



Meeting of the Board of Directors

February 23, 2026 - 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 provide ten (10) copies for the Authority Board members and staff. Any person who decides to appeal any decisions of the Authority concerning any matter considered at its meeting or public hearing will need a record of the proceedings and, for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which an appeal is to be based.

I. Call to Order and Pledge of Allegiance

II. Public Input/Public Presentations

III. Consent Agenda

1. Approval of the Minutes of the January 12, 2026, Board Meeting

IV. Discussion/Action Items

A. Planning and Innovation – *Bob Frey, Director*

**1. South Selmon Capacity Project Environmental Impact Report (PEIR)
Re-evaluation - HDR**

Purpose: Complete the South Selmon Capacity PEIR re-evaluation to reflect the current construction phase.

Funding: Capital Budget – not to exceed \$144,000

Action: Request the Board to authorize the Executive Director to execute a task order with HDR for the South Selmon Capacity Project PEIR confirmation in an amount not to exceed \$144,000.

B. Operations and Engineering – *Greg Deese, P.E., Director*

1. CSX Construction Agreement

Purpose: To execute an agreement with CSX Transportation to fund preliminary engineering costs, flagger costs and CSX inspection services related to the South Selmon Capacity Project.

Funding: Capital Budget – Not to exceed \$2,110,848

Action: Request the Board to authorize the Executive Director to execute an agreement with CSX Transportation in an amount not to exceed \$2,110,848 for preliminary engineering, flagging and inspection costs related to the South Selmon Capacity project.

C. Finance – *Jeff Seward, Chief Financial Officer*

1. Investment Program Overview

Purpose: In FY2024, the THEA Board updated its Investment Policy to include further alignment with State Statutory and GFOA best practices and expand eligible investments to enhance long-term return potential. THEA’s Investment Advisors, Public Treasury Management and Advisory Financial Solutions (PTMA), will provide an overview of how THEA’s investment portfolio is managed.

Action: Informational only.

2. New Investment Policy for the Deferred Compensation Retirement Plan (457(f))

Purpose: In June 2025, the THEA Board directed staff to establish a 457(f)-retirement account for eligible THEA staff. Pursuant to the THEA Investment Policy, investments in retirement type accounts are not permissible and require a separate policy for deposit and maintenance of THEA funds in a 457(f)-retirement account.

Action: Request the Board to adopt the Investment Policy for the Deferred Compensation Retirement Plan.

D. Legal – *Amy Lettelleir, Chief Legal Officer*

1. Acceptance of Restated Series 500 Procurement Policies

Purpose: To approve the restated Series 500 Procurement Policies.

Action: To request the Board to approve the restated Series 500 Procurement Policies.

V. Staff Reports

A. East Selmon Drainage Project Update – *Brian McElroy, Engineering Project Manager*

B. SunPass Update – *Tim Garrett, Chief Operating Officer*

VI. Executive Reports

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

1. Contract Renewals, Expirations and Extensions
2. Director’s Report

B. Chief Legal Officer – *Amy Lettelleir, Esq.*

C. Chairman – *Vincent Cassidy*

1. Upcoming Meetings

- Board Meeting – March 23, 2026
- Board Workshop – April 13, 2026

VII. Old Business

VIII. New Business

IX. Adjournment

Tampa-Hillsborough County Expressway Authority
Minutes of the January 12, 2026, Board Meeting
1104 E. Twiggs Street
Tampa, FL 33602

The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on January 12, 2026, at THEA Headquarters, 1104 E. Twiggs Street in Tampa Florida. The following were present:

BOARD:

Vincent Cassidy, Chairman
Bennett Barrow, Vice Chairman
Cody Powell, Member
L.K. Nandam, Member
Commissioner Chris Boles, Member
Mayor Jane Castor, Member

STAFF:

Greg Slater
Amy Lettelleir
Tim Garrett
Jeff Seward
Lisa Pessina
Greg Deese
Raul Rosario
Keisha Boyd
Shari Callahan
Charlene Varian
Gary Holland

Brian McElroy
Judith Villegas
Chaketa Mister
Anna Quinones
Sabina Szenassy
Rachel Lord
Frederick Pekala
Felipe Velasco
Emma Antolinez
Brian Ramirez
Krishna Rental

OTHERS:

Ivan Rodriguez, Quest
Mary Brooks, Quest
Jon Godsmark, Ernst and Young
Stephanie Claytor, Quest
Morgan Reed, EXP
Tony Caruso, EXP
David Hubbard, EXP
Patrick Goodwin, RG&Co
Sam Lazzara, RG&Co
Andrew Schwarz, KCI
Lori Buck, Quest
Laura Crouch, Playbook/SSCP
Sally Dee, Playbook
Sarah Lesch, Playbook
Maddi Baptiste, Playbook

Frank Leto, JP Morgan
Kevin Carey, American StructurePoint
Jonathan Tursky, TransCore
Christina Matthews, WSP
Scarlett Sharpe, WSP
Darren Morse, SPP
Len Becker, HNTB
Doug Draper, BofA
Alex Bourne, RS&H
Rick Patterson, Raymond James
Bill Howell, Lochner
Dylan Albergo, TLP
Shani Bryant, Vistra
Jack Phillips, Vistra

Call to Order and Pledge of Allegiance

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

Public Input/Public Presentations

There was no public input.

Consent Agenda

Approval of the Minutes of the December 1, 2025, Board Meeting

Approval of Board Member Travel – TEAMFL in Orlando - \$1,200

Chairman Cassidy requested a motion to approve the consent agenda. Mr. Barrow moved approval, seconded by Mr. Powell. The motion carried unanimously.

Discussion/Action Items

Operations & Engineering – Bennett Barrow, Committee Chair – Greg Deese, P.E., Director

Mr. Deese began by sharing the South Selmon Capacity Project task request tracker to show the Board the items that have already been approved, what is being requested today, and items that will come to the Board in the future.

South Selmon Capacity Project (SSCP) Independent Cost Estimating (ICE) Services

Mr. Deese presented a request to authorize funding of the South Selmon Capacity Project (SSCP) Accelerated Scope Augmentation Phase (ASAP) to determine the viability and cost of potential scope additions and modifications from proposals and for collaborative enhancements.

He requested the Board to authorize the Executive Director to execute a task order with Archer Western for Round 2 ASAP items in an amount not to exceed \$375,126 from the capital budget.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Powell. The motion carried unanimously.

South Selmon Capacity Project (SSCP) Independent Cost Estimating (ICE) Services

Mr. Deese moved on to the South Selmon Capacity Project Independent Cost Estimating Services request, which is to support the analysis of pricing proposed by the design-build team for the Accelerated Scope Augmentation Phase innovations. This task order will provide ICE services to verify the validity of the costs associated with each item.

He requested the Board to authorize the Executive Director to execute a task order with Burns & McDonnell to provide ICE services for the ASAP portion of the South Selmon Capacity project, in an amount not to exceed \$200,000 from the capital budget.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Powell. The motion carried unanimously.

South Selmon Capacity Project (SSCP) Dispute Review Board

Mr. Deese presented an item requesting approval for the compensation for the SSCP Dispute Review Board, and independent group, for ongoing services in monitoring the project and maintaining readiness to assist with the resolution of disputes or claims between the SSCP Contractor and THEA during construction.

Mr. Deese requested the Board to authorize the Executive Director to compensate the South Selmon Capacity's Dispute Review Board, in the amount of \$144,000 from the capital budget.

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

Mayor Castor asked if it might be more prudent to wait until a dispute arises. Mr. Deese explained that the Dispute Review Board would meet regularly throughout the project so if a dispute arises, they are already familiar with the details.

Mr. Slater added that this is just for costs associated with keeping everyone up to speed. Mr. Nandam noted that, in his experience, Dispute Review Boards have been very effective with the larger projects.

Chairman Cassidy asked if there was a reciprocal amount pledged by the contractor. Mr. Deese explained that for the meetings, the project owner bears the cost. If there is a hearing, the cost is split 50/50.

The motion carried unanimously.

Permitting Support

Mr. Deese discussed the need for support with third party permits and developing an internal workflow process. He requested the Board to authorize the Executive Director to execute a task order with HNTB in the amount of \$124,994 to provide permit support through June 30, 2026, from the capital budget.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Powell. The motion carried unanimously.

Post-tensioned Bridge Support

Mr. Deese presented a task to develop long-term bridge health improvements and permanent structural monitoring strategies for THEA's segmental post-tensioned bridges.

He requested the Board to approve additional funds for the existing task order with HNTB in the amount of \$349,987 from the capital budget, for additional post-tensioned bridge subject matter expertise services through June 30, 2026.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Powell. The motion carried unanimously.

Reversible Express Lane (REL) Gate System Replacement - Structural Evaluation

Mr. Deese presented the final item for the Operations and Engineering department. This task includes the evaluation of all sign structures associated with the reversible express lanes (REL), in addition to procurement support during the REL Gate System Replacement procurement.

