



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

**April 28, 2025 - 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 located at the Board Room entrance. Presentations are limited to three (3) minutes. When addressing the Board, please state your name and address and speak clearly into the microphone. If distributing backup materials, please provide ten (10) copies for the Authority Board members and staff. Any person who decides to appeal any decisions of the Authority concerning any matter considered at its meeting or public hearing will need a record of the proceedings and, for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which an appeal is to be based.

### **I. Call to Order and Pledge of Allegiance**

### **II. Public Input/Public Presentations**

#### **1. Approval of Board Resolution 678**

### **III. Consent Agenda**

#### **1. Approval of the Minutes of the March 24, 2025, Board Meeting**

#### **2. Temporary Staffing Support**

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

#### **A. Operations & Engineering – Bennett Barrow – Committee Chair – *Judith Villegas, ITS Manager***

##### **1. East Toll Plaza Gantry – Design Services – KCA – \$496,947**

**Purpose:** To execute a task order with Kissinger, Campo & Associates for the design of the East Toll Plaza Gantry. The new toll gantry will be designed and constructed ahead of future East Selmon capacity improvements to prevent disruption of toll collections.

**Funding:** Capital Budget \$496,947

**Action:** Request the Board to authorize the Executive Director to execute a task order with KCA for \$496,947 to develop a design for a new toll gantry.

**2. East Toll Plaza Gantry- Support Services – HNTB – \$213,588**

**Purpose:** To execute a task order with our GEC (HNTB) for project management, design review, coordination, advertisement, and construction procurement support for the design of the East Toll Plaza Gantry. The new toll gantry will be designed and constructed ahead of future East Selmon capacity improvements to prevent disruption of toll collections.

**Funding:** Capital Budget \$213,588

**Action:** Request the Board to authorize the Executive Director to execute a task order with HNTB for 213,588 to support the design for a new toll gantry.

**3. Asset Management Program Data Collection and Development – HNTB – \$228,536**

**Purpose:** To execute a task order with the GEC (HNTB) to gather data on an additional set of THEA system assets, which include lighting, guardrail attenuators, and drainage assets, and to revise the dashboard to incorporate this information. The GEC, in conjunction with THEA's bridge inspection consultant and FDOT will also develop additional capabilities to include new and existing bridge inspection data into the asset management system, as well as obtain supplementary data from over one hundred pavement cores to provide better baseline data and develop the best pavement management plans.

**Funding:** Capital Budget \$228,536

**Action:** Request the Board to authorize the Executive Director to execute a task order with HNTB for \$228,536 for asset management data collection and development.

**4. Replacement of Highway Lighting – Webber – \$166,766**

**Purpose:** To execute a task order with our asset maintenance contractor (Webber) to furnish and install replacement light fixtures.

**Funding:** Operations and Maintenance - \$166,766

**Action:** Request the Board to authorize the Executive Director to execute a task order with Webber for \$166,766 for the replacement of the highway lights on the Selmon Expressway.

**5. Replacement & Upgrade of Guide Signs – Webber – \$70,983**

**Purpose:** To execute a task order with our asset maintenance contractor (Webber) to furnish and install two upgraded guide signs in the downtown area.

**Funding:** Capital - \$70,983

**Action:** Request the Board to authorize the Executive Director to execute a task order with Webber for \$70,983 for the replacement and upgrade of two guide signs in the downtown area.

**B. Toll Technology & Customer Experience – Bennett Barrow, Committee Chair  
– Raul Rosario, Director**

**1. Roadside Toll Collection System (RTCS) Procurement Support Services – HNTB – 249,000**

**Purpose:** To execute a task order with our GEC (HNTB) to provide support for the procurement of the roadside toll collections system. The services include updating the procurement documents with revisions to the statement of work development, changes for the original THEA general tolling requirements document, the addition of a new east mainline toll gantry and associated facilities, along with implementing a new toll equipment building rather than a cabinet at select toll sites. This work includes adding a test gantry for future toll system testing.

**Funding:** Capital Budget \$249,000

**Action:** Request the Board to authorize the Executive Director to execute a task order with HNTB for \$249,000 to provide additional services supporting the roadside toll collection system.

**2. Operational Back Office System (OBOS) – RS&H - \$79,100**

**Purpose:** To utilize additional services from RS&H to support the operational back office procurement. The additional services support includes coordination on the transitional database for data migration from the legacy toll system, evaluating price proposal forms, and additional support in organizing proposer interviews.

**Funding:** Capital Budget-\$79,100

**Action:** Request the Board to authorize the Executive Director to execute a task order with RS&H for \$79,100 to provide additional services supporting the operational back office procurement.

