 2023

SCOPE OF SERVICES

The consultant (HDR) will provide as-needed technical services, analyses, coordination, and support in implementing the following programs and tasks. The following types of work elements may be assigned under the terms and agreement of this Scope of Services.

Task 1. Project Development & Environment (PD&E) Support Services

HDR will provide support services related to project development and environment (PD&E) studies, public involvement, project management, and related technical support activities on other planning studies or reevaluations, environmental reviews or permitting, traffic analyses, engineering-related tasks, or design projects.

The following provides a summary of the documents that may be either developed, staffed, or reviewed under this Task Work Order.

Additional Services

- Advanced Notification
- Scoping
- Notice of Intent
- Feasibility, Planning and Concept Development Studies
- Complete Streets Analysis
- Concept Development
- PD&E Reevaluations
- Design-related Activities
- PD&E Plan and Document Submittals
- Access Management Support
- Project Development
- Project Traffic Studies Preparation and Review
- Transit Access and Pedestrian Safety Review
- Scope and Staff hours
- Technical Support for Efficient Transportation Decision Making (ETDM) and Sociocultural Effect (SCE) Evaluations

PD&E Provisions of Work

- Quality Control Plans
- Project Schedules
- Transit Project Management Plans

Public Involvement Support

- Public Involvement Plans
- Community Awareness Plans
- Advance Notifications
- Public Hearing Transcript

- Public Involvement Summary Report
- Meeting Agendas, Handouts, Notes, and Summaries
- Advance Notification Package
- Project Websites
- Graphics and Presentations
- EIS Scoping Summary Report
- Public Involvement Comment Database
- Agency Coordination Meeting Summaries
- Notice of Intent
- Transit Coordination Plan
- Comment and Coordination Report
- Stakeholder and Staff Coordination

PD&E Engineering

- Project Traffic Analysis Report
- Interchange Justification Report
- Interchange Modification Report
- Interchange Operation Analysis Report
- Traffic Analysis Methodology Technical Memorandum
- Preliminary Engineering Report
- Safety Analysis Memorandum
- Location Hydraulics Report
- Pond Siting Report
- Conceptual Design Plan Set
- Geotechnical Report
- Typical Section Package
- Conceptual Drainage Report
- Intersection Control Evaluation and/or Roundabout Evaluation Technical Memorandum
- Utilities Assessment Package
- Utility Request Package
- Value Engineering Information Report
- Design Variations and Exceptions Package
- Sufficient Transit Design, Engineering, Design Criteria, and Specification Plans
- Bridge Hydraulic Report
- Bridge Development Report
- Risk Analysis Report
- Interchange Access Request Report
- Transit Operations and Service Plan Report
- Transit Ridership Forecast and Estimation Report
- Transit Stations and Facilities Concepts
- Transit Safety, Security, and Collision Hazard Plan
- Transit Capital, Fleet, Operating, and Maintenance Cost Estimates (FTA SCC Worksheet)
- Transit Annualized Capital, Fleet, Operating, and Maintenance (FTA SCC Worksheet)
- Transit Financial Plan
- Transit Project Delivery Method and Contracting Plan
- Federal Transit Grant Documentation

- Alternative Corridor Evaluation Methodology Memorandum (ACE MM)
- Alternative Corridor Evaluation Report (ACER)
- Project Management Plan and Initial Financial Management Plan (for major projects)

Environmental

- Type II Categorical Determination Exclusion Form
- Sociocultural Effects Evaluation (SCE)
- Noise Study Report
- Air Quality Technical Memorandum
- Level I Contamination Assessment Report (Contamination Screening Evaluation Report)
- Natural Resource Evaluation (Wetlands, Species and EFH)
- Water Quality Impact Evaluation
- Cultural Resource Assessment Survey
- Cumulative Effects Evaluation Report
- Environmental Determination Form
- Preliminary Environmental Impact Report (PEIR)
- Environmental Assessment/ Finding of No Significant Impact
- Environmental Impact Statement (EIS)
- Record of Decision (ROD)
- Transit Air Quality, Noise, and Vibration Report
- Conceptual Stage Relocation Plan
- Wild and Scenic Rivers, Navigable Waterways, and Coastal Zone Management Assessment
- Cultural Resource Assessment Survey Addendum
- Section 4(f) "de minimis" Documentation
- Individual Section 4(f) Evaluation
- Section 4(f) Determination of Applicability (DOA)
- Section 6(f) Documentation
- Section 106 Evaluation Report
- Programmatic Section 106 Evaluations

SCHEDULE & DURATION

The support services will commence with THEA issuing written Notice to Proceed to the Consultant and will continue unless terminated or amended by THEA through written notification. It is anticipated that the services will be completed by June 30, 2024.

COMPENSATION

Payment for the work accomplished will be in accordance with Contract No. P-00819-HDR. The Consultant will submit a monthly progress report to THEA with every invoice with the details of work performed.

Total Estimated Not-to-Exceed Fee is: **\$225,000.00**

Master Summary - Estimate of Work Effort & Fee Proposal

Client: THEA
 Contract No.: P-00189-HDR
 TWO Name TWO #5 - Project Development & Environment (PD&E) Support Services

Consultant: HDR
 Date Prepared: 7-Jun-23

Work Element / Activity	Project Manager		Chief Planner		Project Engineer		Senior Engineer		Senior Planner		Senior Project Engineer		Planner		Secretary/ Clerical		Communications Specialist		Total Staff Hours By Activity	Salary Cost By Activity
	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate		
Task 1. PD&E Support Services	240	\$ 177.35	96	\$ 272.43	240	\$ 157.46	240	\$ 192.28	80	\$ 175.39	200	\$ 187.28	80	\$ 131.73	24	\$ 93.07	70	\$ 108.86	1270	\$225,000.00
		\$ 177.35		\$ 272.43		\$ 157.46		\$ 192.28		\$ 175.39		\$ 187.28		\$ 131.73		\$ 93.07		\$ 108.86		
		\$ 177.35		\$ 272.43		\$ 157.46		\$ 192.28		\$ 175.39		\$ 187.28		\$ 131.73		\$ 93.07		\$ 108.86		
		\$ 177.35		\$ 272.43		\$ 157.46		\$ 192.28		\$ 175.39		\$ 187.28		\$ 131.73		\$ 93.07		\$ 108.86		
Totals	240	\$ 177.35	96	\$ 272.43	240	\$157.46	240	\$192.28	80	\$175.39	200	\$187.28	80	\$131.73	24	\$ 93.07		\$ 108.86	1270	\$225,000.00
HDR - TOTAL MAXIMUM LIMITING FEE																				\$225,000.00

Trail Enhancements Planning Support



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: TRAIL ENHANCEMENT PLANNING SUPPORT
SCOPE OF WORK
DRAFT: MAY 2023**

Overview

The Selmon Greenway is a multiuse trail owned and operated by the Tampa Hillsborough Expressway Authority (THEA). THEA has been focused on enhancing the multimodal connectivity, safety, and sense of place throughout the Selmon Greenway and in the development of parks along the trail. THEA has also been actively evaluating opportunities to extend and create new spaces along the greenway in conjunction and coordination with projects and community partners.

THEA has been developing a Selmon Greenway Master Plan to establish a cohesive vision and program for the Selmon Greenway improvements, parks and activity nodes, and overall integration and seamless multimodal connectivity. This includes programmatic elements, segment enhancements and extensions, multimodal interconnectivity, placemaking and coordination of potential activity spaces, the integration of technology, health/wellness, and wayfinding. Ongoing trail planning will evaluate key activity and development connections identified in the Master Plan, continued concept development at key spaces, coordination support and refinement of programmatic funding and implementation efforts.

1. Trail Planning and Concept Development

Following the completion of the THEA Selmon Greenway Master Plan, the Consultant will support continued engagement and concept development of greenway enhancements, extensions and parks through landscape design and urban design services. The Consultant will further the development of Master Plan priorities by evaluating connectivity to specified areas of opportunity in the Master Plan, and developing concepts, sketches and integrated system visualizations with potential enhancements as needed.

Concept development efforts may include high level sketch concepts to the extent that planning level cost estimates can be calculated, draft concept master plan drawings and activity node/location enlargement plans. Sketches of key improvement areas will be developed to help visualize areas of improvement on new alignments or activity nodes along the greenway. The Consultant will work with THEA staff and stakeholders to refine preliminary concepts to develop concepts. The Consultant will identify strategies to improve safety, enhancements to user experience, expand landscaping and technology integration. This will include areas of emphasis for enhanced multimodal connectivity and integration.

The Consultant will also support THEA with outreach design efforts in coordination with partner agencies and adjacent developments to support the development of contiguous corridor and activity spaces.