He requested the Board to authorize the Executive Director to execute a task order with HNTB in the amount of \$229,984 from the capital budget to complete structural evaluation, modify the scope and RFP documents, and provide technical advisory services through June 30, 2026.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Powell. The motion carried unanimously.

Legal – Vince Cassidy, Chair – Amy Lettelleir, Chief Legal Officer

Selection of Communications, Marketing, and Public Engagement Consultant

Ms. Lettelleir presented an item to select the communications, marketing, and public engagement consultants to support the Authorities initiatives. THEA had seven firms apply and five firms were shortlisted. The evaluation committee is recommending the two highest-ranked firms – Playbook and Quest.

The requested action is for the Board to approve the evaluation committee's rankings and to authorize and direct staff to negotiate and execute contracts with the two highest-ranked firms, Playbook and Quest. Contracts are subject to review and approval by THEA's Chief Legal Officer.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Powell. The motion carried unanimously.

Approval of the Evaluation Committee's Rankings and Selection for the East Toll Plaza Remediation

Ms. Lettelleir brought forth an item to select a contractor to provide all the permits, labor, equipment, materials, tools, transportation, supplies, insurance, incidentals, mobilization, and demobilization necessary for the East Toll Plaza Remediation Project.

The requested action is for the Board to accept the evaluation committee's recommendation to select Ulloa Management Group for the East Toll Plaza Remediation Project and to direct staff to negotiate a contract with Ulloa Management Group in the amount of \$217,598 from the capital budget. Contract subject to review and approval by THEA's Chief Legal Officer.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Powell. The motion carried unanimously.

Approval of Roadside Toll Collection System (RTCS) Shortlist

Ms. Lettelleir reviewed the Evaluation Committee's recommended shortlist for the Roadside Toll Collection System Project.

She requested the Board to approve the Evaluation Committee's recommended shortlist for the Roadside Toll Collection System Project and authorize and direct staff to move forward with the procurement process with the shortlisted firms – Kapsch, TransCore, Neology, Conduent, and Indra.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Powell. The motion carried unanimously.

Staff Reports

Toll Technology & Customer Experience – Gary Holland, Toll Systems Manager

Mr. Holland presented the November toll statistics. Total transactions for November reached 6,318,150, which is down from November of 2024. Average weekly transactions were down 3.1% overall compared to November of 2024.

Chairman Cassidy asked if tolls were still suspended in November 2024. Mr. Holland responded in the negative, noting we were in recovery mode at that time. We also had one extra weekday in November 2024 compared to 2025.

Mr. Slater mentioned that he looked at the data and in November/December of 2023, we had 6.2M transactions – we are at 6.3M in 2025. In 2024 we had 6.6M transaction, which can be attributed to the post-hurricane traffic we experienced. We are not down; rather we are back to normal and 2024 was a statistical anomaly.

The Chairman asked about the extra weekday. Mr. Garrett responded that an average weekday yields about 250,000-260,000 transactions.

Mr. Holland continued with the SunPass transactions vs. Toll-By-Plate transactions for November, which were 66% and 34%, respectively.

Chairman Cassidy asked if there is a plan to reduce the percentage of Toll-By-Plate transactions. Mr. Holland responded in the affirmative. Chairman Cassidy asked what the target is. Mr. Slater noted that THEA is going direct mailing to all our frequent toll-by-plate customers explaining the savings they could realize by using a transponder. This has resulted in almost 1,000 new accounts. We will continue to push in that direction, but we also have to meet customers where they are. He noted this is an industry issue and Miami is dealing with a similar trend.

Mr. Garrett mentioned there is another initiative underway. The communications team has reached out to Florida Turnpike Enterprises (FTE) which has a free transponder program and THEA is piggybacking on that. Also, FTE's commercial account support team is working with our communications team, sharing their methods for converting commercial accounts over to transponders and we will be reaching out to those customers as well.

The Chairman requested a plan be presented at a future meeting. Mr. Slater noted that if we are going to move from 34% to 25%, that is thousands and thousands of customers that will need to be converted. We will be happy to give a presentation on the plan for moving that needle.

Mr. Powell asked if we know what percentage of Toll-by-Plate customers are from Florida versus other states. Mr. Slater noted that we found most Toll-by-Plate customers are from Florida and pointed out that we have one million more unique customers today than we did in 2019.

Mayor Castor asked how rental cars are handled. Mr. Slater noted a couple of different programs. If you have a SunPass you can add your rental car to it, but rental car companies do still charge at a higher rate. Mr. Garrett noted that statistically, compared to the other agencies, our rental car transactions are lower.

Finally, Mr. Holland then presented the December statistics. Total transactions totaled 6,642,446 and average weekday transactions were down 1.2% overall compared to December of 2024. SunPass transactions vs. Toll-By-Plate transactions remain at 66% and 34%, respectively.

Communications & Community Relations – *Keisha Boyd, Director*

Ms. Boyd presented an update on THEA Communications. She announced that Mr. Slater was on Tampa Bay Business Journal's *25 People to Watch* list, and that he was recently appointed to the Tampa Downtown Partnership. Ms. Lettelleir was presented with the WTS Rosa Parks Diversity Leadership Award.

Ms. Boyd highlighted the various speaking events at which Mr. Slater spoke, such as the Future of Florida F3 Forum, ICMA Annual Conference, and FAV Summit. Some of the community engagement events in which THEA participated include the Tampa Bay EDC Annual Meeting; CUTR Annual Meeting and Awards; and the Tampa Chamber Annual Meeting. She also highlighted the new public art installation in partnership with the Florida Museum of Photographic Arts – Frames on Franklin.

Finally, Ms. Boyd provided the publicity metrics for October 7 – December 31, which included 53 media hits – 18.9% TV and 88.1% online news; 49,211,152 audience – .8% TV and 99.2% online news; and \$1,583.857 publicity value – 11.4% TV and 88.6% online news.

Executive Reports

Executive Director – *Greg Slater, Executive Director*

Real Estate Update

Mr. Slater introduced Jon Godsmark with Ernst and Young to present an update on THEA's real estate efforts and walk through the process we will use to evaluate potential uses and partnerships.

Before Mr. Godsmark began, Chairman Cassidy provided some context for the new Board members noting that the Board is interested in ensuring the agency maximizes the property while at the same time contributing to the community – looking well into the future. He pointed to Mr. Barrow’s idea to pursue a connection to Ybor. Mr. Barrow concurred and noted that the north/south property along Meridian could help achieve that.

Mr. Godsmark provided a project evaluation approach and secure the Boards input. The program is focused on two sites. The primary is the Meridian parcel. The second is the existing THEA office site. He discussed the current state of the Meridian parcel.

Mr. Godsmark reviewed THEA’s goals and gave an overview of the Meridian parcel – a 1.41-acre lot of raw land located on the west side of S. Meridian Avenue at the junction of E. Whiting Street and N. Brush Street. He showed a graphic of a plan for reconfiguring this parcel and its surrounding area.

Next, Mr. Godsmark discussed potential transaction structures; ground lease, fee simple sale, and alternative transaction structures, as well as development use cases to provide flexibility to developers as to what they view as the greatest need in this area; commercial/general office space, general retail, hotel, and multifamily residential.

Moving on the evaluation process, he provided a technical evaluation proposal whereby proposals are evaluated from a purely qualitative perspective to help mitigate the permutation risks and allow THEA to prioritize evaluation criteria that are most important. Finally, Mr. Godsmark shared an example of what scoring might look like using average adjectival ratings across each of the technical requirements. He noted that the average adjectival ratings and the net present value calculations are assessed holistically between teams to determine the best value proposer based on THEA’s financial and technical priorities.

Chairman Cassidy noted THEA needs to give some clarity to potential proposers on THEA’s ability to entertain a transaction that might allow THEA to remain involved with the property for a longer period of time that doesn’t violate what we are allowed to do by law but does give a potential partner a runway to do something exciting. Mr. Godsmark agreed. Ms. Lettelleir pointed out that there will be an extended question and answer period for this procurement and involve counsel to be able to provide definitive answers. Mr. Slater added that we want to create an environment where potential proposers have the information they need to determine if what they are considering to propose is something THEA can do before they invest in moving forward with a proposal. We will have an industry forum and an extended period for questions and answers. It gives us the ability to influence what goes on the property and to find a good partner long-term. We want to ensure the property is used in the best interest of the City and the community and this will give us the flexibility to do that.

Chairman Cassidy asked the new Board members to consider and share your opinions on best use.

Mr. Nandam provided his input that THEA is part of the community, and our efforts should be focused on getting involved and being present for the long term.

Mr. Powell asked if the Board had previously held a workshop. Chairman Cassidy noted that the Board did hold a workshop and has discussed holding another. He pointed to the Port Authority in New York and how it owns and operates more than just the port. They own buildings, they generate alternative sources of revenue. We have an opportunity to do something similar and make a huge positive impact on our community.

Ms. Lettelleir added that today's meeting is an opportunity for the Board to share their thoughts and give staff direction before the RFP is issued and she encouraged that discussion. She added that there is an opportunity to have a workshop if that is board's desire.

