



Meeting of the Board of Directors

August 26, 2024 - 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 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

A. Approval of Minutes from the June 24, 2024, Board Meeting

B. Approval of the Proposed 2025 Meeting Schedule

C. Approval of Potential Board Member Travel

- a. TEAMFL Quarterly Board Meeting – October 16-17 in Ft. Myers**
Estimate: \$2,800 – (two attendees)

IV. Discussion/Action Items

A. Planning and Innovation – John Weatherford, Committee Chair – *Bob Frey, Director*

1. Emerging Tech - Metric Engineering

At the February 26, 2024, board meeting the board approved the evaluation committee's recommendation to approve the top five ranked firms from the Emerging Tech procurement. THEA was unable to come to terms during negotiations with a top five ranked firm and is requesting the board to approve the next ranked firm.

Purpose: The emerging tech procurement solicited for professional services to provide support for the analysis, design, and deployment of emerging technology.

Action: To approve Metric Engineering as a provider for emerging tech services and to authorize and direct staff to negotiate and execute a contract with Metric Engineering. Contract execution is subject to the final review and approval of THEA General Counsel.

2. 12th Street Park 30% Design Plans

Purpose: In response to the growth Downtown Tampa is experiencing, THEA has identified the 12th Street Park in the Selmon Greenway Master Plan as a location to develop a dual-use facility that combines increased/enhanced drainage with mobility facilities. The Selmon Greenway Master Plan includes concept plans that complement the existing Kotfila Memorial Dog Park and provide mobility to the new Ybor developments being built to the north. Staff recommends approval of the 12th Street Park 30% design plans, which utilize the space under the expressway, remaining consistent with the Selmon Greenway Master Plan.

Funding: Capital Budget - \$226,000

Action: Request the Board to approve the work for the 12th Street 30% Design Plans by WSP, and to authorize the Executive Director to issue a task order in the amount not to exceed \$226,000.

B. Operations and Engineering, Bennett Barrow, Committee Chair – Brian Pickard, P.E., Director

1. Asset Landscape Maintenance

Purpose: Approve the selection of A-Stellar Property Maintenance & Landscaping, Inc. to provide landscape, hardscape, and aesthetic lighting maintenance services at THEA Headquarters, Brandon Parkway Gateway, Meridian Avenue Gateway, Kotfila Dog Park, and Selmon West Extension. The contract duration is three years with two optional one-year renewals.

Funding: Operations & Maintenance Budget

Year 1:	\$ 720,019
Year 2:	\$ 744,354
<u>Year 3:</u>	<u>\$ 769,494</u>
Total:	\$2,233,867

Action: Request the Board to:

- a. Approve the selection of A-Stellar Property Maintenance & Landscaping, Inc. to provide landscape, hardscape, and aesthetic lighting maintenance services at THEA Headquarters, Brandon Parkway Gateway, Meridian Avenue Gateway, Kotfila Dog Park, and Selmon West Extension.

b. Authorize and direct staff to negotiate a contract with A-Stellar Property Maintenance & Landscaping, Inc. up to the total of the 3-year value. The contract is subject to review and approval of THEA General Counsel.

2. Consultant Engineering and Inspection (CEI) for Fiber to Dynamic Message Signs (DMS) Communications Improvement/Wrong-Way-Driving Countermeasures

Purpose: To utilize CEI services for the DMS Communications Improvement/Wrong-Way-Driving Countermeasures construction project necessary to upgrade communications to DMS signs along the Reversible Elevated Lanes (REL) and to construct Wrong-Way-Driving Countermeasures at all exits east of Kennedy Boulevard.

Funding: Capital Budget \$1,461,412

Action: Request the Board to authorize and direct staff to negotiate and execute a contract with HDR Construction Control Corp. at a cost not to exceed \$1,461,412 to undertake CEI Services for the construction of the DMS Communications Improvement/Wrong-Way-Driving Countermeasures Construction project. The contract is subject to review and approval of THEA General Counsel.

3. Straddle Bent Sealing – Contractor Selection

Purpose: To provide all the labor, materials, equipment, and incidentals necessary to clean, crack seal, and waterproof the 13 straddle bents supporting parts of the REL.

Funding: Capital Budget - \$773,753

Action: THEA was unable to come to terms during the negotiations with Razorback, LLC, previously approved by the Board during its April 22, 2024, meeting

Request the Board:

- a. Approve the selection of M&J Construction, the second lowest bid of \$773,753, for cleaning, crack sealing, and waterproofing the 13 straddle bents supporting portions of the REL.
- b. Authorize and direct staff to negotiate a contract with M&J Construction. The contract is subject to review and approval of THEA General Counsel.

4. Reimburse Frontier Communications Parent, Inc for the Design and Relocation efforts for all publicly owned utility conduits attached to the Hillsborough River Bridge – not to exceed \$585,250

Purpose: Before commencing the upcoming South Selmon Capacity Project, the existing private utility owned conduits attached to the Hillsborough River Bridge, which enclose communications fiber, must be relocated.

Frontier Communications Inc. has agreed to design and construct the relocation of the conduits on behalf of all affected utilities. Utilizing Frontier Communications Inc. to complete the design and construction work saves THEA time and money through efficiencies and ensures that the relocation occurs ahead of any procurements related to the project.

Funding: Capital Budget – Not to exceed \$585,250

Action: Request the Board to authorize the Executive Director to execute an agreement with Frontier Communications Parent, Inc, and a purchase order to reimburse for the design and construction of the relocation of all privately owned utilities attached to the Hillsborough River Bridge for a not to exceed amount of \$585,250.

C. Budget & Finance – Jeff Seward, Director

1. Financial Advisory Services

Purpose: To provide financial advisory services related to financial planning, debt issuance, and special services.

Funding: OM&A Budget

Action: Request the Board to:

- a. Approve the ranking per the Evaluation Selection Committee.

Firm	Ranking
PFM Financial Advisors LLC	1
Public Resource Advisory Group, Inc.	2

- b. Authorize and direct staff to negotiate a contract with the highest-ranked firm, PFM Financial Advisors. Contract execution is subject to final review and approval of THEA General Counsel.

D. General Counsel – Amy Lettelleir, Esquire

1. Title Searches for South Selmon Expressway

Purpose: To utilize the GEC (HNTB) to assist THEA staff in obtaining title searches for all THEA parcels on the South Selmon Expressway from Gandy Blvd. to the Hillsborough River and input these updates into the THEA ArcGIS system.

Funding: Capital Budget - \$415,000

Action: Request the Board to authorize the Executive Director to execute a task order with HNTB for \$415,000 to obtain the title searches for the South Selmon Expressway parcels and input data into THEA ArcGIS.

2. Flagler County Tax Collector Interlocal Agreement

Purpose: To allow customers to pay THEA tolls to the Flagler County Tax Collector's office for the release of registration holds and to provide the procedures for remittance and reporting between the parties.

Action: Authorize THEA's Chairman to execute Interlocal an Agreement with the Flagler County Tax Collector's Office.

V. Chairman – *Vince Cassidy*

A. Acceptance of Board Member Executive Evaluations

VI. Team Reports

A. Strategy, Communications & Community Engagement– *Keisha Boyd, Director*

B. Planning & Innovation – *Bob Frey, Director*

C. Toll Operations – *Tim Garrett, Interim Director*

D. IT & Security – *Shari Callahan, Director*

VII. Executive Reports

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

1. Contract Renewals and Expirations

2. Director's Report

3. Upcoming Meetings

- Board Workshop – September 9, 2024
- Board Meeting – September 23, 2024

4. General Counsel – *Amy Lettelleir*

1. Board Elections

- Chairman
- Vice-Chairman
- Secretary

VIII. Old Business

IX. New Business

X. Adjournment

Tampa-Hillsborough County Expressway Authority
Minutes of the June 24, 2024, 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 June 24, 2024, 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
FDOT District 7 Secretary David Gwynn, Member
Mayor Jane Castor, Member

STAFF:

Greg Slater	Brian Ramirez
Amy Lettelleir	Elizabeth Gray
Bob Frey	Julie Aure
Brian Pickard	Szabina Szenassy
Jeff Seward	Anna Quinones
Keisha Boyd	Ha Nguyen
Tim Garrett	William Quinones
Shari Callahan	Hope Scarpinato
Charlene Varian	Felipe Velasco
Chaketa Mister	Lisa Pessina
Emma Antolinez	Josue Mazariegos
Shannon Bush	Tiana Hill
Gary Holland	

OTHERS:

Joe McConnell, WSP	Alex Bourne, RS&H
Sally Dee, Playbook	Brian Kirkpatrick, RS&H
Nicole Dufva, WSP	Doug Reed, RS&H
Hope Scarpinato, PFM	Snehal Ambare, CDM Smith
Mark Easley, Lochner	Doug Draper, BofA
David Hubbard, Wey Engineering	John Generali, Wells Fargo
Sarah Lesch, Playbook	Jess Baker, Mitre
Rick Patterson, Raymond James	Chris Jadick, WSP
Kim Ragon, Gallagher	Kevin Hoeflich, HNTB
Jim Drapp, HNTB	Joey Roselli, ASI
Christina Matthews, WSP	Steve Williams, Infotec
Johnathan Tursky, TransCore	Tim Schock, Parsons

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 comment.

Discussion/Action Items

A. Budget and Finance, Commissioner Cepeda, Committee Chair – *Jeff Seward, Director*

1. Budget – Fiscal Year 2025

Mr. Seward presented the final budget, and pursuant to Section (3) of FS 189.016, Uniform Special District Accountability Act, requested the Board to approve Resolution No. 675 to adopt the FY2025 Annual Operating, Maintenance, and Administrative Budget.

Chairman Cassidy requested a motion to approve the FY2025 Budget. Mr. Barrow moved approval, seconded by Mr. Weatherford.

Mr. Weatherford noted that since he was appointed to the Board, he has noticed that revenue and debt service coverage have consistently increased. He questioned whether, in our five-year projections, we anticipate seeing a dip at some point. Mr. Slater noted that a dip is expected once some of THEA's larger projects get underway.

The motion passed unanimously.

2. Adoption of the THEA Work Program (FY2025)

Mr. Seward presented a summary of the FY2025 Capital Work Program, which consists of preservation and enhancement projects that will increase the safety, operations, and reliability of the THEA facilities. The Work Program includes the existing fiscal year, budget year, and four planning years.

The requested action is for Board approval of the FY2025 Capital Work Program.

Chairman Cassidy requested a motion to approve the FY2025 Work Program. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

B. Operations and Engineering, Bennett Barrow, Committee Chair – *Brian Pickard, P.E., Director*

1. Fiber to DMS Communications Improvement/Wrong-Way-Driving Countermeasures – Contractor Selection

Mr. Pickard presented the item to select the contractor for the DMS Communications Improvements/Wrong-Way-Driving Countermeasures project. The contractor will provide all the labor, materials, equipment, and incidentals necessary to upgrade communications

to DMS signs along the REL and to construct Wrong-Way-Driving Countermeasures at all exits east of Kennedy Boulevard.

The requested action is for the Board to:

- a. Approve the selection of Highway Safety Devices (HSD) to upgrade the communications to REL DMS signs and to construct Wrong-Way-Driving Countermeasures at all exits east of the Kennedy Boulevard off-ramp.
- b. Authorize and direct staff to negotiate a contract with Highway Safety Devices for \$6,477,756 from the capital budget. The contract is subject to review and approval of THEA General Counsel.

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

The motion passed unanimously.