Deliverables may include:

- Greenway and park concept sketches and drawings
- Rough Order of Magnitude (ROM) Cost Estimates



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: TRAIL ENHANCEMENT PLANNING SUPPORT
SCOPE OF WORK
DRAFT: MAY 2023**

- Issues and opportunities mapping

2. Implementation Plan Updates

The Consultant will evaluate implementation strategies and funding opportunities that are aligned with their Strategic Plan and Work Program. The Consultant will provide updates as needed to the Greenway Master Plan Implementation Plan to identify funding opportunities, partnership and implementation strategies, and opportunities as they arise. This may include ongoing coordination to identify priorities for annual work program updates.

The Consultant will also provide additional materials needed throughout the process including CPMP generated reports, graphics and presentations.

Deliverables:

- Updated Greenway Master Plan Implementation Plan

General Management Services

The Consultant will attend staff and Board meetings, as well as agency and stakeholder meetings as requested. WSP will develop materials for meetings with the Board, public, and stakeholders as needed. 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, 2023 and expected to terminate June 30, 2024 to provide support services.

Estimate of Work

This effort will not exceed \$200,000. Attachment A provides the estimate of work.

Community Enhancements Planning Support

SUMMARY FEE SHEET																				
ATTACHMENT "A"																				
PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority					HNTB PR 2024XXXX															
GEC CONTRACT NO: HNTB PR 2024XXXX					Community Aesthetic Enhancements Support (7/1/23 - 6/30/24)															
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 \$ 173.37	Man Hours	Hourly Rate \$ 144.54	Man Hours	Hourly Rate \$ 102.19	Man Hours	Hourly Rate \$ 79.95	Man Hours	Hourly Rate \$ 61.62	Man Hours	Hourly Rate \$ 48.21	Man Hours	Hourly Rate \$ 38.96	Man Hours	Hourly Rate \$ 22.66	Manhours By Activity	Salary Cost By Activity		
Community Aesthetic Enhancements Support		\$0.00	16	\$2,312.64	16	\$1,635.04	24	\$1,918.80	24	\$1,478.88	15	\$723.15	10	\$389.60	5	\$113.30	110	\$8,571.41	\$77.92	
Total Man Hours	Total Salary [(MhxHR)]	0	\$0.00	16	\$2,312.64	16	\$1,635.04	24	\$1,918.80	24	\$1,478.88	15	\$723.15	10	\$389.60	5	\$113.30	110	\$ 8,571.41	\$77.92
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$ 8,571.41	
																		Cost Elements & Additives		
																		(a) 2.84 Multiplier	\$24,342.80	
Direct Expenses		7.51%	\$ 643.71															SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$24,342.80	
																		(d) Direct Reimbursables	\$643.71	
																		Total Project Cost:	\$24,986.52	
																		Maximum Limiting Amount:	\$25,000.00	

HNTB PR 2024XXXX
Community Aesthetic Enhancements Support (7/1/23 - 6/30/24)
Scope Of Services

Purpose & Need

The task work order is for support the small THEA staff on miscellaneous Community Aesthetic Enhancements assignments, including assisting THEA staff as directed. This task work order is for the period from 7/1/23 -6/30/24.

Scope

Providing support for THEA staff on Community Aesthetic Enhancements Support tasks as assigned by the THEA Project Manager. Includes coordination, attending meetings and responding to requests for information from FDOT and other agencies.

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Trail & Community Enhancements

Tampa-Hillsborough Expressway Authority (THEA)
Misc. Planning & Traffic Services P-00819-HDR
Task Work Order #6 – Trails & Community Enhancements
DRAFT 6 June 2023

SCOPE OF SERVICES

The consultant (HDR) will provide as-needed technical services, analyses, coordination, and support in implementing the following programs and tasks. The following types of work elements may be assigned under the terms and agreement of this Scope of Services.

Task 1. Trails & Community Enhancements

HDR will provide conceptual planning and landscape design support services related to community enhancements or other features or design elements within the THEA right-of-way. HDR will assist THEA with the development of concepts and preliminary plans for community enhancements under and around the Selmon Expressway within ½ mile on either side of the Lee Roy Selmon Expressway and any property THEA controls.

The following provides a summary of the documents that may be either developed, staffed, or reviewed under this Task Work Order.

- Site assessments and existing conditions analyses
- Preliminary sketch plans and precedent studies
- Conceptual design plans for trail, streetscape, or public space improvements. Potential improvements could include street reconfigurations, sidewalks, streetscapes, pedestrian crossings, trail and trail connections, lighting, site activation planning, gateway features, aesthetic lighting, wayfinding, street art, or other forms of art installations.
- Design and plan review for adjacent development or transportation projects
- Graphics, illustrations or renderings
- Constructability review
- Cost-estimating

As part of this project, HDR will work with adjacent property owners, Homeowners Associations, and Agencies to determine how future THEA projects can fit and/or enhance local areas. HDR will work with THEA to engage stakeholders in review of preliminary public space improvement design concepts and solicit feedback. No direct communication with stakeholders, including owners of abutting and surrounding property, will occur without THEA staff approval and involvement. The consultant will help lead, prepare for, and participate in outreach meetings as needed.

Optional Design Services. Under a supplemental assignment, HDR may provide design, engineering, and technical services beyond those listed in this scope above as additional services or future phases of work, including but not limited to:

- **Additional Survey Data.** HDR may obtain survey data beyond existing to clarify existing conditions such as underground utility locations and infrastructure, and recent improvements, if present.

- **Design Development/Construction Documentation.** HDR may further develop conceptual plans into preliminary design development set (approx. 50%), or full Construction Documents (100%).

SCHEDULE & DURATION

The support services will commence with THEA issuing written Notice to Proceed to the Consultant and will continue unless terminated or amended by THEA through written notification. It is anticipated that the services will be completed by June 30, 2024.

COMPENSATION

Payment for the work accomplished will be in accordance with Contract No. P-00819-HDR. The Consultant will submit a monthly progress report to THEA with every invoice with the details of work performed.

Total Estimated Not-to-Exceed Fee is: **\$100,000.00**

Master Summary - Estimate of Work Effort & Fee Proposal

Client: THEA
 Contract No.: P-00189-HDR
 TWO Name TWO #6 - Trails & Community Enhancements

Consultant: HDR
 Date Prepared: 6-Jun-23

Work Element / Activity	Project Manager		Chief Planner		Senior Engineer		Senior Planner		Landscape Architect		Senior Project Engineer		Planner		Secretary/ Clerical		Communications Specialist		Total Staff Hours By Activity	Salary Cost By Activity
	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate		
Task 1. Trails & Community Enhancements	72	\$ 177.35	36	\$ 272.43	48	\$ 192.28	24	\$ 175.39	120	\$ 190.58	60	\$ 187.28	24	\$ 131.73	20	\$ 93.07	228	\$ 108.86	632	\$100,000.00
		\$ 177.35		\$ 272.43		\$ 192.28		\$ 175.39		\$ 190.58		\$ 187.28		\$ 131.73		\$ 93.07		\$ 108.86		
		\$ 177.35		\$ 272.43		\$ 192.28		\$ 175.39		\$ 190.58		\$ 187.28		\$ 131.73		\$ 93.07		\$ 108.86		
		\$ 177.35		\$ 272.43		\$ 192.28		\$ 175.39		\$ 190.58		\$ 187.28		\$ 131.73		\$ 93.07		\$ 108.86		
		\$ 177.35		\$ 272.43		\$ 192.28		\$ 175.39		\$ 190.58		\$ 187.28		\$ 131.73		\$ 93.07		\$ 108.86		
Totals	72	\$ 177.35	36	\$ 272.43	48	\$192.28	24	\$175.39	120	\$190.58	60	\$187.28	24	\$131.73	20	\$ 93.07	228	\$ 108.86	632	\$100,000.00
HDR - TOTAL MAXIMUM LIMITING FEE																				\$100,000.00

Pedestrian Safety Analysis

HNTB PR 2024XXXX
HI-0051 C-45
Community Enhancements & Ped Safety (7/1/23 - 6/30/24)
Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide project management, engineering and administrative support to assist THEA Staff in the Community Enhancements & Ped Safety Program. This task work order is for support services from 7/1/23 - 6/30/24.

Scope

THEA requires project management and engineering support to meet the requirements to continue THEA's implementation of parks and greenways with a focus on Pedestrian Safety.

- 1) Assist THEA staff in coordinating with other agencies such as the City of Tampa and attend meetings as needed.
- 2) Assist THEA staff in identifying and piloting potential pedestrian systems to improve safety.
- 3) Assist THEA staff in overseeing pedestrian safety projects.
- 4) Assist THEA staff in the preparation of materials to share with stakeholders and the community at large.

Resiliency & Sustainability – WSP



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: RESILIENCY AND SUSTAINABILITY
SCOPE OF WORK
DRAFT: MAY 2023

Overview

The Tampa Hillsborough Expressway Authority (THEA) adopted the Strategic Blueprint in May 2015, to guide and set the strategic direction of the Authority. THEA has made strides in identifying sustainable transportation solutions through project delivery capabilities, partnering with transit and on innovative mobility initiatives, identifying key projects, and continuing to coordinate with local partners and elected officials on sustainable mobility solutions. THEA has pursued sustainability through the maintenance of the existing system and assets, as well in investing in significant capital improvements to improve the longevity, resiliency and efficiency of the Selmon Expressway. Whether the roadway, bridge structures, or buildings, THEA continues to focus on system sustainability and resiliency to ensure the long-term viability of infrastructure and resiliency to lifecycle aging and damages, environmental and climate changes, and natural disasters.