Mr. Boles noted that, in terms of community projects, he sees an opportunity to pursue some P3s, which may present some obstacles on the front end, but allows us to be thinking long term.

Director's Report

Mr. Slater made the following announcements:

- The Governor appointed a new Transportation Commissioner – Thomas Nash. That makes three of the eight commissioners for the state from the Tampa Bay region.
- We finalized an agreement with the Gasparilla Music Festival, who will be using the Meridian property for the festival.
- We had another successful Brandon ½ marathon on the system – we closed portions of Brandon Parkway and the REL for a few hours.
- He will be traveling to Tallahassee to meet with some of our legislators just to check in.

Next, Mr. Slater highlighted some of the things the Board will be seeing in 2026.

- Budget Development and Capital Improvement Program
 - Planning & Innovation has developed a detailed performance-based planning program that is guiding the development of a ten-year plus investment program focused on long-term needs and implementation.
 - Finance is developing a collaborative, fiscally constrained six-year CIP where every investment is connected back to a data-driven need.
 - The annual report has shifted to align with our fiscal year and our budget. As we present the FY27 budget this year, you will see a report that illustrates everything that we accomplished with the FY26 budget.
 - Beginning in July, each board member will have in their board packet a one-pager of key performance metrics, allowing you to track month-to-month/year-over-year on what we are doing and how we are progressing.

Finally, Mr. Slater shared some meaningful staff milestones. Chaketa Mister celebrated her 20-year anniversary, Sally Fisher and Joe Ferrera celebrated 15-year anniversaries.

Mr. Slater thanked all of Team THEA and the Board – none of what is do is possible without all of you.

Chief Legal Officer – *Amy Lettelleir, Esq.* – No report

Chairman – *Vincent Cassidy*

1. Upcoming Meetings

- Board Workshop – February 9, 2026, *Cancelled*
- Board Meeting – February 23, 2026

Old Business

No old business.

New Business

No new business.

Adjournment

With no further business, the meeting adjourned at 2:39 p.m.

APPROVED: _____ **ATTEST:** _____
Chairman: Vincent J. Cassidy **Vice Chairman: Bennett Barrow**

DATED THIS 23RD DAY OF FEBRUARY 2026.

ATTACHMENT A
Miscellaneous Planning, Traffic and Pedestrian Facilities

Task Work Order 3 – South Selmon Major Design Reevaluation (Phase 2) and General Project Development and Environment (PD&E) Services
Scope of Services

Task Work Order Number: 3
Authorized Amount: \$144,079.16
TWO End Date: 4/1/2030
Contract No.: P-1225E
THEA Project Manager: Bob Frey
Compensation Method: Time & Materials

RE: HI-0112: South Selmon Expressway from west of South of Himes Avenue to east of South Florida Avenue

Purpose

The Purpose of this Task Work Order (TWO) 3 is for HDR Engineering, Inc. to complete a Major Design Reevaluation for the project listed in the table below and to provide General PD&E Support Services as noted in Task 2.0.

Number of Projects	FPID	Project Name, Limits, & County	Document Type	Anticipated Due Date
1	HI-0112	Selmon Expressway from west of South Himes Avenue to east of South Florida Avenue	Major Reevaluation (Phase 1 Design Change)	3/23/2026

The tasks proposed for the project referenced above include the following items. A supplemental or a new TWO may be required for specific tasks considered to be outside this scope of service.

Task 1.0: Work Activities for Phase 2 of SSC Reevaluation

- Provide project scoping, set-up, management, review, close-out, and expenditure tracking.
- Obtain, summarize, and upload documentation for public involvement.
- Obtain, summarize, and upload planning consistency documentation.
- Obtain, evaluate, summarize, and upload documentation for social and economic impacts].
- Evaluate and summarize commitments, identify new project commitments.
- Evaluate and summarize permits.
- Provide internal QC of draft reevaluation document.
- Obtain THEA review and approval.

Task 2.0: General PD&E Support Services (as needed)

HDR will provide general support services related to the South Selmon project and other on-going and/or future Project Development and Environment (PD&E) studies, as needed. Tasks may include but are not limited to document reviews, public engagement support, project management, and related technical support activities including environmental analysis, alternatives development, traffic analysis, reevaluations, environmental reviews or permitting, and engineering-related tasks.

Assumptions

- THEA or Designer will provide Plans.
- This scope of services does not include preparation of technical studies or reports identified in Part 2 of the PD&E Manual.
- This scope of services does not include Section 7 Formal Consultation.
- This scope of services does not include Section 4(f) determination / evaluation.

Environmental Issues

The Consultant shall notify THEA immediately of any suspected environmental issues. When an environmental issue is identified, the Consultant shall coordinate with the THEA Project Manager regarding avoidance/minimization measures and potential commitments prior to any further coordination with any agencies, other THEA staff, or other Consultants.

Schedules and Progress Reports

The Consultant shall obtain information regarding the schedule for project construction and shall make every effort to adhere as closely as possible to the schedule. If unexpected issues arise that may affect the schedule, the Consultant shall notify the THEA Project Manager of the issues. The Consultant shall provide via email to the appropriate THEA staff a Monthly Progress Report of any/each assignment, if requested.

All phase 1b reevaluation activities will be completed prior to March 23, 2026. General PD&E Support Services (Task 2) will conclude at the completion of the South Selmon construction.

Deliverables & Quality Control

- Draft and Final Reevaluation Document for Selmon South Capacity project, including file of data collected
- Future needed support documentation, as needed to support existing PDE

Upon completion of all fieldwork, data collection, and any necessary completed agency coordination and receipt of concurrence and/or recommendations, the Draft documents and supporting materials shall be completed by the Consultant. The draft documents and any supporting items/reports shall be prepared in accordance with the FDOT PD&E Manual and shall be submitted electronically. The Consultant shall revise the documents and any supporting items/reports per comments received and resubmit the final documents and supporting items/reports to THEA.

Reimbursement Method

The compensation method for TWO 03 will be Time & Materials and according to the Fee Schedules not to exceed \$144,079.16 included in Attachments A-1. The Consultant shall invoice monthly for services performed under this TWO. Progress reports will be provided to the THEA Project Manager for review and approval at least one week prior to an invoice being submitted. Upon approval of the progress report, the THEA Project Manager will notify the Consultant that the invoice(s) can be released for approval.

Attachment A1 - Estimate of Work Effort & Fee Proposal

Contract No.: P-1225E

TWO Name: MISCELLANEOUS PLANNING, TRAFFIC AND PEDESTRIAN FACILITIES: TWO 3 South Selmon PEIR Reevaluation / Post Design Services

Consultant: HDR

Date Prepared: 2/2/2026

Work Element / Activity	Loaded Rate by Class (GPC Misc. Planning)	Project Manager	Senior Planner	Engineer 2	Engineer 1	Senior Engineer	GIS Specialist	Planner 2	Secretary / Clerical	Total Staff Hours By Activity	Total Fee by Activity
		2									
		\$ 298.48	\$ 257.90	\$ 216.14	\$ 156.88	\$ 242.95	\$ 118.27	\$ 167.91	\$ 107.57		
		Staff Hours	Staff Hours	Staff Hours	Staff Hours	Staff Hours	Staff Hours	Staff Hours	Staff Hours		
Task 1.0 Work Activities for Major Reevaluation		40	74	8		8		20	12	162	\$ 39,345.56
1.1 Provide project scoping, set-up, management, review, close-out, and expenditure tracking		24							8	32	\$ 8,024.08
1.6 Obtain, summarize, and upload documentation for public involvement [Reeval item #5]			12					8		20	\$ 4,438.08
1.7 Obtain, summarize, and upload planning consistency documentation [Reeval item #6]			4					8		12	\$ 2,374.88
1.8 Obtain, evaluate, summarize, and upload documentation for social and economic impacts [Reeval item #7A]			24			8				32	\$ 8,133.20
1.5 Evaluate and summarize commitments, build project commitments [Reeval item #8]			8	4						12	\$ 2,927.76
1.6 Evaluate and summarize permits [Reeval item #9]			6	4				4		14	\$ 3,083.60
1.7 Provide internal QC of draft reevaluation document [Reeval item #10]		8	8						4	20	\$ 4,881.32
1.8 Obtain THEA review and approval [Reeval item #11]		8	12							20	\$ 5,482.64
Task 2.0 General PD&E Support Services		40	88	80	80	64	24	120	16	512	\$ 104,733.60
	Total Labor All Tasks	\$ 23,878.40	\$ 41,779.80	\$ 19,020.32	\$ 12,550.40	\$ 17,492.40	\$ 2,838.48	\$ 23,507.40	\$ 3,011.96		\$ 144,079.16
*Note: Covered in a separate TWO	Total Hours	80	162	88	80	72	24	140	28	674	
	Total Fee	\$ 23,878.40	\$ 41,779.80	\$ 19,020.32	\$ 12,550.40	\$ 17,492.40	\$ 2,838.48	\$ 23,507.40	\$ 3,011.96		\$ 144,079.16