2. Webber Infrastructure Management, Selmon Greenway Striping

Mr. Pickard introduced a task order request for Webber Infrastructure Management to install longitudinal striping, bollards, and ADA Ramp improvements on the Selmon Greenway from Riverwalk to 19th Street.

The action requested is for the Board to authorize the Executive Director to sign a task order with Webber Infrastructure Management, to install longitudinal striping, bollards, and ADA improvements from Riverwalk to 19th Street for \$146,718 from the capital budget.

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

The motion passed unanimously.

3. CEI Services for Selmon Greenway Striping from the Riverwalk to 19th Street – Consor

Mr. Pickard presented an item to procure the services of a CEI consultant to perform field engineering and testing for the contract work called for in the Selmon Greenway Striping Project to be completed by Webber from the Riverwalk to 19th Street. Negotiations were conducted and finalized with Consor Engineering selected previously (August 26, 2019, Board meeting) for task-driven contracts for minor design and CEI projects.

The requested action is for the Board to authorize the Executive Director to execute a task order with Consor Engineering for \$117,244 from the capital budget to provide CEI services for the Selmon Greenway Striping Project from Riverwalk to 19th Street.

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

The motion passed unanimously.

4. A-Stellar Property Maintenance & Landscaping, Inc. Six-month Contract Extension

Mr. Pickard presented an item to extend A-Stellar’s contract for six months, from July 1, 2024, through December 31, 2024, to continue the contract requirements for landscape, hardscape, and aesthetic lighting maintenance services at THEA Headquarters, Brandon Parkway Gateway, Meridian Avenue Gateway, and Selmon West Extension.

The requested action is for the Board to authorize the Executive Director to sign a task order with A-Stellar Property Maintenance & Landscaping, Inc., for \$281,511 from the operations and maintenance budget to extend their contract to maintain THEA’s landscape and hardscape through December 31, 2024.

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

The motion passed unanimously.

5. Drainage Upgrade Design Task Order – KCA

Mr. Pickard presented an item to execute a task order with KCA Technologies, Inc. to develop a design and scope for an invitation to bid to procure a contractor to upgrade THEA’s open drainage system between 22nd Street and I-75. The current system is slow to drain with many areas of standing water and sediment berms preventing proper drainage. This project will restore the open drainage system to its original condition.

He noted that KCA Technologies, Inc. was previously selected (May 24, 2021, Board meeting) for task-driven contracts covering general consulting tasks.

The requested action is for the Board to authorize the Executive Director to sign a task order with KCA Technologies, Inc. for \$195,210 from the capital budget to develop a design and scope for an Invitation to Bid to procure a contractor to upgrade THEA’s open drainage system from 22nd Street to I-75.

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

The Chairman asked for confirmation that this action is for local roads and not the REL. Mr. Pickard confirmed.

The motion passed unanimously.

6. ITS Infrastructure Phased Design-Build Assistance – HNTB

Mr. Pickard presented an item to utilize the GEC (HNTB) to assist staff with the procurement of the Phased Design-Build contractor and the CEI team, and to assist in overseeing their work during the design and construction of ITS infrastructure for Selmon West Extension, East Selmon, and REL grounding efforts.

The requested action is for the Board to authorize the Executive Director to execute a task order with HNTB for \$1,950,000 from the capital budget to assist in procuring a contractor and CEI, and to assist in overseeing the design and construction of the ITS

infrastructure to be installed on the Selmon West Extension, East Selmon, and grounding efforts on the REL.

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

Chairman Cassidy asked for a definition of “grounding efforts.” Mr. Pickard explained that lightning was causing issues and it was determined to be a grounding issue. Mr. Slater added that the specifications for the aesthetic lighting treated it as an overhead light. The specifications now call for grounding, in accordance with ITS, which is more restrictive.

The motion passed unanimously.

7. Pedestrian Safety Upgrades – HNTB

Mr. Pickard presented an item to utilize the GEC (HNTB) to assist staff with procuring the designer, contractor, and the CEI team, and assist in overseeing their work during the design and construction of the pedestrian safety upgrades on all THEA pedestrian crossings.

The requested action is for the Board to authorize the Executive Director to execute a task order with HNTB for \$105,600 from the capital budget to assist in procuring a designer, contractor, and CEI, and to assist in overseeing the design and construction of the pedestrian upgrades at all THEA pedestrian crossings.

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

The motion passed unanimously.

8. THEA Headquarters Office Renovation – Contractor Selection

Mr. Pickard presented the contractor selection request for the THEA Headquarters Office Renovation project. The contractor will provide all the labor, materials, equipment, and incidentals necessary to reconstruct four office areas at the THEA headquarters building to provide office space for new staff in 2025.

The requested action is for the Board to:

- a. Approve the selection of the lowest bid from Qualis General Contractors, LLC for \$227,827 from the capital budget to renovate four office spaces at THEA Headquarters.

Firm	Amount
Qualis General Contractors, LLC	\$227,827.00
Rycon Construction, Inc.	\$259,497.42

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

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

The motion passed unanimously.

9. Headquarters Safety Upgrades and East Selmon Roof Replacement Support - HNTB

Mr. Pickard presented an item to utilize the GEC (HNTB) to assist staff with overseeing the design effort, procuring a contractor, procuring the CEI Team, and overseeing their work during the design and construction of THEA Headquarters safety improvements and the East Toll Plaza roof construction efforts.

The requested action is for the Board to authorize the Executive Director to execute a task order with HNTB for \$236,800 from the capital budget to assist in procuring a contractor and CEI and to assist in overseeing the design and construction of THEA Headquarters safety improvements and the East Toll Plaza roof construction efforts.

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

The motion passed unanimously.

10. Whiting Street Improvement Project Design Support – HNTB

Mr. Pickard presented an item to utilize the GEC (HNTB) to assist staff with procuring the designer and overseeing the design of the Whiting Street Improvement Project.

The requested action is for the Board to authorize the Executive Director to execute a task order with HNTB for \$880,000 from the capital budget to assist in procuring a designer and overseeing the design effort for the construction of the Whiting Street Improvement Project.

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

The motion passed unanimously.

11. South Selmon Capacity Procurement, Risk Avoidance, and Scope Development Support – HNTB

Mr. Pickard presented an item to utilize GEC (HNTB) to assist THEA staff in managing the South Selmon Capacity Project procurement and completion of Risk Avoidance. This task covers the anticipated costs for HNTB's assistance to the Notice to Proceed date which will encompass all of FY25 and part of FY26. The Board previously authorized a task with the GEC for this effort through FY24.

The requested action is for the Board to authorize the Executive Director to execute a task order with HNTB to provide GEC support for procurement of the South Selmon Capacity Project for \$2,600,000 from the capital budget.

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

The motion passed unanimously.

12. Change Order to Contract No. 0-0523 with CW Roberts Contracting, Inc.

Mr. Pickard presented an item to reimburse CW Roberts Contracting, Inc. for contract adjustments related to fuel and bituminous, spread rate, and material quality totaling \$776,180. This revises the contract value to \$8,879,180, which is 12.6% above the original contract amount.

The requested action is for the Board to authorize the Executive Director to execute a purchase order with CW Roberts Contracting, Inc. for contract adjustments related to fuel and bituminous, spread rate, and material quality in the amount of \$776,180 from the capital budget.

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

The motion passed unanimously.

C. Toll Operations – Tim Garrett, Interim Director

1. Approval of a \$212,332 task order for TransCore to develop a staging database to support the migration of the legacy THEA Tolls Data to the new Operational Back Office System

Mr. Garrett presented an item to establish a staging database for THEA's toll transaction data in preparation for the migration of this data to the new Operational Back Office System (OBOS) that is being procured by THEA. The establishment of the staging database will provide a more seamless, verifiable, and operationally efficient migration of THEA's data to the new operational back office.

The requested action is for the Board to authorize the Executive Director to execute a task order with TransCore for \$212,332 from the capital budget to develop the staging database of THEA toll data in support of the migration to the new operational back office.

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

Chairman Cassidy inquired about the status of this procurement. Mr. Garrett noted the team is wrapping up the scope and boilerplate document and expects the project to be advertised in the first quarter of FY2025. Mr. Slater added that staff is staging the two to ensure OBOS is stable before we begin RTCS.

The motion passed unanimously.

D. General Counsel – Amy Lettelleir, Esquire

1. Approval of Tampa-Hillsborough County Expressway Authority Interlocal Agreements with Florida Tax Collector Offices

Ms. Lettelleir presented an item that will allow customers to pay THEA tolls to the Tax Collector offices listed below for the release of registration holds and to provide the procedures for remittance and reporting between the parties.

- | | |
|-----------------|--------------|
| 1. Brevard | 6. Pasco |
| 2. Charlotte | 7. Pinellas |
| 3. Citrus | 8. Sumter |
| 4. Hernando | 9. St. Lucie |
| 5. Indian River | 10. Walton |

The requested action is for the Board to authorize THEA’s Chairman to execute Interlocal Agreements with the stated Florida Tax Collector Offices.

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

The motion passed unanimously.

2. Fiscal Year 2025 Commercial Property Insurance, and Crime Insurance

Ms. Lettelleir introduced Kim Ragan with Gallagher Insurance to review the FY2025 Commercial Property and Crime Insurance Coverage for FY2025. Ms. Ragan briefly discussed the history of THEA’s property program since 2012, noting that current rates with Zurich are 13% less than the 2011 program, with a cumulative savings of over \$3.3M over the 10+ years versus the prior program. She then reviewed the Infrastructure Property Program, crime insurance coverage, and terrorism and sabotage coverage. She pointed out that railroad liability has been non-renewed because of the completion of the Railroad Track Removal project.

Ms. Lettelleir requested the Board to approve the binding of the FY2025 Commercial Property and Crime Insurance Coverage for \$1,004,907 from the operating budget.

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

The motion passed unanimously.

IV. Consent Agenda

A. Approval of the Minutes from the April 22, 2024, Board Meeting and the May 6, 2024, Workshop

B. Approval of Ongoing Capital Project Task Work Orders – FY25

1. LIDAR and ArcGIS Updates, HNTB, \$200,000
2. SWE Inspection Support, HNTB, \$150,000

3. Incident Management Implementation, HNTB, \$90,000
4. East Selmon Paving Support, HNTB, \$225,000
5. ACCS Implementation Support, HNTB \$100,000
6. Asset Management Inventory and Development Support, HNTB, \$860,000
7. South Selmon Capacity Geotechnical Support, HNTB, \$200,000
8. South Selmon Capacity Tolls Support, HNTB, \$100,000
9. South Selmon Capacity Drainage, Permits, and Cross Slope Support, Consor, \$195,938
10. South Selmon Capacity Survey and Utility Support, HNTB, \$530,000
11. US 301 Preliminary PD&E Services - Stakeholder & Community Engagement & Speakers Bureau Program, WSP, \$279,000
12. KPI Tool Development & Tracking, WSP, \$110,000
13. US 301 Economic Study & Analysis, CUTR, \$175,000
14. Emerging Technology & Commsignia RSU Integration, HNTB, \$150,000
15. Road User Safety Technology, HNTB, \$200,000
16. Intelligent Decision Support System & Data Management, HNTB, \$250,000
17. MultiModal ITS (MMITSS) Project Support Services, HNTB, \$76,000
18. Implementable Data-Driven Pedestrian Safety, HNTB, \$75,000
19. Resiliency & Sustainability, HNTB, \$100,000
20. Vulnerable Road User (VRU) Project Support Services, HNTB, \$125,000
21. Emerging Technology THEA System Evaluation & Solution Concepts, MITRE, \$150,000
22. Roadside Toll Collection System Support, HNTB, 195,000
23. Operational Back Office System Support, HNTB, \$320,000
24. US 301 Preliminary PD&E Services – Stakeholder Listening and Data Collection, Vistra Communications, \$115,350

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

The motion passed unanimously.