Services to be Performed

WSP will provide support services to THEA to assist with planning and technical analysis related to agency and system sustainability and resiliency. As part of this task order, consultant assistance may include, but not be limited to:

- Research development related to opportunities to improve long-term system-wide sustainability and resiliency
- Climate resilience and engineering research, analysis and design
- Criteria development for assessing system risks for decision-making
- Technical analysis to support proactive investment in resilience efforts
- Support in the development of Key Performance Indicators (KPIs) that can tie to agency and work program development
- Support incorporating uncertainty into the planning development
- Development of tools and models associated with climate resiliency analysis
- Review and support of legislative issues, funding opportunities and grant pursuits
- Agency and stakeholder involvement, coordination and technical support
- Coordination activities with public and private stakeholders related to sustainability and resiliency efforts
- Engineering, planning, and technical analysis
- Project analysis support and public engagement

General Management Services

The Consultant will attend staff and Board meetings, as well as agency and stakeholder meetings as requested. WSP will develop materials for meetings with the Board, public, and stakeholders as needed.



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: RESILIENCY AND SUSTAINABILITY
SCOPE OF WORK
DRAFT: MAY 2023**

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.

Schedule

The anticipated Period of Performance start date for the tool development is July 1, 2023 and expected to terminate June 30, 2024 to provide support services.

Estimate of Work

This effort is not to exceed \$100,000. Attachment A provides the estimate of work.

Resiliency & Sustainability – HNTB

SUMMARY FEE SHEET																				
ATTACHMENT "A"																				
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority																		
GEC CONTRACT NO.:		HNTB PR 2024XXXX																		
		Resiliency & Sustainability (7/1/23 - 6/30/24)																		
PRIME CONSULTANT:		HNTB Corporation																		
HI-0253 P-06																				
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		
Resiliency & Sustainability Support	8	\$1,386.96	40	\$5,781.60	60	\$6,131.40	64	\$5,116.80	80	\$4,929.60	66	\$3,181.86	41	\$1,597.36	9	\$203.94	368	\$28,329.52	\$76.98	
Total Man Hours	8	\$1,386.96	40	\$5,781.60	60	\$6,131.40	64	\$5,116.80	80	\$4,929.60	66	\$3,181.86	41	\$1,597.36	9	\$203.94	368	\$28,329.52	\$76.98	
																		Basic Activities Maximum Limiting Fees (Salary Costs)	\$28,329.52	
																		Cost Elements & Additives		
																		(a) 2.78 Multiplier	\$78,756.07	
Direct Expenses		4.37%		\$ 1,238.00														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$78,756.07	
																		(d) Direct Reimbursables	\$1,238.00	
																		Total Project Cost:	\$79,994.07	
																		Budget Amount:	\$79,994.07	

HNTB PR 2024XXXX
HI-0253 P-06
Resiliency & Sustainability (7/1/23 - 6/30/24)
Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide project management, engineering and administrative support to assist THEA Staff in the Resiliency & Sustainability Program. This task work order is for support services from 7/1/23 - 6/30/24.

Scope

THEA requires project management and engineering support to ensure projects that THEA implements are resilient and sustainable along with being socially and economically equitable to its customers and the surrounding communities.

- 1) Assist THEA staff in identifying ways to make THEA's current system and future expansion projects incorporate resiliency and sustainability into their improvements to ensure THEA's system can handle the environmental and sociological impacts the future may bring.
- 2) Assist THEA staff in identifying economically disadvantaged communities that THEA facilities impact or may impact and develop a plan for addressing the communities' needs when planning a project.
- 3) Assist THEA staff in the coordination with other agencies and community associations and attend meetings as needed.

Traffic Modeling and Support



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: TRAFFIC MODELING AND ANALYSIS
SCOPE OF WORK
DRAFT: MAY 2023

Overview

The Tampa Hillsborough Expressway Authority (THEA) has proactively been evaluating ways to improve safety, operations and the experience for customers and surrounding communities. This includes actively identifying areas for transformative improvement along the Selmon Expressway, ramps, roadways and surface streets, and Selmon Greenway. THEA intends to utilize a Safe System Approach to evaluate safety, traffic operations, and system efficiency in order to identify areas of opportunities across its facilities. This will include incorporating holistic and comprehensive standards, data assessment, and performance evaluations.

Services to be Performed

The Consultant team will provide technical on-call support services to THEA planning staff as needed to quickly assess existing conditions surrounding the THEA system, and to develop concepts and test traffic and operational changes associated with potential projects. This may include traffic operational analysis, traffic forecasting, historical and predictive safety evaluation, conceptual design, planning level cost estimation, and coordination support efforts. Assessments may include areas along the existing Selmon Expressway, ramp locations, and surrounding areas of influence to the Selmon Expressway. The Consultant staff will coordinate as needed with Transportation Systems Management and Operations (TSM&O) and conduct Road Safety Audits (RSA)s as needed.

The Consultant will utilize a variety of tools, expertise, and innovations in traffic assessments to predict traffic impacts. The Consultant may also support THEA in assessing the impacts of various system improvements and/or network changes. The WSP team may perform Synchro/SimTraffic, HCS, Vissim, and CORSIM to support assessments as need within the agency. Microsimulation can be performed to assess managed lanes, dynamic traffic assignment, and innovative intersection/interchange design (for instance RCUT, MUTS, and DDI). The Consultant team may support planning activities including, but not limited to, TBRPM modeling support, integration of probe data traffic monitoring, adaptive traffic control system, parking assessments, and automated traffic performance measures.

Prior to new traffic analyses, the Consultant will prepare an analysis methodology to establish agreed upon tools, study area, and analysis assumptions. Once submitted and agreed upon, the team will conduct assessment in close coordination with THEA planning staff, and present findings in an easy-to-understand briefing.

Deliverables may include:

- Traffic assessment methodologies



**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: TRAFFIC MODELING AND ANALYSIS
SCOPE OF WORK
DRAFT: MAY 2023**

- Fact sheets, handouts and presentations needed for staff briefings, Board meetings, public and stakeholder engagement
- Mapping and graphics
- Reports of operational and safety assessments as needed
- Conceptual design plans and cost estimates
- Technical reviews on traffic analyses

General Management Services

The Consultant will attend staff and Board meetings, as well as agency and stakeholder meetings as requested. WSP will develop materials for meetings with the Board, public, and stakeholders as needed.

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

THEA staff will review and approve any methodologies and assumptions prior to traffic analyses and will provide any supplementary data available to complete assessments.

Schedule

The anticipated Period of Performance start date for the tool development is July 1, 2023 and expected to terminate June 30, 2024 to provide support services.

Estimate of Work

This effort will not exceed \$250,000. Attachment A provides the estimate of work.

Downtown Traffic & Modeling Support

**Tampa Hillsborough Expressway
Authority**

**SCOPE OF SERVICES
For
General Traffic and Transportation Planning Services**

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 downtown Tampa traffic analyses and miscellaneous traffic engineering, safety analysis, modeling, and other transportation planning support as requested by THEA. Ongoing task categories may include:

- Downtown Tampa Traffic Analysis
- Traffic/safety data collection
- Big Data integration
- Historical crash data analysis
- Roadway Safety Audit (RSA)
- Predictive safety analysis/safety impact analysis
- Complete streets/Vision Zero/Safe Systems Approach integration
- Traffic operational analysis and review
- Alternative scenario traffic forecasts and analysis
- Travel demand modeling support
- Systems planning
- Geographic Information System (GIS) Support
- Constructability/feasibility analysis
- Access evaluation
- Local stakeholder and partner coordination
- Public Involvement

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

FY 2024 RS&H Task Work Order

Downtown Tampa Traffic Analysis & General Traffic and Transportation Planning Services

PRIME CONSULTANT: **RS&H**

ACTIVITY	Chief Engineer		Project Manager		Senior Engineer		Sr. Project Engineer		Engineer		Project Planner		Planner		Secretary/Clerical		TOTAL		Avg. Hourly Rate
	Staff Hours	Loaded Hourly Rate \$ 281.93	Staff Hours	Loaded Hourly Rate \$ 227.76	Staff Hours	Loaded Hourly Rate \$ 219.84	Staff Hours	Loaded Hourly Rate \$ 187.55	Staff Hours	Loaded Hourly Rate \$ 121.35	Staff Hours	Loaded Hourly Rate \$ 162.32	Staff Hours	Loaded Hourly Rate \$ 127.87	Staff Hours	Loaded Hourly Rate \$ 83.65	Manhours	Salary Cost	
																	By Activity	By Activity	
Transportation Planning Support	48	\$13,532.64	180	\$40,996.80	48	\$10,552.32	156	\$29,257.80	200	\$24,270.00	72	\$11,687.04	120	\$15,344.40	52	\$4,349.80	876	\$149,990.80	\$171.22
Total Staff Hours	48	13,532.64	180	\$40,996.80	48	10,552.32	156	\$29,257.80	200	24,270.00	72	11,687.04	120	\$15,344.40	52	4,349.80	876	\$149,990.80	

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

Total Project Cost: **\$149,990.80**

Integrated Data System Development & Management & KPI Development



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: INTEGRATED DATA SYSTEM DEVELOPMENT & SYSTEM DESIGN MANAGEMENT
SCOPE OF WORK
DRAFT: MAY 2023

Overview

The Tampa Hillsborough Expressway Authority (THEA) seeks to define key data sets or priority data attributes (from existing systems), define a roadmap for DSS system development, integrate specific data from THEA systems, begin to define analytics/measures important to stakeholders, begin to develop specific early adoption use cases for the DSS, and system design management support to establish an initial SMART Data Support System (DSS) prototype or proof of concept. This includes the development of a dynamic environment to represent and visualize assets, while supporting operational performance and improving data driven decisions for THEA department leads, executive leadership and key stakeholders.