ESTIMATE SUBJECT TO REVISION AFTER: 2/11/2027		DOT NO.: Various CSX962487
CITY: Tampa	COUNTY: Hillsborough	STATE: FL
DESCRIPTION: PE (additional encumbrance), CE&I, and Flagging Services covering roadway milling, resurfacing, striping, and widening, with mounting of noise walls on the top of barrier walls at the South Selmon Expressway, adjacent to CSX ROW between RRMP A 887.00 to A 883.71 (Port Tampa Spur) by THEA.		
DIVISION: Florida	SUB-DIV: Tampa Terminal	MILE POST: Various
AGENCY PROJECT NUMBER: Tampa-Hillsborough County Expressway Authority (THEA)		

PRELIMINARY ENGINEERING:

Contracted & Administrative Engineering Services	\$ 32,098
Subtotal	\$ 32,098

CONSTRUCTION ENGINEERING/INSPECTION:

Contracted & Administrative Engineering Services	\$ 667,000
Subtotal	\$ 667,000

FLAGGING SERVICE: (Contract/CSX Labor)

Engineering Labor (Foreman/Inspector/Flagman)	650	Days @	\$ 700.00	\$ 455,000
Additive	168.10% (Engineering Department)			\$ 764,855
Subtotal				\$ 1,219,855

SIGNAL & COMMUNICATIONS WORK:

\$ -

TRACK WORK:

\$ -

CONTRACT WORK:

\$ -

PROJECT SUBTOTAL:

\$ 1,918,953

CONTINGENCIES: 10.00%

\$ 191,895

PROJECT TOTAL:

\$ 2,110,848

CURRENT AUTHORIZED BUDGET:

\$ -

TOTAL SUPPLEMENT REQUESTED:

\$ 2,110,848

DIVISION OF COST:

Agency	100.00%	\$ 2,110,848
Railroad	0.00%	\$ -
		\$ 2,110,848

NOTE: Estimate is based on FULL CROSSING CLOSURE during work by Railroad Forces.

This estimate has been prepared based on site conditions, anticipated work duration periods, material prices, labor rates, manpower and resource availability, and other factors known as of the date prepared. The actual cost for CSXT work may differ based upon the agency's requirements, their contractor's work procedures, and/or other conditions that become apparent once construction commences or during the progress of the work

Office of Director - CSXT Public Projects, Jacksonville, Florida

Estimated prepared by: Benesch Approved by: KSW CSXT Public Project Group
DATE: 02/10/26 REVISED: _____ DATE: 02/11/26

Tampa-Hillsborough County Expressway Authority



Investment Policy for the Deferred Compensation Retirement Plan

February 2026

INVESTMENT POLICY FOR THE DEFERRED COMPENSATION RETIREMENT PLAN STATEMENT

Tampa-Hillsborough County Expressway Authority (THEA)

I. PURPOSE

The purpose of this Investment Policy for the Deferred Compensation Retirement Plan (457(f)) Statement is to establish the investment objectives and parameters for managing the activities of the Deferred Compensation Retirement Plan (457(f)) Plan established by the THEA Board. The purpose of this policy is to provide the Chief Financial Officer (CFO), or any other official (“Investment Officer”) designated by the Authority to oversee such financial assets.

II. INVESTMENT OBJECTIVES

The objective of the 457(f) Plan is to offer participants an appropriate number of Investment Fund choices to accommodate a broad range of individual investment objectives consistent with planning and accumulating savings for retirement. Plan investments are directed by participants with varying risk tolerances and retirement investment needs. A broad range of Investment Fund options must be offered to satisfy participants’ varying needs in terms of risk/return requirements. The “Investment Officer” is responsible for the following:

- Making recommendations to the THEA Board regarding authorized additions, deletions, and modifications to the investment guidelines following appropriate due diligence including, but not limited to, consultation with General Counsel and its Investment Advisors.
- Selecting the number and type of investment choices.
- Offering a range of diversified investment choices that are provided for in Florida Statutes Section 215.47.
- Providing information to participants about different investment choices.
- Periodically reviewing Investment Fund results to determine whether the investment choices have performed in accordance with the performance objectives, adhered to the investment guidelines and invested in a manner consistent with their stated philosophy.

III. AUTHORIZED INVESTMENTS

Consistent with its objectives, the Investment Officer will select and maintain a diversified set of Investment Fund options to be offered to participants. To ensure diversification, the 457(f) Plan will include a broad choice of investments that range in objective from capital preservation to capital appreciation and allow a participant to construct an investment program ranging from conservative to aggressive. Investment options may include, but not be limited to the following;

- Capital Preservation Fund
- Bond Funds
- Large Cap Equity Funds
- Mid Cap Equity Funds
- Small Cap Equity Funds
- International Equity Funds
- Balanced Funds

- Lifecycle Funds
- Index Funds

The Investment Officer, with the guidance of the investment advisor, a firm contracted by THEA, will review the choices on a regular basis and has the sole discretion to establish and alter the investment options as deemed appropriate to meet the above stated guidelines. The Investment Officer may deem it appropriate to close or eliminate an Investment Fund as a result of the review process as set forth above. Before such action is taken, full consideration will be given to the following:

- The impact on participants and the 457(f) Plan investment program.
- Alternative options for participants invested in the closing fund.
- The appropriate timing of such a change given administrative, communications, and other investment program matters.

Investment fees and expenses will be regularly measured to ensure they are reasonable and in line with peers and that they do not significantly impact net-of-fee performance results.

IV. INVESTMENT GUIDELINES

If the investment options include the use of mutual funds as investment options for the 457(f) Plan, the portfolio holdings of each fund will be reviewed at least annually to ensure that the stated investment philosophy of the fund is appropriate for a specific option.

Capital Preservation Funds - Money market funds are subject to rules regarding credit quality, diversification, and maturity designed to help preserve a stable share price. The Investment Manager shall invest according to these rules (money market funds shall be subject to rule 2a-7 of the investment company act of 1940 regarding credit quality, diversification, and maturity designed to help preserve a stable share price) and seek the highest current income consistent with stability of capital and liquidity. Stable value funds are conservative investments that carry low risk with the objective of maintaining safety of principal. The Investment Officer shall maintain a highly diversified portfolio of high credit quality managed in accordance with strict guidelines and seek current income consistent with stability of capital.

Bond Funds - The Investment Manager may choose from holdings of the U.S. Government and its agencies, mortgage and asset-backed securities, corporate securities, and non-U.S. bonds.

Ongoing reviews will be conducted by the Investment Advisor and the Investment Officer to ensure holdings of any issuer (excluding U.S. Government and agency securities) have an appropriate concentration of portfolio assets.

Ongoing reviews will be conducted by the Investment Advisor and the Investment Officer to ensure holdings of non-investment grade bonds (bonds rated lower than BBB by Standard & Poor or Baa by Moody's) have an appropriate concentration of portfolio assets.

Ongoing reviews will be conducted by the Investment Advisor and the Investment Officer to ensure holdings of bonds denominated in foreign currencies have an appropriate concentration of portfolio assets.

Equity Funds - The fund should predominantly consist of domestic stocks consistent with the funds' objectives, although they may also hold cash equivalents as well as foreign securities.

Ongoing reviews will be conducted by the Investment Advisor and the Investment Officer to ensure each fund is composed of holdings consistent with the funds' objectives and have appropriate stock-specific or sector-specific risk.

Ongoing reviews will be conducted by the Investment Advisor and the Investment Officer to ensure holdings of cash

equivalents and non-equity holdings have an appropriate concentration of portfolio assets.

International Funds - The fund should predominantly consist of foreign securities traded and registered on major exchanges or over-the-counter markets and American Depository Receipts (ADRs).

Ongoing reviews will be conducted by the Investment Advisor and the Investment Officer to ensure each fund is composed of holdings consistent with the funds' objectives and have appropriate stock-specific, sector-specific or country-specific risk.

Ongoing reviews will be conducted by the Investment Advisor and the Investment Officer to ensure holdings of cash equivalents and non-equity holdings have an appropriate concentration of portfolio assets.

Ongoing reviews will be conducted by the Investment Advisor and the Investment Officer to ensure holdings in emerging markets have an appropriate concentration of portfolio assets.

IV. DELEGATION OF AUTHORITY

Management responsibility for the deferred compensation investment program is hereby delegated to the CFO, who, acting as the primary Investment Officer of the Authority, shall approve the purchase and sale of investments and initiate the movement of funds. No person may engage in an investment transaction on behalf of the Authority unless authorized under the terms of this policy. The CFO shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate Investment Officers.

The Authority may contract with an external investment manager to assist in the management of the Authority's deferred compensation 457(f) investment portfolio in a manner consistent with this Investment Policy and the Authority's investment objectives and risk tolerance. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. The Authority Board of Directors (the "Board") shall review and approve the Investment Policy and approve the hiring of investment advisors or investment managers as appropriate.