V. Executive Reports

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

1. Contract Renewals and Expirations

Mr. Slater reported two contract renewals, one for Gannett Fleming and the other for Infotect. Both are the first one-year renewal.

2. Director’s Report

Mr. Slater announced that staff would be coming to the board in the coming weeks seeking approval for the development of an investment grade T&R model. THEA has not done a system-wide model since 2017. The model will be critical for THEA as our large construction program advances.

He reported that the new slip ramp near I-75 suffered some damage after an eastbound driver on the REL had a medical issue, lost control of the vehicle and crashed through all of the slip ramp gates. Due to the extent of the damage we had to use a truck to block the entry during times of closure. The new gates have arrived and repairs are scheduled for next week.

Mr. Slater announced a traffic change on Harbor Island. Currently, southbound Meridian at Channelside has one lane for left turns, one lane through traffic to Harbor Island (Beneficial Dr.) and one for right turn only onto Channelside. The reconstruction of Channelside has changed the traffic patterns at the intersection of Channelside and Meridian, resulting in an opportunity to change the right turn only lane to a combination through lane to Harbor Island and right turn onto Channelside. The result – Harbor Island will have two lanes that can be used from Meridian. THEA will be making this change in the near future.

He also announced the upcoming Twiggs Street construction –The City of Tampa will begin the Twiggs St project on Friday. The road, between Meridian and 12th St., will be under construction for the next 12 to 18 months. The first segment will close Twiggs St. eastbound for 6 months with no access to Raymond from Twiggs St. including 10 days when Meridian will be reduced to one lane northbound north of Kennedy affecting access to the REL. The second phase closes Twiggs westbound, but, will allow a left turn from Twiggs into Raymond when driving eastbound on Twiggs, but, no exit out of Raymond.

Moving on, Mr. Slater noted that THEA is participating in a Joint Safety Campaign with FTE, CFX, and GMX, with summer safety messages coordinated by all of our communications directors.

Mr. Slater congratulated all of Team THEA and the Board for THEA being awarded the **Best in Construction Award** by FTBA, in the Expressway Authority Project of the Year category for the slip ramp project. This project was completed with The Middlesex Corporation and is a great example of an early solution that came out of the planning study that efficiently went into construction and had a great team approach throughout.

He then thanked the Board for all their work and support during the budget process and pointed to a stat sheet noting many of THEAs accomplishments from the FY2024 budget. He announced that over the next fiscal year, the Board will see:

- The start of the South Selmon Capacity Project
- A full inventory of THEA assets in a modern GIS system
- New asset management and landscape contracts with a higher system performance standard
- Procurements for a new OBOS and RTCS
- Outsourced payroll

- Fractional HR resources
- Business continuity plans
- Advanced cybersecurity systems and training programs
- New video wall for tomorrow’s operations
- Plans for US 301 and the initial community outreach, our underpasses, and real estate assets

Finally, Mr. Slater introduced and welcomed three new interns to the Team.

Corah Price – is a student at Auburn University who will graduate in August with a Bachelor of Software Engineering. Corah is from a military family that is stationed at MacDill.

Ha Nguyen – is a student at USF – Judy Genshaft Honors College, and she expects to graduate Spring of 2026 with a Bachelor of Science in Civil Engineering

William Quinones – is also a student at USF, and is set to graduate next May with a Bachelor of Science in Mechanical Engineering.

All three interns will be with us throughout the summer and we have many interesting projects for them to work on.

B. General Counsel – Amy Lettelleir

Ms. Lettelleir mentioned the Ethics Disclosure Forms that were handed out for signature and requested Board members sign and return them to her.

C. Chairman – Vincent Cassidy

1. Upcoming Meetings

- Board Workshop – July 8, 2024, *Cancelled*
- Board Meeting – July 22, 2024

VII. Old Business

VIII. New Business

IX. Adjournment

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

APPROVED: _____ **ATTEST:** _____
Chairman: Vince Cassidy **Secretary: Bennet Barrow**

DATED THIS 22ND DAY OF July 2024.



Proposed 2025 Board Meeting Schedule

January

1/13/2025	Board Committees of the Whole Meeting	1:30 p.m.
1/27/2025	Board Meeting	1:30 p.m.

February

2/10/2025	Board Committees of the Whole Meeting	1:30 p.m.
2/24/2025	Board Meeting	1:30 p.m.

March

3/10/2025	Board Committees of the Whole Meeting	1:30 p.m.
3/24/2025	Board Meeting	1:30 p.m.

April

04/14/2025	Board Committees of the Whole Meeting	1:30 p.m.
04/28/2025	Board Meeting	1:30 p.m.

May

05/05/2025	Board Budget Workshop	1:30 p.m.
05/19/2025	Board Meeting	1:30 p.m.

June

06/09/2025	Board Committees of the Whole Meeting	1:30 p.m.
06/23/2025	Board Meeting	1:30 p.m.

July

07/14/2025	Board Committees of the Whole Meeting	1:30 p.m.
07/28/2025	Board Meeting	1:30 p.m.

August

08/11/2025	Board Committees of the Whole Meeting	1:30 p.m.
08/25/2025	Board Meeting	1:30 p.m.

September

09/08/2025	Board Committees of the Whole Meeting	1:30 p.m.
09/22/2025	Board Meeting	1:30 p.m.

October

10/13/2025*	Board Committees of the Whole Meeting	1:30 p.m.
10/27/2025	Board Meeting	1:30 p.m.

November

11/17/2025	Board Meeting	1:30 p.m.
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December

12/15/2025	Board Meeting	1:30 p.m.
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* NOTE: October 13 is Columbus Day

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

2025 Calendar

JANUARY

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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DECEMBER

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NOTE: October 13 is Columbus Day

Holiday
 Committees
 Board Meeting
 Agenda Item Deadline
 Backup Deadline



Tampa Hillsborough Expressway Authority
Task Work Order: 12th Street Park 30% Design
Scope of Work
Draft: August 2024

PROJECT UNDERSTANDING

THEA has requested design services that will be used to further refine site elements, cost estimates, and provide necessary detail for future funding/grant opportunities. WSP supported THEA with the Greenway Masterplan, trail alignment studies, and the preliminary concept visioning of the 12th street park, and understands THEA's efforts to expand public opportunities and activate areas under the Expressway with facilities like sports courts, event spaces, health and wellness equipment, play zones, commerce opportunities and ecosystem services.

12th Street Park is situated in a dynamic area of downtown Tampa, in the center of ongoing development and future potential. It will connect north to the GasWorx development, east toward future development at the canal waterfront, and south to Channelside and the Water Street developments. It is a key location on the Selmon Greenway, as it reconnects pedestrians and bicyclists between downtown Tampa and Ybor district. The site is the back yard to THEA's headquarters building, and adjacent to the popular and highly used Deputy Kotfila Memorial Dog Park.

WSP will advance the preliminary concept to 30% design based on new site survey, updated information, THEA and agency coordination and site investigations.

SCOPE OF WORK

Task 1. Landscape Architecture Services

WSP will develop the 30% landscape design package based on previous efforts, and will include illustrative renderings, and design documentation that will include 30% plan drawings, details, cost estimating support, and a specification outline.

WSP will perform the following tasks.

- Coordination and Review meetings (2 monthly 1-hour meetings, with up to 3 WSP staff)
- Develop draft and final illustrative renderings depicting site features materiality and character
- Design development plans to include:
 - Site Analysis
 - Draft Site Plan
 - Preliminary Grading Plan
 - Preliminary Planting Plan
 - Preliminary Irrigation Plan

- Preliminary Site Furnishing Selections
- Design Details
- 30% landscape plans to include:
 - Landscape Planting & materials plans
 - Irrigation Plans
- 30% submittal will also include: plant schedule, design details, specifications outline, and cost estimate support. (work with RK&K on cost estimation)

Assumptions

- This scope of work does not include site survey and assumes the owner will provide all existing survey and base AutoCAD files.
- RKK will provide independent cost estimation as a subconsultant to this task and will coordinate and provide all 30% documentation, and quantities necessary for THEA's independent cost estimators.
- This scope assumes design team will have access to THEA's engineering department for coordination and constructability validation.
- Bidding support and construction administration are excluded from this task.
- THEA will provide one formal set of compiled review comments.

Deliverables

- Meeting summary notes provided in pdf format.
- Illustrative renderings, draft and final (up to 5 still images)
- Design development plan submittal (draft 40 scale plans, details, and cost estimate support) (electronic PDF versions)
- 30% Landscape Design Submittal (final 20 scale plans, and cost estimate support) (24" x36" electronic versions)
- Design Memo
- Specifications Outline

Task 2. Site Civil/Drainage Services

WSP will develop the 30% Civil/ Drainage design package based on conceptual plan and site topography survey.

WSP will perform the following tasks.

- 30% site plan (1" = 40' scale) identifying the following:
 - Proposed site elements with required setbacks, existing easements and property lines;
 - Proposed surfaces (asphalt, concrete, shell, turf);
 - Locations of drainage inlets, manholes and culverts;
 - Preliminary grading modifications to existing stormwater management facility;
 - Existing structures/surfaces that are to remain;
 - Existing utilities;
- Proposed drainage map (1" = 80' scale)
- Development of 30% construction cost estimate
- Prepare drainage narrative covering site drainage criteria, existing drainage conditions, proposed drainage conditions, permitting considerations.
- Coordination with THEA

Assumptions

- This scope of work does not include site survey and assumes owner will provide AutoCAD drawings of site survey to design from.
- This scope assumes design team will have access to THEA's engineering department for coordination and constructability validation.
- This scope of work does not include cost estimation, but WSP will coordinate and provide all 30% documentation, and quantities necessary for THEA's independent cost estimators.
- Bidding support and construction administration are excluded from this task.

Deliverables

- 30% plan (electronic PDF version)
- 30% construction cost estimate
- Drainage narrative

Task 3. Structural Design Services

WSP will provide structural engineering review of the boardwalk and seating elements for the 30% design package. The structural design review will include a constructability review of all civil design and architectural services and preliminary cost estimates for any structural considerations. All structural review will be documented with any specifications that need to be accommodated noted for coordination with THEA Engineering and Operations.

WSP will perform the following tasks.

- 30 % Design development, to include an existing conditions analysis, preliminary structural review and footing sizing.
- 30% construction cost estimate
- Meeting and coordination (2 monthly 1 hour meetings, with up to 3 WSP staff)

Assumptions

- This scope of work does not include site survey and assumes owner will provide CADD drawings of site survey to design from.
- This scope assumes design team will have access to THEA's engineering department for coordination and constructability validation.
- Bidding support and construction administration are excluded from this task.

Deliverables

- Structural review narrative

Task 4. Independent Cost Estimation and Constructability Review

RK&K will provide cost estimating and constructability support during the preliminary engineering phase of the above referenced project. Services will include:

Development of a Class 4/3 Independent Cost Estimate (ICE):

- Obtain 30% 12th St. planning documents and review.
- Verify quantities for various project stages.
- Apply unit prices to estimated quantities and develop allowances for remaining major project components.
- Develop year-of-expenditure escalation factors and apply to estimated values.
- Produce report detailing findings and recommended contingencies to be held at current project development phase.
- Present findings to THEA.