Integrated Data System Development & System Design Management Services

WSP will provide technical and digital advisory services to support THEA's development of the SMART DSS. This will involve a multi-disciplined bench of skills and expertise to provide on-call technical support throughout the development of a Concept of Operations and the phased development and installation of the SMART DSS. Services and technical support may include:

- Stakeholder engagement workshop
- DSS strategic development roadmap
- Define and refine early adoption DSS use cases
- Define and refine DSS development and performance measures
- Define and test 'gathering and assessing' priority data sets from existing systems
- DSS Phase 1 software development/automation
- Geospatial and GIS data analysis, integration, and collection/assessment
- Connected and automated vehicle device support
- Asset management and inspection

The Consultant will provide program management support to help THEA in decision making and to facilitate program goals as part of detailed work efforts in the development of the SMART DSS. This may include, but not be limited to, organizing and monitoring inter-connected projects within the deployment of the SMART DSS, preparing a strategic roadmap for DSS development, evaluation and priority data gathering from existing systems, inter-departmental coordination and facilitation related to data integration, assessing strategies and objectives for various work products, and preparing programmatic scopes for DSS development, stand-up, and integration within the Agency, and a longer-term Digital Twin/BIM vision and strategic implementation framework.



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: INTEGRATED DATA SYSTEM DEVELOPMENT & SYSTEM DESIGN MANAGEMENT
SCOPE OF WORK
DRAFT: MAY 2023

Deliverables may include:

- Stakeholder workshop (up to two virtual and interactive sessions, two hours per session with key Agency Stakeholders)
- DSS Strategic Development and Implementation Roadmap (diagrams or document)
- DSS Phase 1 priority use cases (documents per use case)
- DSS Phase 1 prototype application leveraging priority data for stakeholder evaluation and feedback
 - Utilizing a developed browser-based open-source R-shiny dashboard framework and enterprise database management solution leveraging open-source PostgreSQL/PostGIS)
- Fact sheets, handouts and presentations needed for staff briefings, Board meetings, public and stakeholder engagement
- Reports on integration and optimization
- Conceptual design plans and cost estimates
- Technical reviews

Key Performance Indicators Development

The Consultant will provide technical support for the integration of Key Performance Indicators (KPIs) into the organizational and work program process for performance measurement as part of the Comprehensive Project Management System (CPMP) process. THEA is in the process of establishing KPIs for the overall agency, as well as system and asset management. KPIs can ultimately influence project programming and prioritization. Once the key indicators are established, integration with the CPMP can help to guide work program development and prioritization and forecast future improvement and maintenance needs. The CPMP KPI module will provide built-in system specifications based on THEAs KPIs to support data organization and visualization utilizing CPMP data points and additional data integrated from THEA.

Development Specifications

THEA is currently working with consultants to identify agency and facility KPIs. These KPIs and data points will be provided to WSP for the development of the KPI module within the CPMP. The Consultant will facilitate work sessions with THEA staff and consultants to coordinate the KPIs that THEA will be tracking associated with the CPMP tool and relevant Work Program. This may include agency wide KPIs that relate to the Work Program or project specific KPIs that will be integrated into the system to track project performance and/or need and prioritization. Based on these work sessions, the Consultant will establish updates to the system architecture and functionality in order to incorporate the KPI module into the existing system capabilities. This effort will include the development of specifications and the tool refinement necessary to support a new customized module.



TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: INTEGRATED DATA SYSTEM DEVELOPMENT & SYSTEM DESIGN MANAGEMENT
SCOPE OF WORK
DRAFT: MAY 2023

This will include any updates needed to the user interfaces, fields and field properties, data relationships, search criteria/data filters, reporting and display formats, and administrative functions.

KPI Module Development

The Consultant will work with THEA staff to identify the appropriate dashboard and/or CPMP module to facilitate the integration of a KPIs within the guidelines and standards set forth within the CPMP tool and will develop design mock-ups to coordinate user interface design and development for the module. The design of the module will be customized based on the coordination with THEA and to relay the appropriate information in a user-friendly and logical format.

Deliverables may include:

- CPMP system updates as needed to support system functionality
- KPI data visualization tools
- KPI Reports as needed
- Updates as needed to the CPMP Business Rules and User Manual

General Management Services

The Consultant will attend staff and Board meetings, as well as agency and stakeholder meetings as requested. WSP will develop materials for meetings with the Board, public, and stakeholders as needed.

The Consultant will manage appropriate project administrative, financial coordination, progress reports, and invoicing. Project management and control services for the project team will be performed, including sub-consultant management. WSP will review with THEA any data use and sharing agreements for priority data systems and if necessary, prepare or review and sign required Non-Disclosure Agreements with the Agency. WSP for the prototype DSS Dashboard, will utilize our cloud services infrastructure for development, testing and staging reviews and THEA users/stakeholders to evaluate the prototype and give WSP feedback for key changes for the prototype next phase of development and data integration. Additional DSS development phases, if the prototype is successful will be performed under separate and additional future task orders with THEA (post review, cost estimate per work phase, negotiation and approval/NTP from the Agency).

Schedule

The anticipated Period of Performance start date for the tool development is July 1, 2023 and expected to terminate June 30, 2024 to provide support services for this task.

Estimate of Work

This task effort will not exceed \$275,000. Attachment A provides the estimate of work.

Data Management Development & Performance Measurement

Task Work Order: Data Management Development and Performance Measurement

Vendor: Center for Urban Transportation Research

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

- Supporting the establishment of performance measurement and benchmarking to track progress of Strategic Planning initiatives.
- Support to THEA's Data Management Plan development.
- Connected vehicle data management support.
- Probe vehicle data management support.
- Quality Assurance and Return on Investment of New and Emerging Transportation Datasets.
- Performance Evaluation in support of Modeling and Planning of Connected and Automated Vehicle Technology Initiatives.
- Support to THEA Visualization Dashboard Portal/Platform Development (IDSS System).

The proposed cost of the task work order is \$250,000.00 on a fixed fee basis.

Intelligent Decision Support System & Data Management

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. HNTB PR 2024XXXX
 HI-0209 P-14
 PRIME CONSULTANT: **HNTB Corporation**

HNTB PR 2024XXXX
Intelligent Decision Support System (IDSS) & Data Management (7/1/23 - 6/30/24)

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		
IDSS & Data Management Support	8	\$ 1,386.96	180	\$ 26,017.20	320	\$ 32,700.80	320	\$ 25,584.00	280	\$ 17,253.60	213	\$ 10,268.73	39	\$ 1,519.44	16	\$ 362.56	1376	\$ 115,093.29	\$ 83.64	
Total Man Hours	8	\$ 1,386.96	180	\$ 26,017.20	320	\$ 32,700.80	320	\$ 25,584.00	280	\$ 17,253.60	213	\$ 10,268.73	39	\$ 1,519.44	16	\$ 362.56	1,376	\$ 115,093.29	\$ 83.64	
																		Basic Activities Maximum Limiting Fees (Salary Costs) Cost Elements & Additives (a) 2.78 Multiplier	\$ 115,093.29 \$ 319,959.35	
Direct Expenses		4.37%		\$ 5,029.58														SUBTOTAL (Cost Elements applied to Basic Activities Fee): (d) Direct Reimbursables	\$ 319,959.35 \$ 5,029.58	
																		Total Project Cost: Maximum Limiting Amount:	\$ 324,988.92 \$ 324,988.92	

HNTB PR 2024XXXX

HI-0209 P-14

Intelligent Decision Support System (IDSS) & Data Management (7/1/23 - 6/30/24)

Scope Of Services

HI-0209 P-14

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff with the (IDSS) & Data Management Intelligent Decision Support System (IDSS) & Data Management. This task work order is for IDSS & Data Management Support from 7/1/23 - 6/30/24.