V. STANDARD OF CARE

The standard of care to be used by Investment Officers, who are officers or employees of the Authority, shall be the "Prudent Person Rule." The Prudent Person Rule states the following:

VI. INTERNAL CONTROLS

A system of internal controls has been established to prevent the loss of public funds due to fraud, theft, employee error, misrepresentation by third parties, or imprudent actions by employees of the Authority. The most important internal controls include preventing collusion, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding the physical delivery of securities, clear delegation of authority to subordinate staff members, written confirmation of transactions for investments and wire transfers, and the development of a wire transfer agreement with the lead bank and third-party custodian. Furthermore, an independent analysis by an external auditor shall be conducted annually to review internal controls, account activity, and compliance with policies, procedures, and applicable laws.

Investment Officer(s) must annually complete eight (8) hours of continuing education in subjects or courses of study related to investment practices and products.

VII. INVESTMENT POLICY REVIEW AND ADOPTION

The Authority shall review this Investment Policy for the Deferred Compensation Retirement Plan (457(f)) annually and present any recommended changes to the Board for consideration and approval.

**TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY
POLICIES & PROCEDURES**

SERIES 500 PROCUREMENT POLICY

(Effective Date and Last Amended Date: March 26, 2007; September 10, 2009; Amended and Restated in its Entirety February _, 2026)

500 General

500.01 Purpose and Policy Statement

Series 500 establishes policies for all procurements of the Tampa-Hillsborough County Expressway Authority (THEA or the Authority). These policies are intended to ensure that procurements are accomplished in a reasonable manner to ensure fair and open competition among those interested and that small business enterprises (SBE) will be provided equal opportunity to participate.

500.02 General Authority

Chapter 348, Part IV, Florida Statutes (F.S.), as amended, and applicable State of Florida and federal law.

500.03 Effective Date; Modifications; Severability

Only the Board may modify these policies. Matters of law are coordinated through the Chief Legal Officer.

These policies and any modifications thereto shall be effective upon adoption by the Board and shall supersede previous procurement policies and procedures.

If any provision of these policies or any application thereof to any person or circumstance is held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect other provisions or application of these policies which can still be given effect. To this end, these policies are intended to be separate and severable.

500.04 Designation of the Chief Purchasing Officer

The Executive Director shall serve as the Chief Purchasing Officer with ultimate authority to determine the proper method of procurement. The Executive Director may initiate, terminate, or re-issue any procurement. The Executive Director may reject any or all bids or proposals, postpone or terminate any solicitation, and determine to re-advertise or re-issue a new solicitation at any time.

The Executive Director may delegate authority, tasks, and functions to carry out the purposes of these policies.

The Executive Director will consider opportunities to encourage SBE participation in procurement activities, including decisions that certain procurements will be available only to SBEs pursuant to an administrative program defined by economic criteria that is objective and open to all qualifying SBEs.

500.05 Administrative Procedures

The Executive Director may establish supplemental administrative rules and procedures consistent with applicable laws and these policies. Such administrative rules and procedures may be maintained in a separate "Procurement Manual." The Procurement Manual may be revised administratively as needed to ensure the policy direction of the Board is effectively carried out.

500.06 General Definitions

The following definitions apply to these policies, unless otherwise defined herein:

Board means THEA's Board of Directors which constitutes its governing body.

Commodity means supplies, products, materials, goods, merchandise, food, equipment, information technology, and other personal property.

Construction means the process of building, altering, repairing, improving, or demolishing any public infrastructure facility, including any public structure, public building, or other public capital improvements of any kind. It does not include the routine operation, routine repair, or routine maintenance of any existing public infrastructure facility.

Continuing Contract means a contract entered into for ongoing professional services pursuant to the Consultants' Competitive Negotiations Act, Section 287.055, F.S.

Contract means all types of written agreements, regardless of what they may be titled, procuring commodities, services, or construction.

Procurement means buying, purchasing, renting, leasing, or otherwise acquiring any commodity, services, or construction by THEA regardless of the source of funds. It includes, but is not limited to, all functions which pertain to the obtaining of any commodity, service, or construction, including descriptions of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Services means the furnishing of labor, time, and effort by a contractor, not involving the delivery of a specific end product other than written reports, studies, analysis, or other written deliverables which are merely incidental to the required performance. This term includes consultant services other than architectural, engineering, land surveying, construction management and related services. This term does not include employment agreements, collective bargaining agreements or service agreements with regulated utilities.

500.06 Public Records

All records made or received in connection with official THEA business, including procurement, are public record subject to inspection unless made exempt or confidential by Florida Statutes.

Unless the Executive Director in consultation with the Chief Legal Officer determines there is an overriding policy need for disclosure, THEA will treat all sealed bids, proposals, or replies as exempt from public records disclosure in accordance with section 119.071(1)(b)2, F.S., until such time as it provides notice of intent to award or until thirty (30) days after opening the bids, proposals, or final replies, whichever is earlier. If all bids, proposals, or replies are rejected concurrently with a notice of intent to re-issue the competitive solicitation, the rejected bids, proposals, or replies will continue to be treated as exempt until THEA provides notice of intent to award under the re-issued solicitation, the re-issued solicitation is withdrawn, or it is more than twelve (12) months after the initial notice rejecting all bids, proposals, or replies, whichever is earlier.

The any information within a response to a solicitation is claimed to be exempt or confidential (other than as provided in section 119.071(1)(b)(2)), all such information must be clearly marked and specifically identified at the time of submittal to THEA. The application of any statutory exemption or confidentiality shall be determined solely by the Executive Director in consultation with the Chief Legal Officer.

500.07 Electronic Transmissions

The use of electronic media, including acceptance of electronic signatures, is authorized consistent with the Florida Electronic Signature Act, chapter 668, F.S.

500.08 Purchasing Authority

The Executive Director is authorized to approve procurements and contracts, and to authorize contract amendments, without prior Board approval within the following parameters and thresholds:

- a) Commodities, services, or construction contracts in an aggregate amount not exceeding \$50,000.
- b) Continuing Contract task orders, change orders, amendments, and/or modifications in an aggregate amount not exceeding \$50,000 or 5% of the Board approved contract amount.
- c) Construction contract task orders, change orders, amendments, and/or modifications in an aggregate amount not exceeding 10% of the Board approved contract amount.
- d) Other change orders, amendments, and/or modifications to Board approved contracts which do not increase the contract amount, but which may extend the contract time or contract term upon approval by the Chief Legal Officer.

The Executive Director is the authorized signatory of all contract documents within these thresholds of authority, upon approval as to form by the Chief Legal Officer.

The Executive Director may delegate his purchasing authority to certain Department Directors when deemed appropriate by the Executive Director.

The Executive Director will provide an annual summary to the Board of purchasing authority exercised under this section.

All other procurements or other modifications exceeding the thresholds above shall be subject to Board approval before any work may begin or costs incurred. The Chair is the official authorized signatory of all contract documents subject to Board approval. However, the Chair may delegate signatory authority to the Executive Director within parameters approved by the Board upon approval as to form by the Chief Legal Officer.

501 Procurement Methods and Thresholds

501.01 Procurement Thresholds

Except when otherwise provided by law, the following procurement methods are available within the specified thresholds:

(1) < **\$5,000**: Procurements with an estimated value less than \$5,000 may be procured from any available source(s) in any reasonable and cost-efficient manner.

(2) > **\$5,000** < **\$30,000**: *Informal Procurement Methods* may be used for procurements with an estimated value of more than \$5,000 and less than \$30,000.

(3) > **\$30,000** < **\$300,000***: *Intermediate Procurement Methods* may be used for procurements with an estimated value of more than \$30,000 and less than \$300,000.

*If the procurement is for **construction**: *Intermediate Procurement Methods* may still be used for procurements with an estimated value less than \$495,000.

*If the procurement is for **electrical work**: *Intermediate Procurement Methods* may only be used for procurements with an estimated value less than \$120,000,¹ otherwise a *Formal Procurement Method* must be used.

(4) > **\$300,000+**; **CCNA Professional Services; Auditor Selection**: *Formal Procurement Methods* must be used for all procurements with an estimated value of more than \$300,000 unless covered by an exception provided by law or within these policies. Additionally:

➔ If the procurement involves “**professional services**” as defined by section 287.055, F.S. (the Competitive Consultants Negotiation Act (CCNA)), shall be followed for all procurements exceeding the thresholds stated therein (currently \$35,000 for study activities and \$350,000 for construction).

➔ If the procurement involves **selection of an auditor** to conduct THEA’s annual financial audit, the auditor selection procedures of section 218.391, F.S. shall be followed.

(5) **Grant Funding**: Procurements funded in whole or in part by state or federal grants must follow all requirements of the established grant program, including prescribed procurement method(s) for selecting contractors.

¹ Construction projects with an estimated value of \$300,000 or \$75,000 for electrical work are to be adjusted by the percentage change in the Engineering News-Records Cost Index from January 1, 2009, to January 1 of the year in which the project is scheduled to begin per section 255.20(2), Florida Statutes.

501.02 Competitive Procurement Methods

The following describes all competitive procurement methods available to the Executive Director. Additional procurement methods may further be used when recognized as reasonable and customary. THEA expressly reserves the right to reject any and all proposals and waive minor irregularities at any time.