Constructability review:

- As part of the estimating process, identify anticipated contractor means & methods, including staging areas and preferred approach to the work.
- Determine extent of competitive bids anticipated for various project phasing scenarios.
- Identify areas of opportunity to reduce cost/increase competitiveness.
- Other related services.

Task 5. Stakeholder Coordination

WSP will provide stakeholder coordination and engagement as need. This scope could include the following.

- Individual Stakeholders meetings with agency and/or community partners (up to 10 meetings)
- In-Person Work session (1): Intra-departments concept facilitation/development
- Preliminary permitting identification matrix

Assumptions

- WSP is not responsible for agency reviews, approvals, or timelines.

Deliverables

- PowerPoint Presentation(s)

TASK 6. Project Management

WSP will serve as the primary point of contact. The WSP Project Manager (PM) will provide prompt and responsive services to THEA and disseminate relevant information to the project team. Throughout the project, the WSP PM will oversee all tasks and manage coordination among various discipline leads, sub-contractors, and THEA key staff. To facilitate decision-making, the WSP PM will incorporate a timeline of key decisions, specifying responsible parties and required input or sign-off.

WSP will perform the following tasks:

- Communication channels and email
- Virtual Teams, and in person meetings.
- Invoices will be submitted according to the contract terms, accompanied by a progress report detailing meetings held, work completed, critical issues, and upcoming tasks.
- Project Schedule
- Coordination with Stakeholders

SCHEDULE AND FEE

Work and fee is anticipated over a 12 month period.

This work will be completed on a time-and-materials basis up to a maximum of \$225,996.91. We will not exceed this amount without prior written authorization. Project management, including invoicing, is included in each of the tasks.



NOTICE OF INTENDED DECISION

Date: 8/19/2024

Project: Asset Landscape Maintenance Services
RFP: O-1024

On July 31st, 2024, one (1) Expanded Letter of Response (ELOR) package was received for the above-referenced project. On August 14th, 2024, one (1) Price Proposal was received. The ELORs were scored by the Evaluation Committee and the responsive Respondents that attained an average score of fifty-five (55) points or higher had their Price Proposal opened. Listed below is the final scoring based on the Evaluation Committee's scores and Price Proposals:

<u>Firm Name</u>	<u>Total</u>
A-Stellar Property Maintenance & Landscaping, Inc.	94

The Tampa-Hillsborough County Expressway Authority staff intends to recommend approval of the ranking to the Board of Directors and request authorization to negotiate and execute a contract with the highest ranked firm. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm. Contract is subject to review and approval of THEA General Counsel.

All notices are posted on the Authority's website (www.tampa-xway.com) and on the DemandStar system. For questions regarding this notice, please contact the Authority's Procurement Office, Procurement@tampa-xway.com.

SCOPE OF SERVICES
CONSTRUCTION ENGINEERING AND INSPECTION

1.0 PURPOSE:

This scope of services describes and defines the Construction Engineering and Inspection (CEI) services which are required for contract administration, inspection, and materials sampling and testing for the construction project listed below.

2.0 SCOPE:

Provide services as defined in this Scope of Services, the referenced Tampa-Hillsborough County Expressway Authority (THEA) and Florida Department of Transportation (Department or FDOT) manuals, and procedures.

The project for which the services are required is:

Description: East Selmon Wrong Way Driving Countermeasures and DMS Fiber Upgrades
County: Hillsborough County
Project No. O-1624

Exercise independent professional judgment in performing obligations and responsibilities under the contract. Pursuant to Section 4.1.4 of the Department's Construction Project Administration Manual (CPAM), the authority of the Consultant's lead person, such as the Senior Project Engineer, and the Consultant's Project Administrator shall be identical to the Department's Resident Engineer and Project Administrator respectively and shall be interpreted as such.

Services provided by the Consultant shall comply with Department manuals, procedures, and memorandums in effect as of the date of execution of a contract unless otherwise directed in writing by the Authority. Such Department manuals, procedures, and memorandums are found at the FDOT State Construction Office's website (<https://www.fdot.gov/construction>).

The general Scope of Work for the Construction project consists of, but is not limited to: **(1)** Provide all labor, equipment, materials, tools, transportation, supplies, insurance, incidentals, mobilization, demobilization, and maintenance of traffic necessary to provide the System Control and DMS Fiber Optic Communications upgrades as required and specified in the Contract documents. The intent of this project is to replace existing copper cables to DMSs with fiber optic cables and provide the means to control the signs via the THEA fiber network. Existing conduit is to be used to the extent possible. Replace damaged or unusable conduit and/or pull boxes with new conduit and/or pull boxes as needed. Conduit pathways and access points are both located underground and in the interstitials of the elevated REL bridge structure. **(2)** Providing all the labor, equipment, materials, tools, transportation, supplies, insurance, incidentals, mobilization, demobilization and maintenance of traffic necessary to construct the Wrong Way Driving Vehicle Detection Systems (WWVDS) at multiple exit ramps on the Selmon Expressway (SR 618).

The Consultant shall provide support for THEA's Public Information Coordinator (PIC) for the duration of the project.

3.0 LENGTH OF SERVICE:

The CEI services for the **East Selmon Wrong Way Driving Countermeasures and DMS Fiber Upgrades Project** shall begin upon written notification to proceed by THEA.

Track the execution of the contract such that the Consultant is given timely authorization to begin work. While no personnel shall be assigned until written notification by THEA has been issued, the Consultant shall be ready to assign personnel within two weeks of notification. For the duration of the project, coordinate closely with THEA and the Contractor to minimize rescheduling of Consultant activities due to construction delays or changes in scheduling of Contractor activities.

For estimating purposes, the Consultant will be allowed an accumulation of thirty (30) calendar days to perform preliminary administrative services prior to the issuance of the Contractor's notice to proceed and thirty (30) calendar days to demobilize and develop the final estimate after final acceptance, for a total of 425 days.

The anticipated letting schedule and construction time for the project is as shown below:

Construction Contract Estimate

<u>Project ID</u>	<u>Letting Date</u>	<u>Project Duration</u>
O-1624	July 2024	365 days

4.0 DEFINITIONS:

- A. Agreement: The Professional Services Agreement between the Authority and the Consultant setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of services, and the basis of payment.
- B. Authority: The Tampa-Hillsborough County Expressway Authority
- C. Authority Contracts and Procurement Manager: The administrative head of the Authority Procurement Office.
- E. Authority Director of Operations and Engineering: The Director of Construction, Maintenance, Traffic Operations, Materials, and Safety.
- F. Construction Project Manager: The Authority employee assigned to manage the Construction Engineering and Inspection Contract and represent the Authority during the performance of the services covered under this Agreement.
- G. Construction Training/Qualification Program (CTQP): The Department program for training and qualifying technicians in Aggregates, Asphalt, Concrete, Earthwork, and Final Estimates Administration. Program information is available at CTQP website.
- H. Consultant: The Consulting firm under contract to the Authority for administration of Construction Engineering and Inspection services.
- I. Consultant Project Administrator: The employee assigned by the Consultant to be in charge of providing Construction Contract administration services for one or more Construction Projects.

- J. Consultant Senior Project Engineer: The Engineer assigned by the Consultant to be in charge of providing Construction Contract administration for one or more Construction Projects. This person may supervise other Consultant employees and act as the lead Engineer for the Consultant.
- K. Department (FDOT): Florida Department of Transportation
- L. Construction Contract: The written agreement between the Authority and the Contractor setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of labor and materials, and the basis of payment.
- M. Contractor: The individual, firm, or company contracting with the Authority for design, furnishing of labor and materials, and performance of work for construction of the project.
- N. Executive Director: The Chief Executive Officer of the Tampa Hillsborough Expressway Authority.
- O. Engineer of Record: The Engineer noted on the Construction plans as the responsible person for the design and preparation of the plans.
- P. Operations Engineer: The Director of Expressway Operations, or it's designee, assigned to administer Maintenance Contracts for the Authority.
- Q. Public Information Office: The Authority's office assigned to manage the Public Information Program.
- R. Resident Compliance Specialist: The employee assigned by the Consultant to oversee project specific compliance functions.
- S. Resident Engineer: The Director of Expressway Operations, or it's designee, assigned to administer Construction Contracts for the Authority.

5.0 ITEMS TO BE FURNISHED BY THE AUTHORITY TO THE CONSULTANT

- A. The Authority on an as needed basis, will furnish the following Construction Contract documents for each project. These documents may be provided in either paper or electronic format.
 - 1. Construction Plans,
 - 2. Specification Package,
 - 3. Copy of the Executed Construction Contract
 - 4. Utility Agency's Approved Material List (if applicable).

6.0 ITEMS FURNISHED BY THE CONSULTANT

6.1 Department Documents:

All applicable Department documents referenced herein shall be a condition of this Agreement. All Department documents, directives, procedures, and standard forms are available through the Department's Internet website. Most items can be purchased through the following address. All others can be acquired on-line at the Department's website.

Florida Department of Transportation
Maps and Publication Sales
605 Suwannee Street, MS 12
Tallahassee, Florida 32399-0450
Telephone No. (850) 414-4050

<http://www.dot.state.fl.us/construction/>

6.2 Office Automation:

Provide all software and hardware necessary to carry out the responsibilities efficiently and effectively under this Scope of Services.

Provide each inspection staff with a laptop computer running a Consultant furnished comprehensive construction management system supporting activities including construction administration, field record keeping, contract record maintenance, contractor payment processing, materials management, and civil rights monitoring application through use of a mobile broadband connection to the Consultant furnished server. All computer coding shall be input by Consultant personnel using equipment furnished by them. Ownership and possession of computer equipment and related software, which is provided by the Consultant, shall remain at all times with the Consultant. The Consultant shall retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment should be maintained and operational at all times.

Current technical specifications for office automation can be viewed at:

<http://www.dot.state.fl.us/Construction/DesignBuild/ConsultantCEI/OfficeAutomation.shtm>

6.3 Field Office: (NOT APPLICABLE)

The Authority will not be providing direct compensation for a Field Office.

6.4 Vehicles:

Vehicles will be equipped with appropriate safety equipment and must be able to effectively carry out requirements of this Agreement. Vehicles shall have the name and phone number of the consulting firm visibly displayed on both sides of the vehicle.

6.5 Field Equipment:

Supply survey, inspection, and testing equipment essential to perform services under this Scope of Services; such equipment includes non-consumable and non-expendable items.

Hard hats shall have the name of the consulting firm visibly displayed.

Equipment described herein and expendable materials under this Scope of Services will remain the property of the Consultant and shall be removed at completion of the work.

Handling of nuclear density gauges shall be in compliance with their license.

Retain responsibility for risk of loss or damage to said equipment during performance of this Scope of Services. Field office equipment shall be maintained and in operational condition at all times.

6.6 Licensing for Equipment Operations:

Obtain proper licenses for equipment and personnel operating equipment when licenses are required. The license and supporting documents shall be available for verification by THEA, upon request.

Radioactive Materials License for use of Surface Moisture Density Gauges shall be obtained through the State of Florida Department of Health.

7.0 LIAISON RESPONSIBILITY OF THE CONSULTANT:

For the duration of the contract, keep THEA's Construction Project Manager in Responsible Charge informed of all significant activities, decisions, correspondence, reports, and other communications related to its responsibilities under this Agreement.