Scope

THEA to define, design, develop, test, and implement the Intelligent Decision Support System (IDSS). Furthermore, THEA requires support to identify and manage the data generated by the IDSS as well as other data sources available to THEA.

- 1) Assist THEA staff in the updating of the Concept of Operations (ConOps). The ConOps is a living document that will require periodic updates as existing systems are integrated and new systems are brought online.
- 2) Assist THEA staff in the development of requirements and potentially Request for Proposals (RFPs) for each system identified in the ConOps.
- 3) Assist THEA staff in preparing project advertisements for RFQ and RFP packages for projects identified in the ConOps.
- 4) Assist THEA staff in the coordination with vendors and implementation of the systems.
- 5) Assist THEA staff in the coordination of IDSS activities and attend meetings as necessary
- 6) Assist THEA staff in performing data management of the data from the systems as well as external data sources that may be available.
- 7) Assist THEA staff in creating and implementing Key Performance Indicators (PKIs) and outcomes based on these PKIs.

Alternate Fuels

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. HNTB PR 2024XXXX
 HI-0230 P-40
 PRIME CONSULTANT: **HNTB Corporation**

HNTB PR 2024XXXX
Alternate Fuels (7/1/23 - 6/30/24)

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		
Alternate Fuels Support	8	\$ 1,386.96	40	\$ 5,781.60	82	\$ 8,379.58	82	\$ 6,555.90	80	\$ 4,929.60	40	\$ 1,928.40	24	\$ 935.04	9	\$ 203.94	365	\$ 30,101.02	\$ 82.47	
Total Man Hours	8	\$ 1,386.96	40	\$ 5,781.60	82	\$ 8,379.58	82	\$ 6,555.90	80	\$ 4,929.60	40	\$ 1,928.40	24	\$ 935.04	9	\$ 203.94	365	\$ 30,101.02	\$ 82.47	
																		Basic Activities Maximum Limiting Fees (Salary Costs) Cost Elements & Additives	\$ 30,101.02	
																		(a) 2.78 Multiplier	\$ 83,680.84	
Direct Expenses		4.37%		\$ 1,315.41														SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$ 83,680.84	
																		(d) Direct Reimbursables	\$ 1,315.41	
																		Total Project Cost:	\$ 84,996.25	
																		Budget Amount:	\$ 84,996.25	

HNTB PR 2024XXXX
HI-0230 P-40
Alternate Fuels (7/1/23 - 6/30/24)
Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide project management, engineering and administrative support to assist THEA Staff in the Alternate Fuels Program. This task work order is for support services from 7/1/23 - 6/30/24.

Scope

THEA requires project management and engineering support to meet the requirements of THEA to prepare for the conversion of motor vehicles from gasoline/diesel to alternative fuel source such as electric, hydrogen etc.

- 1) Assist THEA staff in responding alternate fuel grants.
- 2) Assist THEA staff in coordinating with Michigan's Department of Transportation In Road Charging project and attend meetings as needed.
- 3) Assist THEA staff in researching alternate fuels technologies.
- 4) Assist THEA staff in identifying potential alternate fuels deployment sites.
- 5) Assist THEA staff in meetings with TECO and other stakeholders and attend meetings as needed.

ITS America CAV Deployer Task Force – ITS America

Scope of Work & Cost Estimate for CAV Deployer Task Force

Period of Performance

July 1, 2023 – June 30, 2024

Task Force Description

The Connected and Autonomous Vehicle (CAV) Deployer Task Force is a group of agency leaders of Intelligent Transportation Systems (ITS) and Transportation Systems Management and Operations (TSMO) departments charged with the deployment of connected and autonomous vehicle technologies. The mission of the CAV Deployer Task Force is to provide a setting for deployers of CAV technologies to meet and openly discuss deployment challenges, successes, lessons learned, and other relevant information that other current and future deployers can benefit from. The task force is led by ITS America with funding from the Tampa Hillsborough Expressway Authority.

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

The group meets monthly where a CAV related presentation is delivered and discussions are facilitated in a forum where ideas, recent deployment updates, and partnership opportunities can be shared among task force members. Meetings are organized and hosted virtually by ITS America with the expectation that future meetings may be held in-person at the ITS America (ITSA) Conference & Expo, ITS World Congress, or other Industry conferences/events. Meetings primarily cover the following:

Project-specific discussion:

- Review of the status of each represented project: Each participating agency presents about the status of their Connected and Automated Vehicles projects – what has been done in the last month, what changes/updates were made, what has been accomplished, what is actively being worked on or considered, etc.
- Challenges and lessons learned: Members highlight some of the challenges that have been faced within the past month – what was difficult and what advice or insights can be offered as a result. This discussion 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 discuss next steps in their projects

Key topic discussion:

- Each meeting includes a highlighted topic. This topic is typically selected by ITS America in coordination with THEA and in some instances is determined with

- feedback from participating members. Topics could, for example, focus on data use, system security, targeted applications, local partnership foundation, community outreach gaps, etc.
- Each meeting also showcases a guest speaker presentation from an agency or organization that is leading work in the Connected and Automated Vehicle field. These guest presentations allow members of the task force to learn directly from other agencies and become aware of what resources and tools are available to help complement the work they are leading.
 - ITS America also develops a transportation technology talk presentation which highlights a technology or trend within transportation with the aim of informing members on how technology can be leveraged to improve the efficiency of the transportation system.

Other Recurring Deliverables & Key Tasks

- **CAV News Bytes:**
 - Monthly publication that showcases some of the latest developments related to Connected and Automated Vehicles (CAVs) and CAV deployments.
 - Includes stories highlighting CAV technology, partnerships, pilots, and policies, with the goal of connecting readers to news about how CAV technology and systems are actively evolving across the country.
 - This publication is distributed to all members of the Task Force and ITS America's broader ITS CAV stakeholder community and is housed on ITS America's website.
 - ITS America conducts the following activities related to the development of CAV News Bytes:
 - Conduct and complete the CAV news and partnership research for inclusion in the publication
 - Development of content for the publication
 - Development of promotional language to help advertise the publication (including distribution email and social media outreach)
 - Posting of publication to the landing page on the ITS America website
 - Updating distribution list and distribution template
- ITS America engages with its members, particularly Infrastructure Owner Operators (IOOs), to encourage them to become involved with the Task Force.
- ITS America develops and distributes meeting notes to the Task Force members which includes a summary of key updates from the members and a review of key action items.
- ITS America coordinates efforts that other organizations are leading related to CAV to avoid any overlap with the efforts of the Task Force.
- ITS America continuously informs the Task Force on its broader organizational efforts related to CAV/V2X and promotes involvement by Task Force members in those related activities.
- ITS America engages with Task Force members to continue soliciting feedback on research/testing of CAV applications within the current limited spectrum to help inform U.S. DOT and the industry on a path forward with limited spectrum.
- ITS America continues to work with Task Force members to help provide feedback to USDOT on the development of a National Interoperable Connectivity Deployment Plan

- Provide technical assistance to the Task Force as needed.

Potential Future 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 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.

Infrastructure Investment and Jobs Act (IIJA) Engagement & Implementation

- With the passing of IIJA, ITS America believes there is an opportunity to engage with the members of the task force and provide resources and education on the funding opportunities that will be available under this bill.
- ITS America could also help develop materials and guidance for those who are interested in applying for funding and develop a central location for resources related to IIJA.

Cost Estimate

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

- Not to Exceed \$100,000 for a period of 12 months.

CV & Emerging Technologies

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority	HNTB PR 2024XXXX
GEC CONTRACT NO. HNTB PR 2024XXXX	CV & Emerging Technologies- ITS/Ops/Peer Agency Collaboration (7/1/23 - 6/30/24)
HI-0072 P-71	
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																																																																																																																																																
CV & Emerging Technologies Support	8	\$1,386.96	120	\$17,344.80	120	\$12,262.80	120	\$9,594.00	120	\$7,394.40	88	\$4,242.48	16	\$623.36	12	\$271.92	604	\$53,120.72	\$87.95																																																																																																																																															
Total Man Hours	8	\$1,386.96	120	\$17,344.80	120	\$12,262.80	120	\$9,594.00	120	\$7,394.40	88	\$4,242.48	16	\$623.36	12	\$271.92	604	\$53,120.72	\$87.95																																																																																																																																															
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HNTB PR 2024XXXX

HI-0072 P-71

CV & Emerging Technologies- ITS/Ops/Peer Agency Collaboration (7/1/23 - 6/30/24)

Scope Of Services

HI-0072 P-71

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff in the CV & Emerging Technologies initiative. This task work order is for CV & Emerging Technologies Support from 7/1/23 - 6/30/24.

Scope

THEA requires GEC to provide project management and engineering to meet the requirements of THEA to maintain their existing CV deployment and identify other new technologies relevant to THEA's future plans.