- (1) *Informal Procurements Methods* include direct purchase orders or other efficient contracting methods. This method is deemed competitively procured if best efforts are made to either:
 - a) obtain at least three quotes from available contractors;
 - b) select a contractor directly from a pre-approved state vendor list;
 - c) select a contractor directly from a pre-approved county, city, or other transportation agency vendor list; or
 - d) select a contractor directly from a member of THEA's SBE vendor list, subject to program requirements.
- (2) *Intermediate Procurement Methods* may be utilized for expedited procurements subject to available funding in approved fiscal year budget. This method is deemed competitively procured if:
 - a) a written solicitation is created; and
 - b) a pool of three (3) or more contractors are selected from (i) timely responses obtained from available contractors; (ii) contractors on a pre-approved state vendor list; (iii) contractors on a pre-approved county, city, or other transportation agency vendor list; (iv) or members of THEA's SBE vendor list, subject to program requirements.

The written solicitation shall include a description of the construction, commodities, or services; the date for submittal of price bid or proposal; and the relevant contract terms and conditions applicable to the procurement. Any of the formal procurement methods described below are also available as an optional method.

- (3) *Formal Procurement Methods* include full competitive procurement by:
 - a) Invitation to Bid (ITB)/Sealed Bids
 - b) Competitive Negotiated Bid/Requests to Negotiate (RTN)
 - c) Request for Proposals (RFP), including those issued for auditor selection
 - d) Expanded Letter of Interest (ELOI), Expanded Letter of Response (ELOR) or Multi-Step Procurement
 - e) Request for Qualifications (RFQ), including those issued pursuant to the CCNA
 - f) Public-Private Partnerships

A description of the requirements and parameters for each *Formal Procurement Method* is included in Section 502 of these policies.

- (4) *Exceptions to Competitive Procurement Methods* include the following described methods and scenarios. Unless a procurement is covered by a valid exception as listed below and further described within these policies, one of the above competitive procurement methods must be used as further determined by the thresholds established in Section 501.01 and applicable law.
 - a) Procurements valued at less than \$5,000
 - b) Emergency Procurement
 - c) Cooperative Purchasing and Other Government Entity Contracts (i.e. Piggybacking)
 - d) Sole Source, Single Source and Non-Competitive Providers
 - e) Unsolicited Proposals (Upon Public Interest Determination)
 - f) General Exceptions to Procurement Requirements

501.03 Competitive Procurement Communication Policy (Cone of Silence)

A cone of silence is hereby established for all competitive procurement methods. The cone of silence is intended to protect the integrity of the competitive procurement process by shielding it from undue influences prior to the recommendation of contract award.

- 1) No proposer, respondent or bidder, or one who intends to bid propose or otherwise solicit a contract with the Authority, shall contact, lobby or otherwise communicate with any Board member following the issuance of a competitive procurement. This provision shall equally apply to all unsolicited proposals that are received by the Authority.
- 2) There is a prohibition on any communication, whether written or oral, as to any competitive procurement following its publication between:
 - a) Any person who seeks an award from the Authority, including a potential respondent their representative, and
 - b) Any Board member, Authority staff or any person appointed by the Authority to evaluate or recommend selection in a procurement process.
 - c) For purposes of this section, "representative" means an employee, partner, officer, agent or director of a potential respondent, or consultant, lobbyist, or actual or potential subcontractor or subconsultant of a potential respondent.
- 3) This prohibition shall not apply to:
 - a) communications at duly noticed public meetings during which the Board is conducting negotiations, interviews, or is otherwise considering award of the competitive procurement;
 - b) pre-bid conferences, pre-proposal conferences, or site visits conducted in accordance with the requirements of the competitive procurement;
 - c) contract negotiations conducted after ranking authorized by the Board;
 - d) communications in writing to designated Authority staff who are not serving on the particular evaluation or selection committee; or
 - e) communications to obtain clarification or additional information which are submitted in accordance with the requirements of the applicable competitive procurement. For Intermediate and Formal Procurement Methods, the Authority's responses to requests for clarification or additional information shall also be in writing and the request and response shall be posted as an addendum to the competitive procurement.
- 4) Nothing contained herein shall prohibit the Authority from initiating contact in writing with potential respondents and subsequent communication related thereto for the purpose of obtaining further information regarding the competitive procurement, subject to the provisions of the applicable competitive procurement.
- 5) The Authority shall include a statement disclosing the requirements of this section in any advertisement and public solicitation for competitive procurement.
- 6) If there is a determination of a violation, as determined by the Executive Director and Chief Legal Officer, the Authority may reprimand, penalize in the form of lower ranking or points, or entirely disqualify the violator and their represented entity from further consideration for the pending competitive procurement.
- 7) The prohibitions under this section shall continue until the date of contract award, or rejection or cancellation of the competitive procurement, whichever occurs earlier.

502.00 Formal Procurement Methods

The Executive Director shall determine the proper method of procurement among the *Formal Procurement Methods* using the following guidance and parameters.

502.01 Invitation to Bid (ITB)/Sealed Bids

An ITB should be used when the scope of work can be specifically defined or when precise specifications can be determined, and price is the most important determining factor to the Authority. This method is commonly used for construction. Award is made to the lowest qualified responsive and responsible bidder meeting the criteria and specifications established in the ITB, including standard pre-qualification, licensing, and delivery of statutorily required bonds or other surety requirements.

THEA specifically reserves the right to conduct discussions with any bidder to clarify the contents of its bid. THEA may consider bidder's past performance with THEA or others in determining whether the bidder and the bid is responsive, qualified and most advantageous to THEA. Nothing in this subsection shall restrict the rights of THEA to reject the low bid of a nonqualified or nonresponsive bidder.

502.02 Competitive Negotiated Bid/Requests to Negotiate (RTN)

A Competitive Negotiated Bid allows bidders to propose alternatives to any of the commercial or technical requirements set forth in an ITB. Bidders are directed to submit a bid comprising a technical proposal and price proposal, each in a separate sealed envelope. The solicitation shall include a description of the negotiated bidding procedure. Price negotiation and/or modification of scope of services may occur only after the highest ranked proposer has been identified. If negotiations are unsuccessful, all qualified respondents may be requested to submit a best and final offer and THEA may attempt to negotiate specific contract terms with the next highest ranked respondent. The process continues until either THEA executes a contract with a respondent or terminates the solicitation.

In contract, a RTN may be used to directly negotiate with a single respondent whose proposal is, in THEA's sole discretion, determined to be reasonably susceptible of being selected for award.

502.03 Request for Proposals (RFP); Auditor Selection Procedures

An RFP should be used to solicit proposals for services and commodities when the purposes, uses, and necessary deliverables can be specifically defined but when price may not be the most important determining factor. The RFP must include a statement describing the commodities or services sought, the relative importance of price and other evaluation criteria, and a statement regarding whether renewal of the contract will be considered.

Responses are then evaluated according to various evaluation criteria including consideration of total cost, prior relevant experience, as well as other factors such as technical expertise and quality of proposed staffing. Evaluation criteria and relative weights assigned are provided in the RFP.

An RFP may be conducted in one or more steps and may involve oral presentations or demonstrations. At the conclusion of all steps, which may include both scoring and ranking by an evaluation committee, the results including standardized score/rank sheets, meeting minutes, and audio recordings will be preserved. The top ranked proposer will be named and identified as the recommended proposer for contract negotiation and/or award pending approval in accordance with the thresholds provided in Policy 501.01.

502.03.01 Auditor Selection Procedures

The selection of an auditor to conduct THEA's annual audit shall be by RFP conducted in accordance with all requirements of section 218.391, F.S. These policies present a summary of such requirements but do not override the statute. Any questions regarding the procedures below should be resolved by consulting section 218.391, F.S., in conjunction with the Chief Legal Officer.

The Board shall establish an auditor selection committee, consisting of at least three members and one of which must be a member of the Board, who shall serve as chair. THEA employees may not be appointed to the auditor selection committee, but may serve in an advisory capacity. All proceedings of the auditor selection committee shall be open to the public.

The auditor selection committee shall:

- (1) establish evaluation factors including, but not limited to, availability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements. If compensation is one of the factors to be considered, it shall not be the sole or predominant factor used to evaluate proposals;
- (2) publicly announce the RFP, including at a minimum a brief description of the audit and how those interested in submitting a proposal may apply for consideration;
- (3) provide interested persons and potential proposers with the RFP, which shall include information on how proposals will be evaluated and such other information the committee determines is necessary;
- (4) evaluate proposals by qualified proposers;
- (5) rank and recommend in order of preference no fewer than three proposers deemed to be the most highly qualified to perform the required services, unless fewer than three responses are received. If fewer than three responses are received, the committee shall recommend the proposer it deems to be the most highly qualified.