Facilitate communications between all parties (i.e. architectural, mechanical, materials, landscaping, local agencies, etc.) ensuring responses and resolutions are provided in a timely manner. Maintain accurate records to document the communication process.

Submit all administrative items relating to Invoice Approval, Personnel Approval, Time Extensions, and Supplemental Amendments to the Construction Project Manager for review and approval.

8.0 PERFORMANCE OF THE CONSULTANT:

During the term of the contract and all Supplemental Amendments thereof, the Authority will review various phases of Consultant operations, such as construction inspection, materials sampling and testing, and administrative activities, to determine compliance with this Agreement. The Consultant shall cooperate and assist Authority representatives in conducting the reviews. If deficiencies are indicated, remedial action shall be implemented immediately. Authority recommendations and Consultant responses/actions are to be properly documented by the Consultant. No additional compensation shall be allowed for remedial action taken by the Consultant to correct deficiencies. Remedial actions and required response times may include but are not necessarily limited to the following:

- A. Further subdivide assigned inspection responsibilities, reassign inspection personnel, or assign additional inspection personnel, within one week of notification.
- B. Immediately replace personnel whose performance has been determined by the Consultant and/or the Authority to be inadequate.
- C. Immediately increase the frequency of monitoring and inspection activities in phases of work that are the Consultant's responsibility.
- D. Increase the scope and frequency of training of the Consultant personnel.

9.0 REQUIREMENTS OF THE CONSULTANT:

9.1 General:

It shall be the responsibility of the Consultant to administer, monitor, and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.

Observe the Contractor's work to determine the progress and quality of work. Identify discrepancies, report significant discrepancies to the Authority, and direct the Contractor to correct such observed discrepancies.

Inform the Construction Project Manager of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Contractor and the corrective action that has been directed to be performed by the Contractor.

9.2 Survey Control: : (NOT APPLICABLE)

9.3 On-site Inspection:

Monitor the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to determine that the projects are constructed in reasonable conformity with such documents. Maintain detailed accurate records of the Contractor's daily operations and of significant events that affect the work.

Monitor and inspect Contractor's Work Zone Traffic Control Plan and review modifications to the Work Zone Traffic Control Plan, including Alternate Work Zone Traffic Control Plan, in accordance with the Department's procedures. Consultant employees performing such services shall be qualified in accordance with the Department's procedures.

9.4 Sampling and Testing:

Perform sampling and testing of component materials and completed work in accordance with the Construction Contract documents. The minimum sampling frequencies set out in the Department's Materials Sampling, Testing and Reporting Guide shall be met. In complying with the aforementioned guide, provide daily surveillance of the Contractor's Quality Control activities and perform the sampling and testing of materials and completed work items for verification and acceptance.

The Consultant will perform inspection and sampling of materials and components at locations remote from the project site. In addition, the Consultant will perform testing of materials normally done in a laboratory remote from the project site.

Determine the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.

The Authority will monitor the effectiveness of the Consultant's testing procedures through observation and independent assurance testing.

Sampling, testing and laboratory methods shall be as required by the Department's Standard Specifications, Supplemental Specifications.

Documentation reports on sampling and testing performed by the Consultant shall be submitted during the same week that the construction work is done.

Transport samples to be tested in a Consultant laboratory to the appropriate laboratory.

Input verification testing information and data into the Consultant furnished comprehensive construction management system supporting construction administration, field record keeping, and materials management.

9.5 Engineering Services:

Coordinate the Construction Contract administration activities and with the Contractor as necessary to complete the construction of the project. Notwithstanding the above, the Consultant is not liable to the Authority for failure of such parties to follow written direction issued by the Consultant.

Services shall include maintaining the required level of surveillance of Contractor activities, interpreting plans, specifications, and special provisions for the Construction Contract. Maintain complete, accurate records of all activities and events relating to the project and properly document all project changes. Consultant shall create and maintain an electronic document management system. The following services shall be performed:

1. Schedule and conduct a meeting with the Authority prior to the Pre-construction conference and another meeting prior to project final acceptance. The purpose of these meetings is to discuss the required documentation, including as-builts, necessary for permit(s) compliance.
2. Review all Contractor-Initiated submittals subject to a 10-business day review time by the Authority.
 - i. Review times will commence after the Authority performs a completeness review, and in its sole and absolute direction, determines the submittal is sufficiently complete to be reviewed.
3. Submit an Engineer's Certification of Compliance at the end of the project.
4. Verify that the Contractor is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the project. For each project that requires the use of the NPDES General Permit, provide at least one inspector who has successfully completed the "Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors". The Consultant's inspector will be familiar with the requirements set forth in the FEDERAL REGISTER, Vol. 57, No. 187, Friday, September 5, 1992, pages 4412 to 4435 "Final NPDES General Permits for Storm Water Discharges from Construction Sites" and the Department's guidelines.
5. Analyze the Contractor's schedule(s) (i.e. baseline(s), revised baseline(s), updates, as-built, etc.) for compliance with the contract documents. Elements including, but not limited to, completeness, logic, durations, activity, flow, milestone dates, concurrency, resource allotment, and delays will be reviewed. Verify the schedule conforms with the construction phasing and MOT sequences, including all contract modifications. Provide a written review of the schedule identifying significant omissions, improbable or unreasonable activity durations, errors in logic, and any other concerns.
6. Analyze problems that arise on a project and proposals submitted by the Contractor; work to resolve such issues and process the necessary paperwork.
7. When applicable, monitor, inspect and document Contractor's utility coordination efforts for compliance with Construction contract. Facilitate coordination and communication between Utility Agency's representatives, Authority's staff and Contractors executing the work. Identify potential utility conflicts and assist in the resolution of utility issues including Authority and

Local Government owned facilities. Identify, review, and track progress of Joint Project Agreements, and/or other Authority and utility agreements. Address work progress, track reimbursement activities, and address betterment and salvage determination. Prepare all necessary documentation to support reimbursement activities and betterment and salvage determination.

8. Produce reports, verify quantity calculations and field measure for payment purposes as needed to prevent delays in Contractor operations and to facilitate prompt processing of such information in order for the Authority to make timely payment to the Contractor.
9. When applicable, prepare and make presentations for meetings and hearings before the Dispute Review Boards in connection with the project covered by this Agreement.
10. Monitor each Contractor and Subcontractor's compliance with specifications and special provisions of the Construction Contract in regard to payment of predetermined wage rates in accordance with Authority procedures.
11. The Authority will provide Public Information Services.
12. Video record the pre-construction conditions throughout the project limits. Provide a digital photo log or video of project activities, with heavy emphasis on potential claim items/issues and on areas of real/potential public controversy.
13. Provide a digital camera for photographic documentation of pre-construction state and of noteworthy incidents or events during construction. Photographs and other media will be filed and maintained on the Consultant's computer using a Digital Media Management system. Photographs shall be taken the day prior to the start of construction and continue as needed throughout the project. Photographs shall be taken the days of Conditional, Partial and Final Acceptance.

10.0 **PERSONNEL:**

10.1 **General Requirements:**

Provide qualified personnel necessary to efficiently and effectively carry out its responsibilities under the contract.

Unless otherwise agreed to by THEA, THEA will not compensate straight overtime or premium overtime for the positions of Senior Project Engineer, Project Administrator/Project Engineer, Contract Support Specialist and Assistant or Associate to any of these positions.

10.2 **Personnel Qualifications:**

Provide competent personnel qualified by experience and education. Submit in writing to the Construction Project Manager the names of personnel proposed for assignment to the project, including a detailed resume for each containing at a minimum: salary, education, and experience. The Consultant Action Request form for personnel approval shall be submitted to the Construction Project Manager at least two weeks prior to the date an individual is to report to work.

Personnel identified in the Consultant technical proposal are to be assigned as proposed and are committed to performing services under this Agreement. Personnel changes will require written approval from the Authority. Staff that has been removed shall be replaced by the Consultant within one week of Authority notification.

Before the project begins, all project staff shall have a working knowledge of the current Florida Department of Transportation Construction Project Administration Manual (CPAM) and must

possess all the necessary qualifications/certifications for fulfilling the duties of the position they hold. Cross training of the Consultant's project staff is highly recommended to achieve a knowledgeable and versatile project inspection team but shall not be at any additional cost to the Authority and should occur as workload permits. Visit the training page on the State Construction Office website for training dates.

Minimum qualifications for the Consultant personnel are set forth as follows. Exceptions to these minimum qualifications will be considered on an individual basis. However, a Project Administrator working under the supervision and direction of a Senior Project Engineer or an Inspector working under the supervision and direction of a Senior Inspector shall have six months from the date of hire to obtain the necessary qualifications/certifications provided all other requirements for such positions are met and the Consultant submits a training plan detailing when such qualifications/certifications and other training relative to the Department's procedures, Specifications and Design Standards will be obtained. The Authority Director of Operations and Engineering or designee will have the final approval authority on such exceptions.

CEI SENIOR PROJECT ENGINEER - A Civil Engineering degree and registered in the State of Florida as a Professional Engineer (or if registered in another state, the ability to obtain registration in the State of Florida within six months) and six (6) years of engineering experience [(two (2) years of which are in major road or bridge construction)] or [(five (5) of which are in major bridge construction) - for Complex Bridge Projects with the exception of PTS projects which require two (2) years of major bridge construction], or for non-degreed personnel the aforementioned registration and ten (10) years of engineering experience (two (2) years of which are in major road or bridge construction). Qualifications include the ability to communicate effectively in English (verbally and in writing); direct highly complex and specialized construction engineering administration and inspection program; plans and organizes the work of subordinate and staff members; develops and/or reviews policies, methods, practices, and procedures; and reviews programs for conformance with Department standards. Also must have the following:

QUALIFICATIONS:

Attend the CTQP Quality Control Manager course and pass the examination.

CERTIFICATIONS: FDOT Advanced MOT

OTHER:

Complete the Florida Department of Transportation Critical Structures Construction Issues, Self-Study Course, and submit the mandatory Certification of Course Completion form (for structures projects).

CEI PROJECT ADMINISTRATOR/PROJECT ENGINEER - A Civil Engineering degree plus two (2) years of engineering experience in construction of major road or bridge structures, or for non-degreed personnel eight (8) years of responsible and related engineering experience, two (2) years of which involved construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures.

Receives general instructions regarding assignments and is expected to exercise initiative and independent judgment in the solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. Will be responsible for the progress and final estimates throughout the construction project duration. Must have the following:

QUALIFICATIONS:

CTQP Final Estimates Level II

CERTIFICATIONS: FDOT Advanced MOT

OTHER:

Attend CTQP Quality Control Manager Course and pass the examination.

Attend a FDOT accredited post-tensioning training course and pass the examination (for post-tensioned CC2 projects)

Attend a FDOT accredited grouting training course and pass the examination (for post-tensioned CC2 projects)

A Master's Degree in Engineering may be substituted for one (1) year of engineering experience.

CEI ASSISTANT PROJECT ADMINISTRATOR/PROJECT ENGINEER –

A Civil Engineering degree plus one (1) year of engineering experience in construction of major road or bridge structures, or for non-degreeed personnel six (6) years of responsible and related engineering experience, two (2) years of which involved construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures.

QUALIFICATIONS:

CTQP Final Estimates Level II

CERTIFICATIONS: FDOT Intermediate MOT

CEI CONTRACT SUPPORT SPECIALIST - A High School diploma or equivalent and four (4) years of road & bridge construction engineering inspection (CEI) experience having performed/assisted in project related duties (i.e., LIMS, progress and final estimates, EEO compliance, processing Construction Contract changes, etc.) or a Civil Engineering Degree. Should exercise independent judgment in planning work details and making technical decisions related to the office aspects of the project. Should be familiar with the Department's Procedures covering the project related duties as stated above and be proficient in the computer programs necessary to perform these duties. Shall become proficient in Multi-Line and Engineering Menu.