- 1) Assist THEA staff in coordinating with CV vendors, USF CUTR, and participants to maintain the CV deployment and prepare it for expansion.
- 2) Assist THEA staff in identifying and evaluating emerging technologies relevant to THEA mission and future plans.
- 3) Assist THEA in coordinating peer to peer discussions, attend meetings and coordinating with other agencies such as USDOT, FHWA, FDOT and COT as needed.

Emerging Technology Support



YUNEX
TRAFFIC

Yunex Traffic Proposal to Tampa-Hillsborough Expressway Authority

Emerging Markets

June 8, 2023

Yunex Traffic
9225 Bee Cave Rd, Building B, Suite 201
Austin, TX 78733

Bob Frey
Tampa Hillsborough Expressway Authority (THEA)
1104 East Twiggs Street
Suite 300
Tampa, FL 33602

Name Claudia Thiele / Dave Miller
Yunex LLC
9225 Bee Cave Rd, Bldg B, Ste 101
Austin, TX 78733

E-mail Claudia.thiele@yunextraffic.com
Dave.Miller@yunextraffic.com

Date June 8, 2023

Mr. Frey:

Thank you for the opportunity to propose this scope of work for Emerging Markets support.

The proposed scope and effort include the following:

1. Continuation and completion of the THEA Decisions Support System (DSS)
2. Incident Detection and Response using DSS data.
3. Vulnerable Road User safety.
4. Connected Automated Vehicle support for self-driving algorithms.
5. Grant writing support for OBU, EV charging, Port Solutions, Tolling Payments, and others
6. Outreach support for whitepapers, panels, tradeshow, and operational demonstrations.

We look forward to the opportunity to work with THEA to have a significant impact on traveler safety and improve mobility from the resulting research. Should you have any questions, please contact me.

With kind regards,



Claudia Thiele
Commercial Project Management

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1. Yunex Traffic Overview

We are happy to announce that Siemens Mobility ITS is now operating as a new company, Yunex Traffic. As global entrepreneurs, we pioneer and innovate traffic ecosystems for good reasons. With the most comprehensive end-to-end portfolio of intelligent traffic management solutions in the market, we already enable cities and mobility operators to make their road networks and vehicle fleets more intelligent, enhance safety, and increase value sustainably over their lifecycles.

2. Scope of Work

Scope of work for this project includes the following tasks to be confirmed by THEA:

1. Continuation and completion of the Decision Support System (DSS):
 - a. User Needs and Data Management workshops in Tampa with THEA staff
 - b. Finalize and approve Concept of Operations document based on User Needs list.
 - c. Expand existing THEA Data Collector to collect cross-functional data along with CV data.
 - d. Design and deliver Data Hub for data access and archive of collected data.
 - e. Integrate Data Hub with Aimsun Data Engine with verification traced to User Needs
 - f. Operational Demonstration and Training to THEA staff.
2. Incident Detection
 - a. OBU2 and Denso equipped vehicles broadcast Basic Safety Messages (BSM)
 - b. Trigger incidents of unexpected speeds from collected BSMs.
 - c. Incident trigger is displayed in Concert.
 - d. Preconfigure Concert incident responses, such as text message push and Twitter feed.
3. Vulnerable Road User (VRU) safety
 - a. Install and configure VRU sensors on greenway trail crossing at Jackson / Meridian
 - b. Install and configure cloud service to count and classify VRUs on the trail crossing.
 - c. Zero-cost THEA access to the Bosch cloud service for evaluation for agreed time
 - d. Configure VRU sensor at Jackson / Meridian to send VRU path prediction to RSU.
 - e. Configure RSU at Jackson / Meridian with Pedestrian Crash Warning (PCW) app.
 - f. Demonstrate PCW with Denso OBU-equipped participant vehicles.
 - g. Quote for ongoing cloud service to collect and classify VRUs
4. Connected Automated Vehicle (CAV) support.
 - a. Provide signal countdown and VRU location data as input to self-driving algorithm.
 - b. Work with CAV suppliers to integrate vehicle with THEA CV system and available data.
5. Grant writing support (OBU, EV charging, Port Solutions, Tolling Payments, and others)
 - a. Workshops and Outlining of Concepts
 - b. Written deliverables for submission to the program management
 - c. Estimation of budget and scope elements
6. Outreach Support: Whitepapers, panels, trade shows, operational demonstrations

3. Assumptions

1. In addition to unused FY 2022 funding carried over to FY 2023.
2. Rough Order of Magnitude estimates updated to firm fixed after User Needs are finalized.

4. THEA ELOI Topics

4.1. Decision Support System

Funding is used to complete the Decision Support System (DSS) that aggregates cross-functional agency data into actionable information to support strategic decisions as shown in Figure 1.

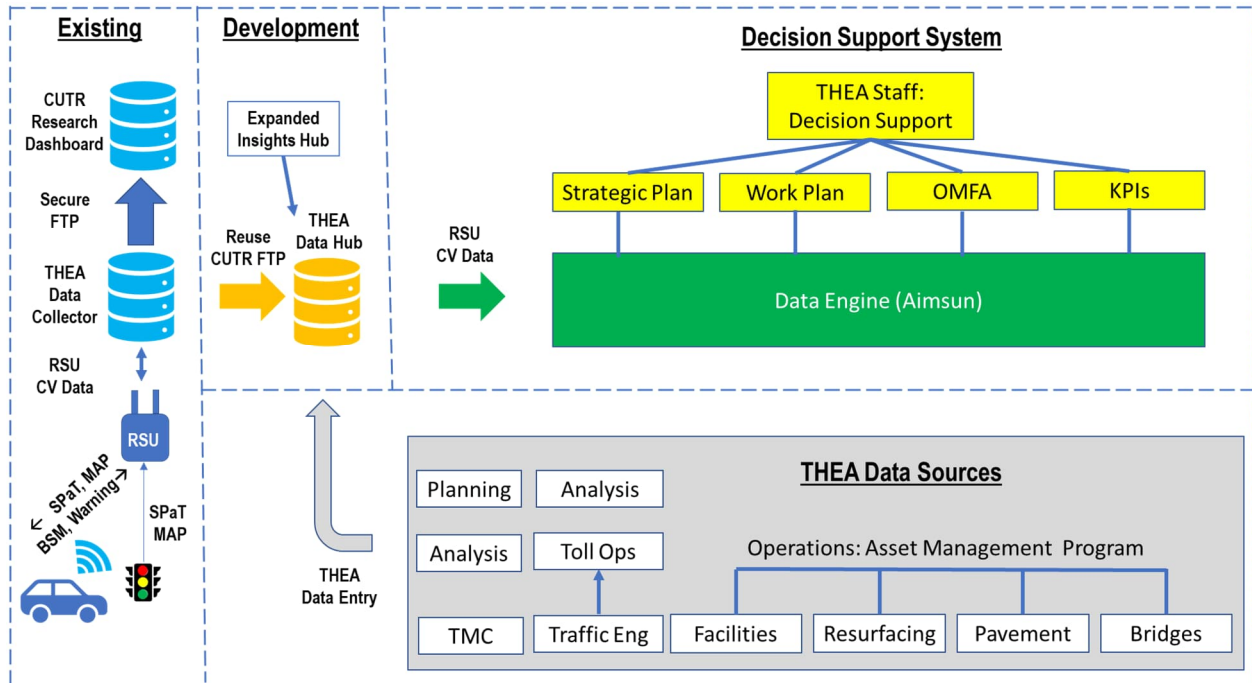


Figure 1: Decision Support System Architecture

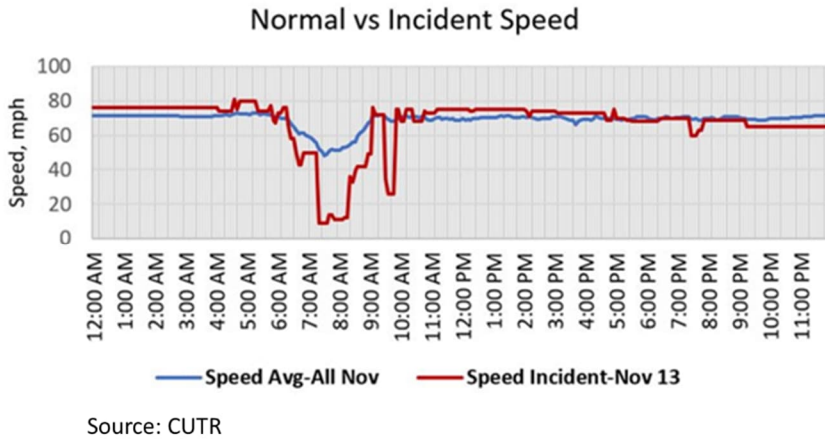
DSS elements of Figure 1 to be completed, integrated, and verified.

- Blue: Existing Connected Vehicle subsystems reused as a baseline.
- Gray: Examples of existing additional cross-functional data identified by THEA staff.
- Orange: New THEA Data Hub development of this funding.
- Green: Data Engine by existing *Digital Labs* funding
- Yellow: Data-driven decision support by existing *Digital Labs* funding.