The Board or its designee will then inquire as to the basis of compensation, select one of the proposers recommended by the auditor selection committee, and negotiate a reasonable contract by either:

- (1) negotiating in ranked order (if compensation is not an established evaluation factor);
- (2) using an alternative method of negotiation (if compensation is not an established evaluation factor); or
- (3) if compensation is an established evaluation factor, the Board must either select the highest-ranked qualified proposer or document in its public records the reason for not selecting the highest-ranked qualified proposer.

If the Board or its designee is unable to negotiate a satisfactory contract with any of the recommended proposers, the auditor selection committee shall recommend additional firms, and negotiations shall continue in accordance with this section until a written contract is reached. The written contract must meet all minimum requirements of section 218.391(7), F.S.

Once awarded pursuant to section 218.391, F.S., auditor contracts may be renewed for subsequent annual audits without further competitive procurement by written contract renewal in a form acceptable to the Chief Legal Officer.

502.04 Expanded Letter of Interest (ELOI), Expanded Letter of Response (ELOR), or Multi-Step Procurement

These methods are generally used where specifications cannot be prepared or the availability of vendors for commodities, services, or construction involved is uncertain or unknown.

This solicitation method allows for two methods: (i) for bidding a prepared scope of work or (2) negotiating a scope of work and fee when the scope will be a component of the services provided. The negotiated scope of work and fee procedure should only be used for unique projects where the results are dependent upon a consultant's participation in the development of the scope of work, prior to requesting price proposals.

THEA will provide a written solicitation to interested consultants, contractors, firms, and companies for letters of interest to be analyzed in accordance with established selection criteria and shortlisted. Short listed vendors or proposers may be asked to submit price quotes and may be scheduled for a presentation or oral interviews.

502.05 Request for Qualifications (RFQ); CCNA

An RFQ should be used when the principal basis for award is the demonstrated qualifications and professional competence is the most important determining factor, regardless of price. These procurements involve services with a high degree of professional judgment, specialized expertise, or technical complexity. The resulting contract may be awarded on the basis of qualifications alone, with price or fees to be negotiated.

Each RFQ shall set forth scoring criteria and an evaluation committee may be used to make a recommendation for award. All evaluation committee meetings, the results of which may include scoring and ranking, must be conducted as a public meeting with meeting minutes and audio recordings be preserved. A notice of intent to award, indicating the final ranking order of the proposers will be posted and THEA may begin negotiations with the highest ranked proposer. In the event THEA is unsuccessful with the highest ranked proposer, negotiations with that proposer will be formally terminated and THEA may proceed to negotiate with the next ranked proposer(s) in succession.

502.05.01 CCNA

Procurements for engineering, surveying and mapping, architecture, and landscape architecture services (professional services) are required to follow the Consultants' Competitive Negotiation Act (CCNA), section 287.055, F.S. The process requires a public announcement of the proposed project, a brief description of the services required, and a deadline for receipt of proposal. Pre-established evaluation criteria for short listing includes, but is not limited to, professional qualifications and capabilities, adequacy of proposed personnel and sub-consultants, willingness and ability to meet the project schedule and budget, past performance and experience with THEA, recent and past performance and experience on similar projects, approach to the project, financial resources, and other factors desired by THEA.

Proposers may be long or short listed and ranked by THEA's evaluation committee at a publicly scheduled meeting. Additional qualifications may be solicited from the short-listed firms. The information obtained shall be used to determine a final recommended ranking of the three (3) most qualified firms for the Board's approval and authorization to negotiate a contract with the top ranked proposer.

When final ranking has occurred directly from proposal responses, fee proposals will be requested and considered during the competitive negotiation process. **THEA may not consider compensation as a factor until this negotiations stage.** If a contract cannot be negotiated with the top ranked proposer, negotiations with that firm will be formally terminated, and THEA shall negotiate with the second and third-ranked proposers respectively. If fewer than three responses are received, THEA may negotiate with the highest ranked proposer.

502.05.02 Continuing Contracts; Professional Services Library

Continuing Contracts may be used to contract for professional services for study activities not exceeding \$500,000, or for construction projects not exceeding \$7.725 million, as adjusted annually.²

THEA will maintain a “Professional Services Library” as its repository for contractors to be issued work assignments (i.e. task orders) under Continuing Contracts’ by rotation or by direct selection as described below. The Professional Services Library will be categorized by service categories.

502.06 Public Private Partnerships

THEA has authority to utilize sections 255.065 and 348.635, F.S., as may be amended from time to time, for the competitive procurement of public-private partnerships, including through an offer of an unsolicited proposal.

THEA may also procure public-private partnerships pursuant to any competitive procurement method, including but not limited to RFQ, RFP, RTN, or any other method of procurement within the thresholds established by Policy 501.01. THEA is not obligated to proceed under section 255.065 or 348.635, F.S. when soliciting for such proposals, and may follow any legally available procurement process, regardless of whether the project may constitute a “qualifying project” as defined in section 255.065 or 348.638, F.S., and regardless of whether the ultimate transaction may be characterized as a public-private partnership.

The Board may, by separate resolution, establish an application fee for unsolicited proposals in an estimated amount sufficient to cover THEA’s costs to evaluate unsolicited proposals. Additionally, if competitively procuring under section 255.05, F.S., THEA may require a fee for its reasonable costs of professional review. Payment shall be made by cash, cashier's check, or other non-cancellable instrument. Personal checks shall not be accepted. To the extent that the cost to evaluate an unsolicited proposal, including but not limited to the costs of processing, attorney’s fees, financial or technical advisors, is more than the initial application fee adopted by resolution, the Executive Director may request payment of any additional amounts required to conduct its review.

The Executive Director shall have authority to carry out all functions, including but not limited to determining whether an unsolicited proposal constitutes a qualifying project, whether the proposed project delivery model offers advantages over traditional models, and whether to move forward with substantive review of an unsolicited proposal. If no review is conducted, the application fee shall be returned to the proposer. Nothing contained herein shall be construed as a limitation on the Authority to subsequently pursue a proposed project using other procurement methods.

² As of the date of this Policy. For construction contracts, the State Department of Management Services annually adjusts the maximum amount allowed on the preceding June 30 for each individual project in a continuing contract by using the change in the June-to-June Consumer Price Index for All Urban Consumers issued by the Bureau of Labor Statistics of the United States Department of Labor. The department publishes the adjusted amount annually on its website.

503.00 Exceptions to Competitive Procurement

503.01 Emergency Procurement

THEA may maintain a library of emergency services contractors which have been procured pursuant to a competitive procurement method for activation during an emergency. THEA should use such library in the event of an Emergency if it intends to seek federal or state reimbursement.

Notwithstanding any other provision of these policies, the Executive Director is authorized to procure commodities and services with limited or no competitive process when such procurement is necessary to remedy or lessen the harmful effects of an Emergency.

Emergency means a reasonably unforeseen breakdown in machinery, damage, destruction or obstruction of a roadway or any property owned or operated by THEA; a threatened termination of an essential service; the development of a dangerous condition; the development of a circumstance causing disruption, material interruption, stoppage or slowdown of an essential service; a threat to the public health, welfare, or safety, including but not limited to those declared by local state of emergency pursuant to chapter 252, Florida Statutes within THEA's geographic limits; or the opportunity to secure significant financial gain or avoid significant financial loss to THEA through immediate or timely action.

The Executive Director is encouraged to take all reasonable measures to assure the lowest obtainable price, however the Executive Director has authority for Emergency Purchases up to the total purchase amount, regardless of the amount of the expenditure.

If the Emergency Purchase exceeds \$50,000 a written explanation will be presented to the Board at its next meeting.

503.02 Cooperative Purchasing and Other Government Entity Contracts (Piggybacking)

THEA encourages the use of Cooperative Purchasing and Piggybacking to advance the primary public purpose of public procurement to obtain quality commodities and services in an effective and efficient manner.

- A. *Cooperative Purchasing* is two or more public entities combining their purchase requirements to obtain lower prices through volume buying and to reduce administrative costs.

Cooperative Purchasing may be used by THEA in conjunction with other public entities when it can be ensured that THEA receives quality work, merchandise and/or services at the most competitive price.

- B. *Piggybacking* means entering into a contract competitively procured by another governmental entity without having been an original party to the solicitation, but where the original solicitation and contract permit such use by additional governmental entities.

THEA may Piggyback contracts made available by state, federal, or other governmental entities which were procured under a competitive solicitation similar to THEA's, and provided: the original contract has not expired; the original solicitation and original contract expressly allow for extension to other governmental entities; the terms and conditions specified in the original contract are acceptable to THEA; the contractor extends the same material terms and conditions of the contract to THEA.

Piggybacking cannot be used as a starting point for negotiations resulting in changes to the material terms and conditions of the original contract. Unit pricing and other material terms must remain consistent with the originally procured contract to be valid. However, non-material updates, including addresses for notice and required additional insured information may be updated to conform to THEA's information.

When Piggybacking, a written agreement in a form acceptable to the Chief Legal Officer

should be used to memorialize the proper use of another government entity contract.

503.03 Sole Source, Single Source and Non-Competitive Provider

THEA may utilize Sole Source, Single Source or Non-Competitive Providers without following a competitive procurement method in accordance with the requirements of this section.