QUALIFICATIONS:

CTQP Final Estimates Level II

CEI ASSOCIATE CONTRACT SUPPORT SPECIALIST - High school graduate or equivalent plus three (3) years of secretarial and/or clerical experience including two (2) years experience in construction office management having performed project related duties (i.e., LIMS, progress and final estimates, EEO compliance, processing Construction Contract changes, etc.). Experienced in the use of standard word processing software. Should exercise independent initiative to help relieve the supervisor of clerical detail. Assists the Project Administrator in office related duties (i.e., CQR, progress, and final estimates, EEO compliance, Processing Construction Contract changes, etc.) Project specific. Work under the general supervision of the Senior Project Engineer and staff.

CEI UTILITY COORDINATOR - High School Graduate or equivalent and be knowledgeable of Department's Standards, policies, procedures, and agreements and shall have a minimum of four (4) years of experience performing utility coordination in accordance with Department's Standards, policies, procedures and agreements.

CEI SENIOR INSPECTOR/SENIOR ENGINEER INTERN – High school graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in bridge and/or roadway construction inspection with the exception of Complex Category 2 (CC2) bridge structures or a Civil Engineering degree and one (1) year of road & bridge CEI experience with the ability to earn additional required qualifications within one year. (Note: Senior Engineer Intern classification requires one (1) year experience as an Engineer Intern.)

Must have the following as required by the scope of work for the project: QUALIFICATIONS:

CTQP Concrete Field Technician Level I

CTQP Concrete Field Inspector Level II (Bridges) CTQP Asphalt Roadway Level I

CTQP Asphalt Roadway Level II

CTQP Earthwork Construction Inspection Level I

CTQP Earthwork Construction Inspection Level II

CTQP Pile Driving Inspection

CTQP Drilled Shaft Inspection (required for inspection of all drilled shafts including miscellaneous structures such as sign structures, lighting structures, and traffic signal structures)

CTQP Grouting Technician Level I

CTQP Post-Tensioning Technician Level I CTQP Final Estimates Level I

CERTIFICATIONS: FDOT Intermediate MOT Nuclear Radiation Safety
IMSA Traffic Signal Inspector Level I

Responsible for performing highly complex technical assignments in field surveying and construction layout, making, and checking engineering computations, inspecting construction work, and conducting field tests and is responsible for coordinating and managing the lower level inspectors. Work is performed under the general supervision of the Project Administrator.

CEI SENIOR ITS INSPECTOR - High School graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in ITS construction inspection, or a Civil Engineering Degree and one (1) year of ITS CEI experience, plus demonstrated knowledge in the following:

QUALIFICATIONS:

Fiber Installation Inspection and OTDR Fiber Testing

DMS Operation and Testing

Controller Operation and Testing

CCTV Installation, Operation and Testing

MVDS Operations and Testing

FDOT SEMP Training

Familiarity with Existing Communication Equipment and Switches

CERTIFICATIONS:

IMSA Fiber Optics for ITS Level II Field (or equivalent)

Responsible for inspecting construction work; monitoring ITS and electrical installation techniques to ensure conformance with the plans, specifications, National Electrical code and other applicable manuals and is responsible for coordinating and managing the lower level inspectors. Responsible for escalating any deficiencies to the Project Administrator.

CEI INSPECTOR/ENGINEER INTERN - High school graduate or equivalent plus two (2) years experience in construction inspection, one (1) year of which shall have been in bridge and/or roadway construction inspection, or an Engineer Intern with a Civil Engineering degree (requires certificate) having the ability to earn the required qualifications and certifications within one year, plus demonstrated knowledge in the following:

Must have the following as required by the scope of work of the project: **QUALIFICATIONS:**

CTQP Concrete Field Inspector Level I CTQP Asphalt Roadway Level I

CTQP Earthwork Construction Inspection Level I

CTQP Pile Driving Inspection

CTQP Drilled Shaft Inspection (required for inspection of all drilled shafts including miscellaneous structures such as sign structures, lighting structures, and traffic signal structures)

CTQP Final Estimates Level I

CERTIFICATIONS: FDOT Intermediate MOT Nuclear Radiation Safety

IMSA Traffic Signal Inspector Level I

Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors

OTHER:

Complete the Critical Structures Construction Issues, Self-Study Course, and submit the mandatory Certification of Course Completion form (for structures projects).

Responsible for performing assignments in assisting Senior Inspector in the performance of their duties. Receive general supervision from the Senior Inspector who reviews work while in progress. Civil Engineering graduates must obtain certifications within the first year of working as an inspector or Engineer Intern. Exceptions will be permitted on a case-by-case basis so long as qualifications and certifications are appropriate for specific inspection duties.

CEI ASPHALT PLANT INSPECTOR - High School Graduate or equivalent plus one (1) year experience in the surveillance and inspection of hot mix asphalt plant operations and have the following:

QUALIFICATIONS:

CTQP Asphalt Plant Level I CTQP Asphalt Plant Level II

CEI ITS INSPECTOR - High School Graduate or equivalent plus two (2) years of experience in construction inspection, one (1) year of which shall have been in ITS construction inspection, or an Engineer Intern with a Civil Engineering degree (requires certificate) having the ability to earn the required qualifications within one year, plus demonstrated knowledge in the following

QUALIFICATIONS:

Fiber Installation Inspection and OTDR Fiber Testing

DMS Operation and Testing

Controller Operation and Testing

CCTV Installation, Operation and Testing

Familiarity with Existing Communication Equipment and Switches

MVDS Operations and Testing

CERTIFICATIONS:

IMSA Fiber Optics for ITS Level I (or equivalent)

Responsible for inspecting the construction work; monitoring the correct ITS and electrical installation techniques to ensure conformance with the plans, specification, National Electrical Code and other applicable manuals. Responsible for escalating to the Senior Inspector or Project Administrator (as applicable) any deficiencies.

CEI INSPECTORS AIDE - High School graduate or equivalent and able to perform basic mathematical calculation and follow simple technical instructions. Duties are to assist higher-level inspectors. Must obtain FDOT Intermediate MOT within the first six months of the assignment.

CEI SECRETARY/CLERK TYPIST- High school graduate or equivalent plus two (2) years of secretarial and/or clerical experience. Ability to type at a rate of 35 correct words per minute. Experienced in the use of standard word processing software. Should exercise independent initiative to help relieve the supervisor of clerical detail. Work under general supervision of the Senior Project Engineer and staff.

10.3 **Staffing:**

Once authorized, the Consultant shall establish and maintain appropriate staffing throughout the duration of construction and completion of the final estimate. Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay items, shall be available to resolve disputed final pay quantities until the Authority has received a regular acceptance letter.

Construction engineering and inspection forces will be required of the Consultant while the Contractor is working. If Contractor operations are substantially reduced or suspended, the Consultant will reduce its staff appropriately.

In the event that the suspension of Contractor operations requires the removal of Consultant forces from the project, the Consultant will be allowed five (5) days maximum to mobilize, relocate, or terminate such forces.

11.0 **QUALITY ASSURANCE (QA) PROGRAM:**

11.1 **Quality Assurance Plan:**

Within thirty (30) days after receiving award of an Agreement, furnish a QA Plan to the Construction Project Manager. The QA Plan shall detail the procedures, evaluation criteria, and instructions of the Consultant's organization for providing services pursuant to this Agreement. Unless specifically waived, no payment shall be made until the Department approves the Consultant QA Plan.

Significant changes to the work requirements may require the Consultant to revise the QA Plan. It shall be the responsibility of the Consultant to keep the plan current with the work requirements. The Plan shall include, but not be limited to, the following areas:

A. **Organization:**

A description is required of the Consultant QA Organization and its functional relationship to the part of the organization performing the work under the Agreement. The authority, responsibilities and autonomy of the QA organization

shall be detailed as well as the names and qualifications of personnel in the quality control organization.

B. Quality Assurance Reviews:

Detail the methods used to monitor and achieve organization compliance with Agreement requirements for services and products.

C. Quality Assurance Records:

Outline the types of records which will be generated and maintained during the execution of the QA program.

D. Control of Subconsultants and Vendors:

Detail the methods used to control subconsultant and vendor quality.

E. Quality Assurance Certification:

An officer of the Consultant firm shall certify that the inspection and documentation was done in accordance with FDOT specifications, plans, standard indexes, and Authority procedures.

11.2 Quality Assurance Reviews:

On this short duration CCEI project (nine (9) months or less), the CCEI shall perform an initial QA review within the first two (2) months of the start of construction.

11.3 Quality Records:

Maintain adequate records of the quality assurance actions performed by the organization (including Subcontractors and vendors) in providing services and products under this Agreement. All records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the corrective actions taken. All records shall be available to the Department, upon request, during the Agreement term. All records shall be kept at the primary job site and shall be subject to audit review.

12.0 CERTIFICATION OF FINAL ESTIMATES:

12.1 Final Estimate Submittal:

Prepare documentation and records in compliance with the Agreement, Statewide Quality Control (QC) Plan, or Consultant's approved QC Plan and the Department's Procedures as required by Section 4.1.4 of Review and Administration Manual.

Submit the Final Estimate(s) documenting the Contractor's work in accordance with the Review and Administration Manual.

12.2 Certification:

Consultant personnel preparing the Certified Final Estimate Package shall be CTQP Final Estimates Level II.

Duly authorized representative of the Consultant firm will provide a digitally signed certification on a form pursuant to Department and Authority's procedures.

12.3 Offer of Final Payment:

Prepare the Offer of Final Payment package as outlined in Chapter 14 of the Review and Administration Manual. The package shall accompany the Certified Final Estimates Package submitted to the Authority for review. The Consultant shall be responsible for forwarding the Offer of Final Payment Package to the Contractor.

13.0 AGREEMENT MANAGEMENT:

13.1 General:

- (1) When the Consultant identifies a condition that will require an amendment to the contract the Consultant will communicate this need to the Construction Project Manager for acceptance. Upon acceptance, prepare and submit an Amendment Request (AR), and all accompanying documentation to the Construction Project Manager for approval and further processing. The AR is to be submitted at such time to allow the Authority two (2) weeks to process, approve, and execute the AR. The content and format of the AR and accompanying documentation shall be in accordance with the instructions and format to be provided by the Authority.
- (2) The Consultant is responsible for performing follow-up activities to determine the status of each Amendment Request submitted to the Authority.

13.2 Invoicing Instructions:

Monthly invoices shall be submitted to the Authority in a format and distribution schedule defined by the Authority, no later than the 30th day of the following month.

If the monthly invoice cannot be submitted on time, notify the Authority prior to the due date stating the reason for the delay and the planned submittal date. Once submitted, the Consultant Project Principal or Senior Project Engineer shall notify the Construction Project Manager via e-mail of the total delay in calendar days and the reason(s) for the delay(s).

All invoices shall be submitted to the Authority in electronic and hard copy formats in accordance with Authority's procedures.

All charges to the individual project will end no later than thirty (30) calendar days following final acceptance; or where all items of work are complete and conditional/partial acceptance is issued; unless authorized in writing by the Authority.

A Final Invoice will be submitted to the Authority no later than the 30th day following Final Acceptance of the individual project or as requested by the Authority.