For example, asset cost for improving bridge capacity might be avoided by increasing traffic volume through speed harmonization, plus variable pricing to move trips off-peak. Data Engine predicts the effects of speed harmonization on future bridge capacity needs.

4.2. Incident Detection

DSS BSM data of 4 is used to trigger incidents of unexpected speeds at locations as shown in Figure 2. Each incident trigger is displayed on existing THEA Concert area map. Preconfigured incident responses include automatic text message push to THEA staff and internal Twitter feeds for incident logs.



Incident Detection: Playback Existing Data

- Playback of real historic incident
- Data shows RED detected Incident vs BLUE normal average speed

Figure 2: Incident Detection

4.3. VRU Safety

DSS data collected from the greenway crossing includes VRU counts by classification of Figure 3.

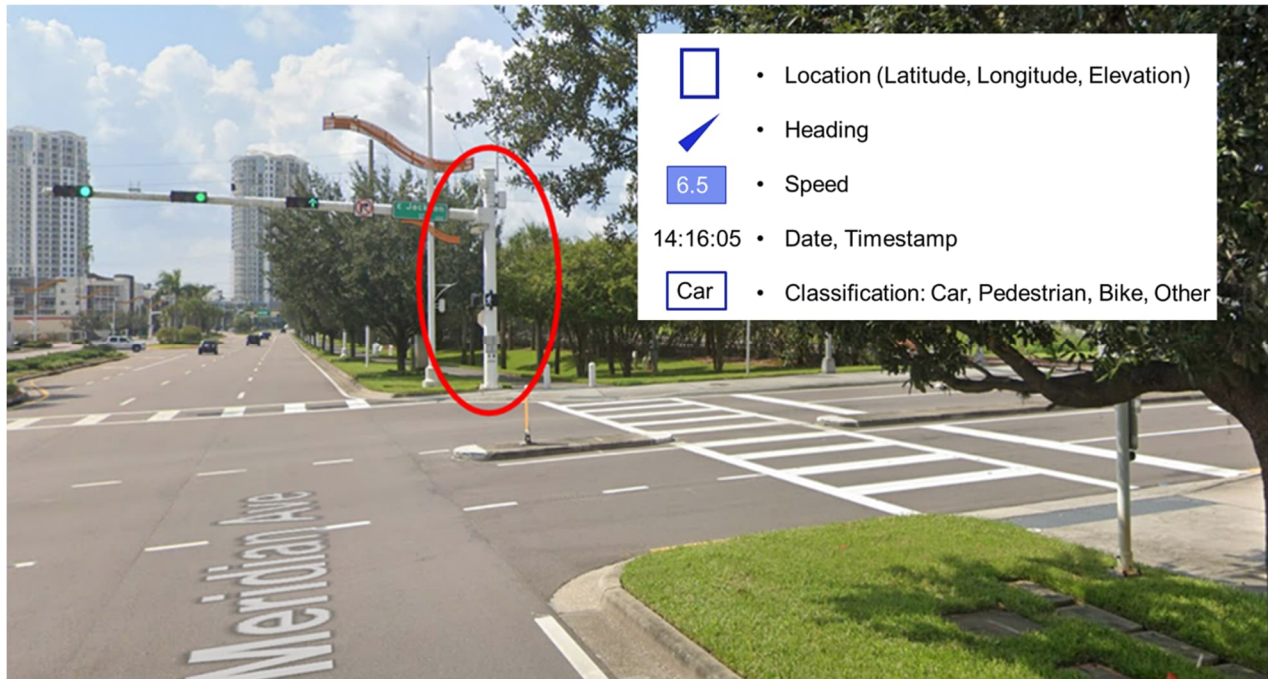


Figure 3: Greenway Trail Crossing Location

The RSU translates the VRU data into Personal Safety Messages to the Denso participants for Pedestrian Crash Warning (PCW) safety application. The BSMs from the participants are sent to the Smart Phone app that warns VRUs of vehicles on a crash trajectory as shown in

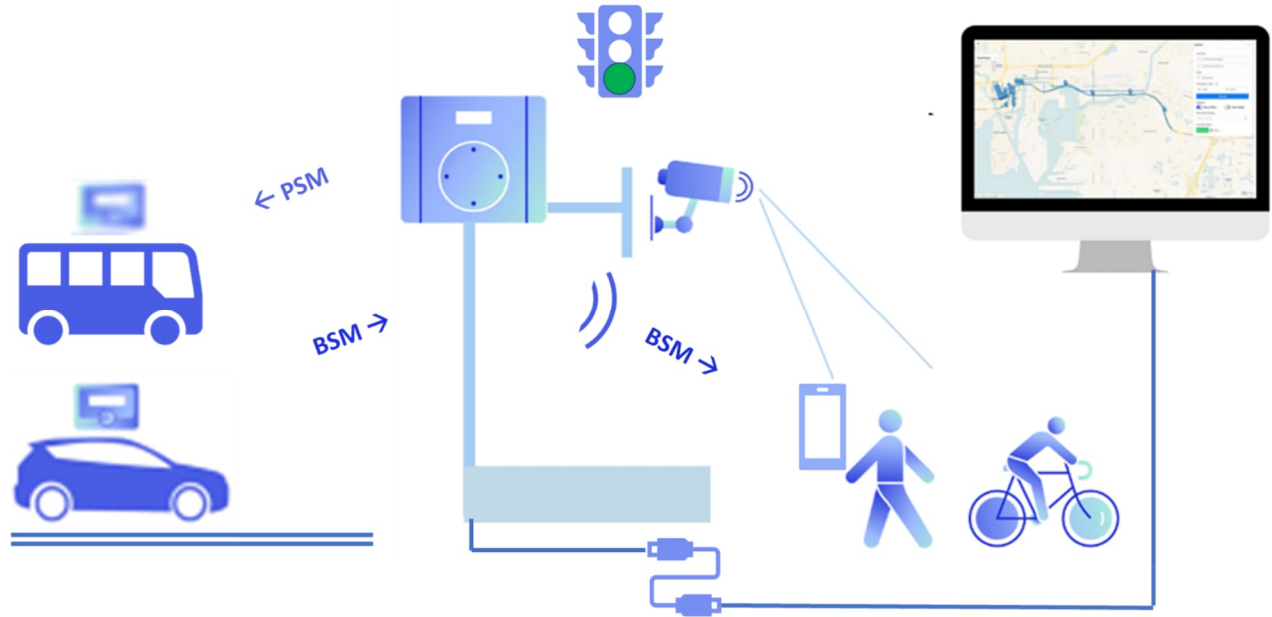


Figure 4: VRU Crash Warning

4.4. Electrified Connected Automated Vehicle

DSS data is used as input to ECAV self-driving algorithm as shown in Figure 5, such as signal countdown and VRU locations.

<p>HEAT Electric AV Service, Hamburg</p> 	<p>Resurrect ADS Proposal</p> 	<p>Send PED, Cyclist Paths → EAV</p> <p>Priority </p> <p>RSU  → Object class & path prediction</p> <p>Vulnerable Road Users </p> <p>55 MPH  OBU2 → AV Guidance System</p>  <p>ADA-Equipped Electric Automated Vehicle Meets Federal Motor Vehicle Safety Standards</p>
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Figure 5: Connected Automated Vehicle

4.5. Grant Writing Support

Yunex Traffic support for THEA grant applications includes:

- Letters of support
- Participate in grant writing workshops among projects stakeholders.
- Concept of Operations story boards and graphics
- Rough order of magnitude estimates for grant funding.
- Technical content for grant proposals
- Reuse of existing technologies from other Yunex Traffic projects
- Reuse of engineering documentation from prior grant projects.

4.6. Outreach Support

Yunex Traffic outreach support includes:

- Contribute to whitepapers and research reports.
- Tradeshow displays.
- Symposiums and panels
- Operational demonstrations

Exhibit D. THEA ELOI Emerging Markets (YUNEX LLC) 2023/2024

For Tampa-Hillsborough Expressway Authority
 Estimate Date 6/9/2023
 Estimated Period of Project: July 2023 to June 2024



Labor (Key Staff)