**C. Budget and Finance – Commissioner Cepeda, Committee Chair – Jeff Seward, Chief Financial Officer**

**1. Revenue Sufficiency Resolution 677**

**Purpose:** Pursuant to Section 5.07(E) of THEA’s Master Bond Resolution, THEA is obligated to review the financial condition of the Expressway System to estimate whether the Net System Revenues for the following fiscal year will be sufficient to comply with established debt service coverage requirements.

THEA has received a Revenue Sufficiency Certificate prepared by its Traffic Engineer (Stantec) and reviewed by its Financial Advisor (PFM), which has

determined that Net System Revenues will be sufficient to comply with the provision stated above for the Fiscal Year ending June 30, 2026.

**Action:** Request Board approval of Resolution No. 677 making a positive determination regarding the sufficiency of Net System Revenues pursuant to its Master Bond Resolution.

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

**1. 100 Series Policy Updates**

**Purpose:** To amend and update the Authority’s Policies and Procedures Manual, the 100 Series, to be consistent with legislative changes and requirements.

**Action:** Request the Board to approve 100 Series/Policies and Procedures Manual.

**V. Staff Reports**

**A. Operations & Engineering**

**B. Planning & Innovation**

**C. Toll Technology & Customer Experience**

**D. Communications & Community Engagement**

**VI. Executive Reports**

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

**1. Contract Renewals and Expirations**

**2. Director’s Report**

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

**C. Chairman – Vince Cassidy**

**1. Upcoming Meetings**

- Budget Workshop – May 5, 2025
- Board Meeting – May 19, 2025

**VI. Old Business**

**VII. New Business**

**VIII. Adjournment**

Tampa-Hillsborough County Expressway Authority  
Minutes of March 24, 2025, 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 March 24, 2025, at THEA Headquarters, 1104 E. Twiggs Street in Tampa, Florida. The following were present:

**BOARD:**

Vince Cassidy, Chairman  
John Weatherford, Secretary  
David Gwynn, District 7 Secretary, FDOT  
Mayor Jane Castor, City of Tampa, Member  
Commissioner Donna Cameron Cepeda, Member

**STAFF:**

Greg Slater	Gary Holland
Amy Lettelleir	Frederick Pekala
Raul Rosario	Julie Aure
Bob Frey	Anna Quinones
Brian McElroy	Judith Villegas
Pedro Leon	Toni Nhlapo
Charlene Varian	Sandra Cowan
Chaketa Mister	Lisa Pessina

**OTHERS:**

Justin Hall, FDOT D-7 Secretary (incoming)	Christina Matthews, WSP
Josue Mazariegos, Infotect	Scarlett Sharpe, WSP
Jim Drapp, HNTB	Len Becker, HNTB
Maddi Baptiste, Playbook	Matt Betancourt, RS&H
Sally Dee, Playbook	Rick Patterson, Raymond James
Sarah Lesch, Playbook	Ivon Rodriguez, Quest
Steve Ferrell, HDR	David Franklin, Quest
Rachel Ebner, American StructurePoint	Joey Roselli, American StructurePoint
Nathan Silva, RS&H	Ryan Eppler, American StructurePoint
Alex Bourne, RS&H	James VanSteenburg, HDR
John Generalli, Wells Fargo	

## **I. Call to Order and Pledge of Allegiance**

Chairman Cassidy called the meeting to order at 1:31 pm, followed by the Pledge of Allegiance.

## **II. Public Input/Public Presentations**

There was no public input.

## **III. Consent Agenda**

### **1. Approval of Minutes of the February 24, 2025, Board Meeting**

*Chairman Cassidy requested a motion to approve the consent items. Mr. Weatherford moved approval of the consent items, seconded by Secretary Gwynn. The motion passed unanimously.*

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

### **A. Operations & Engineering – Bennett Barrow – Committee Chair – *Brian McElroy, Operations Project Manager***

#### **1. South Selmon Capacity Project Support through Procurement – Consor Engineering**

Mr. McElroy presented a task order request with Consor Engineering to obtain environmental and drainage design permits and respond to requests for information regarding concept plan designs during procurement of the South Selmon Capacity Project.

The requested action is for the Board to authorize the Executive Director to execute a task order with Consor Engineering in the amount of \$113,946 from the capital budget to obtain the South Selmon Capacity Project permits and respond to requests for information during procurement.

*Chairman Cassidy requested a motion to approve. Mr. Weatherford moved approval of the consent items, seconded by Secretary Gwynn.*

*The motion passed unanimously.*

#### **2. Segmental Bridges Asset Monitoring Equipment – Burgess & Niple**

Mr. McElroy presented an item to utilize the services of Burgess & Niple, Inc. to install structural monitoring devices on some of THEA's segmental bridges.