Sole Source purchases may be made without any competitive procurement method when it is determined by the Executive Director by a reasonable analysis of the marketplace that there is only one vendor capable of supplying the commodities or services due to their specialized or unique nature.

Single Source procurements may be directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available. THEA may proceed with Single Source procurements when there is only one reasonable and practicable source to provide the required commodities or services; continuing services are needed that may only be done efficiently and effectively by the contractor that previously rendered the initial commodities or services to THEA; a contractor is under ongoing operational or maintenance responsibilities; the Executive Director determines in writing that the commodities or services are required to be of a certain type, brand, make or manufacture (proprietary); or must be obtained from the original equipment manufacturer or distributor because of compatibility requirements within THEA's system.

Non-Competitive Providers may be used when it is advantageous to THEA to declare the procurement as non-competitive when the commodities or services are for experimental trial or testing and will result in verifiable financial savings to THEA.

503.03 Unsolicited Proposals (Upon Public Interest Determination)

The THEA Board may elect to proceed without competitive procurement in response to an unsolicited proposal received and accepted pursuant to section 255.05, F.S., upon making a public interest determination as provided therein and following all required procedures.

504.00 General Exceptions

Due to their specific nature and/or necessity, the following excluded from competitive procurement requirements:

1. Group Health Benefits
2. Florida Retirement System Benefits
3. Postage
4. Telephone, Water, Electricity, Internet Provider
5. Banking Services, Principal and Interest Payments
6. Advertising
7. Dues and memberships in trade or professional organizations; registration fees for trade or career fairs; fees and costs of job-related seminars and training
8. Transportation and Travel
9. Education and Training seminars
10. Mandatory government fees
11. Real estate, closing costs and settlement papers.
12. Judgments, settlements and opposing party's legal fees and reimbursed costs
13. Mitigation costs
14. Construction Contracts exempted pursuant to section 255.20, F.S.
15. Other routine facilities maintenance and operations costs such as products or services necessary to maintain existing warranties and licenses or to maintain compatibility with existing THEA systems
16. Recruitment Services and employment agreements
17. Government affairs services
18. Goods or services given to or accepted by THEA whether by grant, gift, donation or bequest
19. Subscriptions, periodicals, newspapers, books, media, maps, pamphlets, and similar material in printed or electronic form
20. Food related to authorized function
21. Legal services including retaining services of law firms or other outside counsel for any reason, expert witnesses, court reporter services, appraisal services, trial consultants, or similar persons or firms deemed by the Chief Legal Officer as necessary to address the legal needs of THEA, together with document management and production, legal research, and information technology products and services
22. Health services involving examination, diagnosis, treatment, prevention, medical consultation, or administration
23. Artistic services, including the rendering by a contractor to create or perform an artistic work in the fields of music, dance, drama, folk art, creating writing, painting, sculpture, photography, graphic arts, craft arts, industrial design, costume design, fashion design, motion pictures, television, radio, or tape and sound recording

505.00 Protests

It shall be the policy of THEA to provide any respondent to a competitive procurement who alleges to be aggrieved in connection with the procurement or award of a contract the opportunity for an administrative review of written protests and to strive to resolve any protest expeditiously at the Procurement Manager's level to the maximum extent possible.

Only a respondent to a competitive procurement who alleges to be aggrieved in connection with the terms, conditions and specifications for contract award may protest the award by filing a written notice of protest with THEA within three (3) business days from the notice of intent to award. All written notices of protest or formal protest must be filed with the Procurement Manager and must be received at the address shown on the solicitation documents during normal office hours of 9:00 am to 5:00 pm, local time. Failure to file a notice of protest within the provided timeframe, for any reason, shall constitute a complete and absolute waiver of protest rights.

For procurements not involving federal funds, THEA, at its sole discretion, may require in its solicitation documents that an aggrieved respondent post, with its formal protest, a protest bond in the amount of 1% of the contract amount or \$25,000, whichever is less. In the event the aggrieved party receives an adverse determination on its protest, the bond shall be forfeited to THEA.

An aggrieved respondent shall file a formal written protest within three (3) business days of filing its initial notice of protest. In order to be considered, the protest must contain: (i) the aggrieved respondent's name, address, telephone number, email address, and taxpayer identification number; (ii) identification of the competitive procurement at issue; (iii) a complete and concise statement of the grounds for the protest, supported by relevant documents; (iv) identification of all persons with information germane to the protest; (v) a chronology of efforts made to resolve the matter prior to filing the protest; and (vi) a statement of the relief requested. The Procurement Manager may request additional information at any time.

The Procurement Manager shall reduce a final decision to writing and shall transmit a copy of the decision to the aggrieved respondent. The Procurement Manager's decision shall be final and conclusive unless, within five (5) days from the date of such decision, THEA receives a written request for review of the decision addressed to the Executive Director.

The Executive Director, in consultation with the General Counsel shall determine whether THEA will proceed with the contract award or, if the contract has been awarded, whether to suspend performance of the contract, pending a decision on the protest. The decision of the Executive Director shall be final and conclusive. THEA has no obligation to suspend award or performance of the contract in the event of a protest.

If the Executive Director determines that a protest is valid, the Executive Director may: (i) issue a new or amended solicitation; (ii) award the contract or recommend that the Board award the contract; (iii) terminate or suspend performance of the contract that is subject of the protest; or (iv) take any other actions permitted by law to promote compliance with THEA policies and applicable law.

Appendix: Procurement Method Thresholds and Authority Chart

Purchase Type	Purchase Amount	Process Required	Approving Authority
Commodity and Services excluding CCNA			
	Less \$5,000	Any available source Reasonable and cost-effective manner	Director of Operations Director of Engineering Executive Director
	\$5,001 - \$30,000	Informal Procurement Method	Executive Director
	\$30,001 - \$50,000	Intermediate Procurement Method	Executive Director
Single Source	Up to \$50,000	Public Advertisement	Executive Director
	\$50,001-\$300,000	Intermediate Procurement Method	Board
	\$300,001+	Formal Procurement Method	Board
CCNA including Construction or Program Management Study/Planning Activity			
	Less than \$5,000	Any available source Reasonable and cost-effective manner	Director of Operations Director of Engineering Executive Director
	\$5,001 - \$30,000	Informal Procurement Method	Executive Director
	\$30,001 - \$35,000	Intermediate Procurement Method	Executive Director
	\$35,001-\$50,000	Formal RFQ CCNA or Continuing Contract/Professional Services Library	Executive Director
	\$50,001-\$500,000	Formal RFQ CCNA or Continuing Contract/Professional Services Library	Board
	\$500,001 +	Formal RFQ CCNA	Board
CCNA Services for a Project with construction costs			
	Less than \$5,000	Any available source Reasonable and cost-effective manner	Director of Operations Director of Engineering Executive Director
	\$5,001 - \$30,000	Informal Procurement Method	Executive Director
	\$30,001 - \$50,000	Intermediate Procurement Method	Executive Director
	\$50,001 - \$300,000	Intermediate Procurement Method	Board
	\$300,001 - \$325,000	Formal Procurement Method	Board

	\$325,001 - \$7.725 million*	Formal RFQ CCNA or Continuing Contract/Professional Services Library	Board
	\$7.725 million* +	Formal RFQ CCNA	Board
Construction Contract as defined by Section 255.20, F.S.			
	Less \$5,000	Any available source Reasonable and cost-effective manner	Director of Operations Director of Engineering Executive Director
	\$5,001 - \$30,000	Informal Procurement Method	Executive Director
	\$30,001 - \$50,000	Intermediate Procurement Method	Executive Director
	\$50,001-\$495,000**	Intermediate Procurement Method	Board
	\$495,000+**	Formal Procurement Method	Board
Electrical work for a project as defined by Section 255.20, F.S.			
	Less \$5,000	Any available source Reasonable and cost-effective manner	Director of Operations Director of Engineering Executive Director
	\$5,001 - \$30,000	Informal Procurement Method	Executive Director
	\$30,001 - \$50,000	Intermediate Procurement Method	Executive Director
	\$50,001 - \$120,000**	Intermediate Procurement Method	Board
	\$120,000+**	Formal Procurement Method	Board

*As of 2026; adjusted annually and published on the Department of Management Services website.

** As of 2026; adjusted annually by the percentage change in the Engineering News-Records Cost Index per section 255.20, F.S.

Contract Renewal and Expiration Report

Project Manager	Firm	Description of Services	Contract Effective Date	Contract Expiration Date	Term of Contract (Years)	Bid / Renew / End
Greg D	Burgess & Niple	Structures Inspection	8/18/2022	8/18/2026	3-yr, 2 Optional 1-yr Renewals	Renew (2nd one-year renewal ~ 8/18/26 - 8/18/27)
Greg S	Ernst & Young	Real Estate Advisory Services	8/7/2023	8/7/2026	3-yr, 2 Optional 1-yr Renewals	Renew (1st one-year renewal ~ 8/7/26 - 8/7/27)