Rate 2022/2023	293.74	273.05	217.48	259.48	135.78	210.03	250.43	221.38				
New Rates 2023/2024 3% Increase	302.55	281.24	224.00	267.26	139.85	216.33	257.94	228.02				
	Project Manager (YUNEX)	Deputy Project Manager (F&P)	Senior Technical Analyst (YUNEX)	Senior Systems Engineer - CV (YUNEX)	Systems Engineer - CV (YUNEX)	Data Scientist Digital Labs (YUNEX)	Technical Architect (YUNEX)	Commercial CPM (YUNEX)	Total Hours	Travel	Other Costs (Printing, Misc)	Total Cost
1. Continuation and completion of THEA DSS (in addition to FY 2022 carryover)	24	0	56	0	0	0	240	6	326			\$ 83,079.92
User Needs, ConOps, and Data Management workshops including travel	4		24					1		2,400.00		\$ 9,214.34
THEA Data Collector expansion and THEA Data Hub development	16						240	4				\$ 67,659.22
Integration with Aimsun Data Engine	4		32					1				\$ 8,606.37
2. Incident Detection and Response	4	0	0	24	16	42	0	2	88			\$ 19,404.15
Configure THEA Concert to trigger incidents of unexpected speeds	2			24		42		1				\$ 16,333.37
Configure example incident response plan	2				16			1				\$ 3,070.78
3. Vulnerable Road User safety	6	0	0	0	40	0	0	3	49			\$ 8,093.51
Install and configure camera on trail crossing as part of RSU2 update	2				8			1				\$ 1,951.95
Install and configure cloud service for VRU counts and classification	2				16			1				\$ 3,070.78
Configure and test Pedestrian Crash Warning	2				16			1				\$ 3,070.78
4. Connected Automated Vehicle infrastructure support	5	0	0	32	16	0	0	2	55			\$ 12,758.92
Provide signal countdown and VRU locations to CAV (SPaT, MAP, PSM)	2				16			1				\$ 3,070.78
Work with CAV suppliers to integrate data into self-driving algorithm	3			32				1				\$ 9,688.14
5. Grant Writing Support	5	0	0	40	0	0	0	2	47			\$ 12,659.38
Grant writing workshops with travel	4			24				1				\$ 7,852.58
Estimation of scope and budget for grant proposal	1			16				1		2,400.00		\$ 7,206.80
6. Outreach Support	0	0	0	0	48	0	0	0	48			\$ 6,712.96
Whitepapers, panels, trade shows, operational demonstrations					48					2,400.00		\$ 9,112.96
Total Hours / Labor Only	44	0	56	96	120	42	240	15	613			\$ 142,708.85
Travel/Other Misc										\$ 7,200.00	\$ -	\$ 7,200.00
Total Costs including Travel												\$ 149,908.85

1. Rate Breakdown should include overhead; operating margin; & FCCM.
2. Rough Order of Magnitude estimates updated to firm fixed after User Needs are finalized.
3. In addition to unused FY 2022 funding carried over to FY 2023.

HNTB PR 2024XXXX

HI-0227 P-04

MultiModal ITS (MMITS) (7/1/23 - 6/30/24)

Scope Of Services

HI-0227 P-04

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Staff in the MultiModal (MMITS) initiative. This task work order is for MMITS Support from 7/1/23 - 6/30/24.

Scope

Provide engineering support to meet the requirements of THEA to oversee the implementation and installation of the Multi Modal Intelligent Transportation Signal System (MMITSS) being developed by Dr. Larry Head and his team at the University of Arizona.

- 1) Assist THEA staff in the oversight of the MMITSS project by reviewing documentation and schedules.
- 2) Assist THEA staff in providing the information request by Dr Head in order to implement MMITSS.
- 3) Assist THEA staff in the coordination with Dr. Head and his team and attend meetings as needed.
- 4) Assist THEA staff in the review of the MMITSS design, testing, and deployment.

Multi-Modal ITS Support

Trend Analysis

Task Work Order: Trend Analysis

Vendor: Center for Urban Transportation Research

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

- Analyze socio-economic and transportation data to identify key drivers in toll revenue growth.
- Monitor these key indicators and produce technical brief to inform the Strategic Planning initiatives.
- Identify and summarize key issues that might present opportunities, constraints, or threats to THEA.
- Implement a dashboard that displays and summarizes trend analytics with report downloading capabilities.

The proposed cost of the task work order is \$120,000.00 on a fixed fee basis.

Sketch Analysis T&R

TWO: Sketch Analysis Traffic & Revenue

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#: HI-0089-P-61

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) for support of new projects and special projects. New projects and special projects support will be under an ad-hoc basis as various program support needs arise during the 2024 fiscal year.
2. **Scope of Work/Services:** The scope of work for this task shall include the following tasks:
 1. Support of New Projects – in this task sketch level T&R studies will be conducted which will include the following subtasks:
 - a. Data collection
 - b. Assumptions Development
 - c. Model Development
 - d. T&R Estimates
 - e. Documentation

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

2. 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
 - i. Regional Modeling Analysis

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

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

There are 6 person meetings (either 3 meetings for 2 people or 6 meetings for 1 person, or some combination therein) in Tampa budgeted under this Task Work Order. 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 2024, from Notice to Proceed (NTP) to June 30, 2024. 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 \$200,000. 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.

Attachment A

**THEA Task Work Order #5
Stantec Cost Estimate**

Work Task	Senior Principal	Project Manager	Sr. T&R Modeler	Sr. Planner	Jr. Planner	
Billing Rate	\$335.00	\$285.00	\$225.00	\$165.00	\$120.00	
Support of New Projects	40	80	80	120	250	570
Support of Special Project	45	40	60	80	200	425
Project Management		12				12
Meetings	20	30				50
Total Hours	105	162	140	200	450	1,057
Total Labor Fee	\$35,175	\$46,170	\$31,500	\$33,000	\$54,000	\$199,845
Estimated Out-of-pocket Expenses	None (all included in labor rate per contract)					\$0
Rounded Total						\$200,000

Annual T&R - Stantec

TWO: Annual Traffic & Revenue

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#: HI-0031-P-99

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. 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.
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
 - b. Update of forecasting models
 - i. A revised forecast model will be developed based on current T&R performance 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. Additional Support related to FY24 T&R performance as needed

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

There are 6 person meetings (either 3 meetings for 2 people or 6 meetings for 1 person, or some combination therein) in Tampa budgeted under this Task Work Order. 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 2024, from Notice to Proceed (NTP) to June 30, 2024. 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 \$120,000. 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.

Attachment A

THEA Task Work Order #4 Stantec Cost Estimate

Work Task	Senior Principal	Project Manager	Sr. T&R Modeler	Sr. Planner	Jr. Planner	
Billing Rate	\$335.00	\$285.00	\$225.00	\$165.00	\$120.00	
Review and Development of T&R Forecasts	16	16	12	32	40	116
Revenue Sufficiency Certificate	4	20	2	12	20	58
Toll Index Report	4	20	2	12	20	58
Annual Report	4	20	8	20	24	76
Project Management Meetings	20	30				50
Additional FY24 Support as needed	24	40	40	40	40	184
Total Hours	72	158	64	116	144	554
Total Labor Fee	\$24,120	\$45,030	\$14,400	\$19,140	\$17,280	\$119,970
Estimated Out-of-pocket Expenses	None (all included in labor rate per contract)					\$0
Rounded Total						\$120,000

Traffic Modeling & Analysis

HNTB PR 202XXXXX

**Development Review, Modeling (FDOT Regional) & FDOT Development Coordination Support (7/1/23 - 6/30/24)
Scope Of Services**

Purpose & Need

With their small in-house staff, THEA requires support to provide engineering and administrative support to assist THEA Planning and Innovation Staff on traffic activities. This task work order is for Development Review, Modeling (FDOT Regional) and FDOT Development Coordination Support for Traffic Engineering & Planning from 7/1/23 - 6/30/24.

Scope

Provide Traffic Engineering & Modeling Support as required to assist THEA Planning Staff. Anticipated work includes providing operational data input, support and engineering analysis necessary to assist with development reviews, Regional Traffic Modeling and coordination with FDOT on future development that may affect the Selmon systems operation and safety.

General Planning Support

**TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY
TASK WORK ORDER: GENERAL PLANNING SUPPORT
SCOPE OF WORK
DRAFT: MAY 2023**

Overview

The Tampa Hillsborough Expressway Authority (THEA) Department of Planning and Innovation conducts a range of planning activities and technical analyses to support agency and system development, project development, coordination with partner agencies and stakeholders, and evaluations to consider impacts of projects alongside adjacent development activities.

General Planning Support

WSP will provide planning and technical staff support for a variety of activities as an extension of staff to the Department of Planning and Innovation. As part of this task order, consultant assistance may include, but not be limited to:

- Planning, design and traffic analysis evaluation and review support
- Coordination with Partner Agencies, Stakeholders and Developers
- Evaluation of developer plans and impacts
- Strategic Blueprint planning tolling support
- Value pricing support
- Technology and innovation evaluation and review
- Peer review and research

General Management Services

The Consultant will attend staff and Board meetings, as well as agency and stakeholder meetings as requested. WSP will develop materials for meetings with the Board, public, and stakeholders as needed. 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, 2023 and expected to terminate June 30, 2024 to provide support services.

Estimate of Work

This effort will not exceed \$150,000. Attachment A provides the estimate of work.

V.A.1 Contract Renewals and Expirations

**CONTRACT RENEWAL
and
EXPIRATION REPORT
(> \$30,000)**

Report month: June, 2023

Project Manager	Firm	Description of Services	Contract Effective Date	Contract Expiration Date	Term of Contract (Years)	Bid / Renew / End
Bob	HW Lochner	PDE - Whiting Street to South of Jackson	7/17/2019	12/31/2023	30 Months after NTP - 2 renewal options	Expires (12/31/2023)