The requested action is for the Board to authorize the Executive Director to execute a task order with Burgess & Niple in the amount of \$379,870 from the

capital budget to install monitoring devices on THEA segmental structures and provide ongoing monitoring, maintenance, and reporting.

*Chairman Cassidy requested a motion to approve. Mr. Weatherford moved approval of the consent items, seconded by Secretary Gwynn.*

*The motion passed unanimously.*

### **3. Howard Avenue/Watrous Avenue Bridge Deck Evaluation – Design Services – HNTB**

Finally, Mr. McElroy presented a task order request for THEA’s GEC to provide project management, evaluation, and coordination support for the evaluation of the eastbound and westbound bridge decks over Howard Avenue/Watrous Avenue.

The requested action is for the Board to authorize the Executive Director to execute a task order with HNTB for \$159,951 from the capital budget to support the evaluation of the eastbound and westbound bridge decks over Howard Avenue/Watrous Avenue.

*Chairman Cassidy requested a motion to approve the consent items. Mr. Weatherford moved approval of the consent items, seconded by Secretary Gwynn.*

*The motion passed unanimously.*

## **B. Information Technology and Security – Bennett Barrow, Committee Chair – Pedro Leon, IT Manager**

### **1. Access Control System (ACCS) Maintenance and Support – Task Order – Kapsch TrafficCom USA**

Mr. Leon presented a task order request for Kapsch TrafficCom USE to monitor and provide service for the DYNAC software access control system, which controls the lane reversal on the REL.

The requested action is for the Board to authorize the Executive Director to sign a task order with Kapsch TrafficCom USA to continue to monitor and provide service for the DYNAC software ACCS for the REL in the amount of \$65,550.

*Chairman Cassidy requested a motion to approve the consent items. Mr. Weatherford moved approval of the consent items, seconded by Secretary Gwynn.*

*The motion passed unanimously.*

## **C. Legal – Amy Lettelleir, Chief Legal Officer**

### **1. Osceola County Tax Collector Interlocal Agreement**

Ms. Lettelleir presented an Interlocal Agreement with the Osceola County Tax Collector that will allow THEA customers to pay tolls to the Osceola County Tax

Collector's office for the release of registration holds and to provide the procedures for remittance and reporting between the parties.

The requested action is for the Board to authorize THEA's Chairman to execute an Interlocal Agreement with the Osceola County Tax Collector's Office.

***Chairman Cassidy requested a motion to approve. Mr. Weatherford moved approval of the consent items, seconded by Secretary Gwynn.***

***The motion passed unanimously.***

## **V. Executive Reports**

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

#### **1. Contract Renewals and Expirations**

Mr. Slater reported that THEA has one contract renewal - the first one-year renewal with AECOM for Miscellaneous Toll Operations Support Services, and the contract with CAB Professional Consulting for MRP Services is expiring.

#### **2. Director's Report**

Mr. Slater updated the board on the following:

- Meridian Avenue closure – The installation of the new water line is complete. There is 1 northbound lane currently closed, and it will remain closed for the next few days until inspections and testing are complete.
- The straddle bents sealing project is on track and the estimated project completion is in April.
- FDOT is performing concrete repairs on the Selmon/I-75 on-ramps, and they are about halfway complete. There is also ongoing work on our northbound I-75 ramp which does not require closure, and the work should be complete in early June.
- The generator contractor is scheduled to wrap up the project this week, including all testing and removal of the old generator.
- Toll transactions for Friday, March 7, totaled 278,776, surpassing the previous record of 277,193, which was set on Friday, October 4. There were no major events on March 7 – just volume.

Finally, Mr. Slater reported that Tim Garrett is in Dallas representing THEA on a panel for managing infrastructure for emergencies like hurricanes. He added that THEA is already preparing for the 2025 hurricane season.

### **B. Chief Legal Officer – *Amy Lettelleir, Esquire***

No report.

C. Chairman – *Vince Cassidy*

1. Upcoming Meetings

- Board Workshop – April 14, 2025 - *Cancelled*
- Board Meeting – April 28, 2025
- Budget Workshop – May 5, 2025
- Board Meeting – May 19, 2025

**VI. Old Business**

Chairman Cassidy briefly mentioned a conference he and Mr. Slater attended on Road Safety and noted that Mr. Slater will provide more information during the April Board meeting.

**VII. New Business**

Chairman Cassidy thanked retiring FDOT District Secretary David Gwynn for his service to THEA and the community.

**VIII. Adjournment**

The meeting adjourned at 1:40 p.m.