14.0 OTHER SERVICES:

Upon written authorization by the Director of Operations and Engineering or designee, the Consultant will perform additional services in connection with the project not otherwise identified in this Agreement. The following items are not included as part of this Agreement but may be required by the Authority to supplement the Consultant services under this Agreement.

- A. Assist in preparing for arbitration hearings or litigation that occurs during the Agreement time in connection with the construction project covered by this Agreement.
- B. Provide qualified engineering witnesses and exhibits for arbitration hearings or litigation in connection with the Agreement.
- C. Provide inspection services in addition to those provided for in this Agreement.
- D. Provide services determined necessary for the successful completion and closure of the Construction Contract.

		Contract Duration = 365 Days + 60 Days														CEI Award					NTP				
		14.0 Months = 1.17 Years																							
Item No.	Personnel Classifications	Actual	Agreed	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Man Months	Man Hours	Manhour	Multiplier	Billable Rate	Overtime	Total			
				1	2	3	4	5	6	7	8	9	10	11	12										
Administration																		\$ 309,485.90				\$ 309,485.90			
1	SPE / Project Manager	HDR	\$ 103.36	\$ 103.36						0.50	0.50	0.50	0.50	0.50	0.50	3.000	495.0	\$ 139,098.42	2.71872	\$ 281.01	0%	\$ 139,098.42			
2	Project Administrator	HDR	\$ 63.77	\$ 63.77							0.50	0.50	1.00	1.00	1.00	4.000	660.0	\$ 114,426.03	2.71872	\$ 173.37	0%	\$ 114,426.03			
3	Contract Support Specialist	HDR	\$ 49.90	\$ 49.90							0.50	0.50	0.50	0.50	0.50	2.500	412.5	\$ 55,961.45	2.71872	\$ 135.66	0%	\$ 55,961.45			
Wrong Way and DMS Fiber Inspection Staff																		\$ 92,504.64				\$ 101,755.11			
4	Sr. ITS Inspector	HDR	\$ 36.76	\$ 36.76								1.00	1.00	1.00	1.00	4.000	660.0	\$ 65,960.50	2.71872	\$ 99.94	10%	\$ 72,556.55			
5	ITS Inspector	HDR	\$ 30.82	\$ 30.82										1.00	1.00	2.000	330.0	\$ 26,544.15	2.60989	\$ 80.44	10%	\$ 29,198.56			
Additional Services																		\$ 49,937.65				\$ 59,937.65			
6	Sr. Utility Coordinator	ELM	\$ 65.63	\$ 65.63									0.10	0.10	0.10	0.300	49.5	\$ 9,516.99	2.92949	\$ 192.26	0%	\$ 9,516.99			
7	Material Testing	ARN	Per Test													0.000	0.0	\$ -	2.60989		0%	\$ 10,000.00			
8	Survey Crew - Northwest Survey (SBE)	NWS	\$ 300.00	\$ 300.00									0.10	0.10	0.10	0.300	49.5	\$ 40,420.66	2.72193	\$ 816.58	0%	\$ 40,420.66			
TOTAL					0.0	0.0	0.0	0.0	0.0	0.5	1.5	2.5	3.2	4.2	4.2	16.1	2,656.5	\$ 451,928.19				\$ 471,178.66			

		Contract Duration = 365 Days + 60 Days														Final									
		14.0 Months = 1.17 Years																							
Item No.	Personnel Classifications	Actual	Agreed	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Man Months	Man Hours	Manhour	Multiplier	Billable Rate	Overtime	Total			
				13	14	15	16	17	18	19	20	21	22	23	24										
Administration																		\$ 629,818.68				\$ 629,818.68			
1	SPE / Project Manager	HDR	\$ 103.36	\$ 103.36	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50			5.000	825.0	\$ 231,830.69	2.71872	\$ 281.01	0%	\$ 231,830.69			
2	Project Administrator	HDR	\$ 63.77	\$ 63.77	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			10.000	1,650.0	\$ 286,065.08	2.71872	\$ 173.37	0%	\$ 286,065.08			
3	Contract Support Specialist	HDR	\$ 49.90	\$ 49.90	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50			5.000	825.0	\$ 111,922.91	2.71872	\$ 135.66	0%	\$ 111,922.91			
Wrong Way and DMS Fiber Inspection Staff																		\$ 259,015.17				\$ 284,916.69			
4	Sr. ITS Inspector	HDR	\$ 36.76	\$ 36.76	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			9.000	1,485.0	\$ 148,411.12	2.71872	\$ 99.94	10%	\$ 163,252.23			
5	ITS Inspector	HDR	\$ 30.82	\$ 30.82	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			8.000	1,320.0	\$ 110,604.05	2.71872	\$ 83.79	10%	\$ 121,664.46			
Additional Services																		\$ 55,498.08				\$ 75,498.08			
6	Sr. Utility Coordinator	ELM	\$ 65.63	\$ 65.63	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10			0.900	148.5	\$ 28,550.97	2.92949	\$ 192.26	0%	\$ 28,550.97			
7	Material Testing	ARN	Per Test													0.000	0.0	\$ -	2.60989		0%	\$ 20,000.00			
8	Survey Crew - Northwest Survey (SBE)	NWS	\$ 300.00	\$ 300.00						0.10	0.10					0.200	33.0	\$ 26,947.11	2.72193	\$ 816.58	0%	\$ 26,947.11			
TOTAL					3.6	3.6	3.6	3.6	3.6	3.6	3.7	3.7	2.6	1.5	0.0	38.1	6,286.5	\$ 944,331.93				\$ 990,233.44			

TOTAL COST: \$ 1,461,412.10

ESTIMATED DURATION		
Contract Days =	365	Days
Prior to Start =	30	Days
After Completion =	30	Days
Total CEI Contract Days =	425	Days
Months =	14.01	Months
Rounded Months =	14.00	Months
Years =	1.17	Years

January	31
February	28
March	31
April	30
May	31
June	30
July	31
August	30
September	31
October	30
November	31
December	30
	364
Average Days per Month =	30.33



Frontier Florida LLC
14917 Zambito Rd
TAMPA, FL 33618

August 15, 2024

RE: South Selmon Capacity Project – Hillsborough River Crossing

Dear Tampa Hillsborough Expressway Authority,

In response to your request for an estimate for relocating the existing conduit system that is currently attached to the Selmon Expressway Bridge at the Hillsborough River, please let this document serve as the basis for this activity.

The scope and fees associated with the relocation of all Utility Agency Owners (UAOs) attached to existing bridge deck will require the following activities:

- Structural design and construction of a new six-way hanger conduit system
- Construction of an underground six-way conduit system on each side of the river
- Removal of the existing six-way conduit system that is attached to the bridge
- Permitting and traffic control (MOT) required to complete these activities

The associated fees for each of these activities is broken down into the categories below.

Permitting & Traffic Control (MOT)	\$44,250.00
Survey & Easement Research & Description	\$4,000.00
Construct New Conduit Systems (materials included)	\$363,250.00
Removal of Existing Six-Way Conduit System	\$143,750.00
Construct Vertical Conduit & Shroud to Tie-in Point (materials included)	<u>\$30,000.00</u>
Total	\$585,250.00

This work will begin when the agreement is fully executed and is expected to be completed within 12 months. This estimate is only to build a new six-way hanger conduit system attached to the bridge, to build an underground six-way conduit system for the utilities to exit the bridge, and to remove the existing conduit system that is attached to the bridge. All other UAOs will be responsible for pulling their own cable and removing their existing underground conduit.

If you have any questions, I can be reached at (813) 892-9692.

Sincerely,

Randy James

Randy James
Senior Engineer - Public Works



NOTICE OF INTENDED DECISION

Date: 8/16/2024

Project: Financial Advisory Services
RFQ: F-0125

On July 31st, 2024, two (2) proposals were received for the above-referenced project. The Evaluation Committee Members have scored the proposals and listed below is the final ranking based on the Evaluation Committee's scoring:

<u>Firm Name</u>	<u>Rank</u>
PFM Financial Advisors LLC	1
Public Resource Advisory Group, Inc.	2

The Tampa-Hillsborough County Expressway Authority staff intends to recommend approval of the ranking to the Board of Directors and request authorization to negotiate and execute a contract with the highest ranked firm. If negotiations are unsuccessful, staff shall negotiate with the next highest ranked firm. Contract is subject to review and approval of THEA General Counsel.

All notices are posted on the Authority's website (www.tampa-xway.com) and on the DemandStar system. For questions regarding this notice, please contact the Authority's Procurement Office, Procurement@tampa-xway.com.

HNTB PR 2025XXXX

HI-0XXX D-XX

South Selmon Title Searches & ArcGIS Updates (7/1/24-6/30/25)

Scope Of Services

Purpose & Need

With their small in-house staff, THEA requires support to provide support to assist THEA Staff in obtaining title searches for all THEA parcels on the South Selmon Expressway from Gandy Blvd. to the Hillsborough River that have not previously been obtained and input these updates into the THEA ArcGIS system. This information will be needed to support the upcoming South Selmon Capacity

Scope

The Tampa Hillsborough Expressway Authority is requesting Engineering services including obtaining title searches, reviewing the data, providing survey and ROW support as required and inputting all the title search data into THEA's ArcGIS system.

SUMMARY FEE SHEET

ATTACHMENT "A"

HNTB PR 2025XXXX

South Selmon Title Searches & ArcGIS Updates (7/1/24-6/30/25)

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority

GEC CONTRACT NO: O-00121

CPMP HI-0XXX D-XX

PRIME CONSULTANT: HNTB Corporation

ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner/		Proj. Engineer/ Planner/Arch		Engineer/Planner/ Arch		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 \$	Staff Hours By Activity	Salary Cost By Activity			
		173.37		144.54		102.19		79.95		61.62		48.21		38.95		22.66					
South Selmon Title Searches & ArcGIS Updates	0	\$0.00	40	\$5,781.60	40	\$4,087.60	20	\$1,599.00	20	\$1,232.40	20	\$964.20	24	\$934.80	7	\$158.62	171	\$14,758.22	\$86.31		
Total Staff Hours	Total Salary [(SHxHR)]		0	\$0.00	40	\$5,781.60	40	\$4,087.60	20	\$1,599.00	20	\$1,232.40	20	\$964.20	24	\$934.80	7	\$158.62	171	\$14,758.22	\$86.31
																			Total		
																			Basic Activities Maximum Limiting Fees (Salary Costs)	\$14,758.22	
																			Cost Elements & Additives	\$0.00	
Direct Expenses	4.37%		\$644.93																	(a) 2.78 Multiplier	\$41,027.85
																			SUBTOTAL (Cost Elements applied to Basic Activities Fee):	\$41,027.85	
																			Subconsultant-KCA (SBE)	\$323,332.04	
																			Element (SBE)	\$50,000.00	
																			(d) Direct Reimbursables	\$644.93	
																			Total Project Cost:	\$415,004.82	
																			Budget Amount:	\$415,000.00	

**INTERLOCAL AGREEMENT
BETWEEN**

TAX COLLECTOR FOR FLAGLER COUNTY, FLORIDA AND

**THE TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY, A
PUBLIC BODY CORPORATE AND POLITIC CREATED AND EXISTING
PURSUANT TO FLORIDA STATUTES CHAPTER 348, PART II ("THEA"),**

**ALL OF WHICH ARE PUBLIC AGENCIES AUTHORIZED TO ENTER
INTO THIS AGREEMENT PURSUANT TO CHAPTER 163 PART I, FLORIDA
STATUTES.**

This Interlocal Agreement ("Agreement") for collection and remittance of Tampa-Hillsborough County Expressway Authority toll revenue and Tax Collector service charges is made and entered into as of August 13, 2024 (the "Effective Date"), by and between Suzanne Johnston, as Flagler County Tax Collector ("FCTC" or "Tax Collector"), and the Tampa-Hillsborough County Expressway Authority ("THEA"), hereinafter referred to as the "Parties".

WITNESSETH:

WHEREAS, THEA is entitled to collect tolls from motor vehicles pursuant to Florida Statutes §348.54 (6), (the "Tolls"); and

WHEREAS, pursuant to Chapter 320, Florida Statutes, Florida County Tax Collectors are designated agents of the Department of Highway Safety and Motor Vehicles for the purpose of issuing tag renewals, tag replacements and tag transfers and collecting the fees associated with such transactions (the "Transaction" or "Transactions"); and

WHEREAS, the FCTC cannot complete a Transaction if the related motor vehicle has outstanding Tolls owed to THEA; and

WHEREAS, the FCTC and THEA have determined that it would be in the best interest of the public to allow customers to pay the Tolls associated with THEA at the Tax Collector tag agencies, so that Transactions can be completed without delay to the public; and

WHEREAS, the FCTC and THEA have determined that for the purposes of economies of scale, and furthering practical, efficient, and accountable service to the public, together the parties will derive mutually beneficial results by entering into this Agreement.

NOW, THEREFORE, in consideration of the mutual benefits and the terms, conditions, promises, covenants, and payments hereinafter set forth, the Parties agree as follows:

TERMS OF AGREEMENT:

1. Recitals: The Recitals set forth above are true and correct and are incorporated herein.

2. Scope of Agreement: The terms of this Agreement shall apply to all Transactions processed in Flagler County, Florida, by the FCTC for the collection and payment of Tolls owed to THEA. This Agreement sets forth the process for the Tax Collector's collection of such Tolls, completion of the Transactions and reporting between the parties.

3. Tolls and Documentation: At the time of processing a Transaction, the FCTC will collect all Tolls owed to THEA for the applicable motor vehicle, prior to issuing a motor vehicle tag to a customer. In the event a customer chooses not to pay the Tolls, then that customer will be directed to THEA for payment or handling of the Tolls directly and will not be issued a motor vehicle tag. On a weekly basis, the Tax Collector will transfer to THEA the Tolls collected on behalf of THEA. In the event of technical complications with the Tax Collector's automated payment of Tolls to THEA, the Tax Collector will transfer the Tolls to THEA manually, no later than 30 calendar days after the date of collection.

4. Tax Collector Service Charges: The Tax Collector may collect a service charge of Two Dollars and Fifty Cents (\$2.50) per Transaction, from each customer (the "Service Charge"), which shall be earned and kept by the Tax Collector upon collection. The Service Charge will be in addition to the cost to the customer for each Transaction and will not be deducted from the Tolls due to THEA.

5. Release of Holds: Upon collecting the Tolls from a given customer for a Transaction pursuant to Section 3, THEA authorizes the Tax Collector to release motor vehicle tag holds for that customer. If for any reason the Transaction cannot be completed and is voided by the Tax Collector (the "Voided Transaction"), THEA will be automatically notified through the cashiering interface software shared by the Parties and THEA will in turn notify the Department of Highway Safety and Motor Vehicles to reapply the hold on that customer's motor vehicle tag. The Tax Collector is not responsible for reapplying any motor vehicle tag holds for Voided Transactions, nor will the Tax Collector be held liable for any incidental, consequential, punitive, exemplary or indirect damages, lost profits, revenue or other business interruption damages resulting from the temporary removal of said hold pursuant to this Agreement. In the event the Tax Collector becomes aware of any technological malfunction preventing notifications of Voided Transactions being

automatically sent to THEA through the cashiering interface software, the Tax Collector will manually notify THEA of such Voided Transactions until the cashiering interface software notifications can be restored. THEA shall supply weekly reports to the Tax Collector with sufficient information to verify the customers for whom THEA has submitted tag holds to the Department of Highway Safety and Motor Vehicles due to Voided Transactions. The Tax Collector will supply monthly reports to THEA indicating the number of Transactions, the Tolls collected on the behalf of THEA, the Tolls transferred to THEA, and the identity of the customers having Voided Transactions. The Tax Collector will have no liability for holds released in error.

6. Not a Purchase Agreement: This Agreement does not involve the purchase of goods or services by either Party. Rather, the Parties are simply allocating the Service Charge and Tolls collected hereunder in a fair and equitable manner.

7. Term of Agreement: The term of this Agreement shall be for a period of one (1) year from the Effective Date and shall renew automatically on each anniversary of the Effective Date, unless either Party gives written notice of its intent to terminate the Agreement pursuant to Section 8 at least sixty (60) days prior to the end of the then-current annual term.

8. Early Termination: This agreement may be terminated for any reason and without cause by either Party upon sixty (60) days prior written notice to the other Party. Further, the Parties reserve the right to terminate this Agreement immediately if the Parties mutually determine that any part of this Agreement has become illegal or contrary to any applicable law, rule, regulation, or public policy, or if the Agreement is declared to be illegal by a court of competent jurisdiction.

9. Severability. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and/or the entire Agreement shall be severable and remain in effect unless, within seven (7) calendar days after such a finding of illegality, one or both of the Parties elects to terminate this Agreement in its entirety.

10. Notices: All notices, demands, requests, or other instruments shall be given by depositing the same in the pre-paid, certified U.S. mail, facsimile, or overnight mail.

Notices to the Tax Collector:

Suzanne Johnston, CFC
Flagler County Tax Collector
PO Box 846
Bunnell, FL 32110
taxcollector@flaglertax.com
386.313.4160

Notices to THEA:

Amy Lettelleir, General Counsel
Tampa Hillsborough Expressway Authority
1104 E Twiggs Street, Suite 300
Tampa, Florida 33602
amy.lettelleir@tampa-xway.com
813.272.6740

11. Delegations: The Parties agree that either of them may contract for its work to be delegated to a non-public entity, provided, however, that any delegation of the work shall not abrogate the duties, powers, and authority of the Tax Collector or THEA to see to it that the terms of this Agreement are complied with fully and carried out as contemplated herein.

12. Audits: The Tax Collector and THEA shall maintain, in accordance with generally accepted accounting principles and procedures, records of all Transactions, Tolls, and Service Charges collected or pertaining to this Agreement. The Parties shall ensure that such records are available for examination and inspection by the other party during normal business hours.

13. Liability; No Third-Party Beneficiary: Each Party agrees that it shall be solely responsible for the negligent acts or omissions of its officers, employees, contractors, and agents. Nothing contained herein shall constitute a waiver or expansion by either Party of its sovereign immunity or the limitations set forth in §768.28, Florida Statutes. Neither THEA nor the Tax Collector intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

14. Force Majeure: Neither Party shall be liable for any damages, costs, expenses, or other consequences incurred by the other Party or by any other person, company, firm, or entity as a result of delay in or inability to deliver any product or service due to circumstances or events beyond the reasonable control of that Party, including, without limitation, (1) acts of God or nature (including, without limitation, public health emergencies, epidemics or pandemic; (2) change in, additions to; or the interpretation of any applicable law, rule, regulation, or ordinance; (3) strikes, lockouts, or other labor actions or labor problems; (4) transportation delays, whether physical or electronic; (5) unavailability of supplies, equipment or materials; (6) fire or explosion; (7) riot, terrorism, military action, usurpation of power, or any attempt to usurp power, or (8) actions or failures to act on the part of any governmental agency or authority other than those that are Party to this Agreement.

15. Miscellaneous:

- a. Neither Party may assign its rights or obligations under this Agreement in whole or in part without the prior written consent of the other Party.
- b. This Agreement may not be modified, amended, changed, or altered, and no rights or responsibilities hereunder may be waived except through a written instrument signed by the Tax Collector and THEA.
- c. The Agreement constitutes the entire Agreement between the Parties with respect to the subject matter hereof. Each Party acknowledges that it is entering into this Agreement for its own purposes and not for the benefit of any third party.
- d. The laws of the State of Florida shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it. In the event of any litigation arising under or construing this Agreement, venue shall lie only in Hillsborough County, FL.
- e. In the event that any dispute should arise between the Tax Collector and THEA with respect to this Agreement, each Party shall be responsible for the payment of its own attorney's fees, whether incurred pre-trial, at trial, or upon appeal.
- f. For civil proceedings, the Parties waive the right to a jury trial.

16. Pursuant to §163 .01(11), Florida Statutes, this Agreement shall be recorded in the official records of Hillsborough County, Florida. THEA shall be responsible for the recordation in Hillsborough County and shall furnish the Tax Collector with a recorded copy.

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IN WITNESS WHEREOF, the parties have caused this instrument to be signed and witnessed by their respective duly authorized officials all as the dates set forth below.

TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY

Signature: _____
Vincent Cassidy, Chairman

Date: _____

Approved as to form, content, and legality:

Amy Lettelleir, Esq., General Counsel

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this ____ day of _____ 20__,
by _____ on behalf of the Tampa-Hillsborough County Expressway
Authority.


Notary Public State of Florida

(Notary Seal)

Personally known: _____ OR Produced Identification: _____ Type of
Identification Produced: _____

Approved as to form, content, and legality:

FLAGLER COUNTY TAX COLLECTOR

Signature: 
Suzanne Johnston, CFC
Flagler County Tax Collector

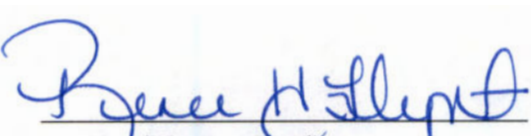
Date: 8-13-2024

STATE OF FLORIDA
COUNTY OF FLAGLER

The foregoing instrument was acknowledged before me this 13th day of August, 2024,
by Suzanne Johnston on behalf of the Flagler County Tax Collector.



Notary Public State of Florida


(Notary Seal)

Personally known: ✓ OR Produced Identification: _____ Type of
Identification Produced: _____

Project Manager	Firm	Description of Services	Contract Effective Date	Contract Expiration Date	Term of Contract (Years)	Bid / Renew / End	Initial Services Date
Greg	Corcoran Partners	Government Relations and Lobbyist Services	1/1/2021	1/1/2025	3-yr, 2 Optional 1-yr Renewals	Renew (2nd one-year renewal ~ 1/1/25 - 1/1/26)	7/14/2011
Shari	Kapsch Trafficcom USA, Inc.	Access Control System in support of the Selmon Expressway Reversible Express Lanes Services	3/1/2016	2/28/2025	4-yr, 4 Optional 1-yr Renewals	Expires ~ 2/28/2025	7/12/2012
Brian	Kimmins Contracting Corp.	RR Track Removal parallel to Meridian Ave from Cumberland Ave to Twiggs Street	8/14/2023	2/10/2024	180 Day or until scope completed	Expires 2/10/24	6/25/2012
Tim	Law Enforcement Systems	Online Security Services	1/3/2020	1/3/2025	5-yr, Auto 1-yr Renewals	Renew (1st one-year renewal ~ 1/3/25 - 1/3/26)	12/26/2019
Amy	Nelson Mullins	Bond Counsel Services	2/1/2020	2/1/2025	3-yr, 2 Optional 1-yr Renewals	Expires ~ 3/19/2025	1/11/2010