**APPROVED:** \_\_\_\_\_ **ATTEST** \_\_\_\_\_  
**Chairman: Vince Cassidy** **Vice-Chairman Bennett Barrow**

**DATED THIS 28<sup>TH</sup> DAY OF APRIL 2025.**

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

Name of Project: Selmon Mainline Gantry Design  
 County: Hillsborough County  
 FPN: O-00619D  
 FAP No.: N/A

Consultant Name: Kisinger Campo & Associates

Date: 4/17/2025

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager 3	Chief Engineer 2	Senior Engineer 2	Senior Engineer 1	Engineer 2	Engineer 1	Engineer Intern						SH By	Salary Cost By	Average Rate Per
															Activity	Activity
3. Project Common and Project General Tasks	141	106	7	14	7	7	0	0						141	\$37,080	\$262.98
4. Roadway Analysis	186	6	9	28	47	37	37	22						186	\$39,782	\$213.88
5. Roadway Plans	88	2	4	13	18	13	22	16						88	\$17,800	\$202.27
6a. Drainage Analysis	49	1	2	7	12	11	10	6						49	\$10,389	\$212.02
6b. Drainage Plans	16	0	1	2	3	3	4	3						16	\$3,196	\$199.75
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	200	6	8	30	50	40	36	30						200	\$42,258	\$211.29
18. Structures - Miscellaneous	572	17	23	46	114	144	114	114						572	\$115,050	\$201.14
<b>Total Staff Hours</b>	<b>1,252</b>	<b>138</b>	<b>54</b>	<b>140</b>	<b>251</b>	<b>255</b>	<b>223</b>	<b>191</b>						<b>1,252</b>		
<b>Total Staff Cost</b>		<b>\$37,006.08</b>	<b>\$13,069.62</b>	<b>\$36,432.20</b>	<b>\$62,539.16</b>	<b>\$57,311.25</b>	<b>\$36,730.33</b>	<b>\$22,465.42</b>							<b>\$265,554.06</b>	<b>\$212.10</b>

Check = \$265,554.06

Survey Field Days by Subconsultant  
 4 - Person Crew:

Notes:

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

SALARY RELATED COSTS:				\$265,554.06
OVERHEAD:		0%		\$0.00
OPERATING MARGIN:		0%		\$0.00
FCCM (Facilities Capital Cost Money):		0.00%		\$0.00
EXPENSES:		0.00%		\$0.00
Survey (Field - if by Prime)	0	4-person crew days @	\$ - / day	\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$265,554.06</b>
Subconsultant AREHNA				\$31,222.48
Subconsultant RS&H				\$200,170.66
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$496,947.20</b>
Geotechnical Field and Lab Testing				\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>				<b>\$496,947.20</b>
Optional Services				\$0.00
<b>GRAND TOTAL ESTIMATED FEE:</b>				<b>\$496,947.20</b>

**HNTB PR 2025XXXX**  
**East Toll Plaza Gantry Support(4/1/25 - 6/30/25)**  
**Scope Of Services**  
**HI-0XXX C-XX**

**Purpose & Need**

The task work order is for support the small THEA staff on the East Toll Plaza Gantry assignment, including assisting THEA staff as directed. This task work order is for the period from 4/1/25 -6/30/25.

**Scope**

Providing support for THEA staff on the East Toll Plaza Gantry as assigned by the THEA Project Manager. Includes project management support, coordination, design reviews, advertisement support, construction procurement, attending meetings and responding to requests for information from FDOT and other agencies.

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## **HNTB PR 2025XXXX**

### **Asset Management Additional Development Support (5/1/24 - 6/30/25)**

#### **Scope Of Services**

##### **Purpose & Need**

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

##### **Scope**

The GEC worked with THEA staff to develop a Roadway, S&PM, ITS, Bridge and Building Management Program to include data collection and analysis procedures to implement a short and long term Pavement, Signing and Pavement Markings & ITS Maintenance program. Additional items to be added to the inventory include highway lighting, guardrail, attenuators and drainage assets. The GEC will work with THEA staff to initiate Lidar data collection for existing condition evaluation to enhance THEA's ArcGIS system and Asset Management Program. Other existing data including previous MRP inspections, biennial inspections and safety audit reports will also be incorporated into THEA's ArcGIS system. Risk-mitigation strategies will be utilized to develop action-plans to put in-place before the potential risks manifest themselves. The risk-mitigation plans will be more intensive the higher the risk's impact to the system. KPI clarifications, assessment methods, and data-management techniques including collection, governance, storage, quality-control, and reporting will also be implemented.

GEC will assist THEA in establishing a program of maintenance and preservation activities, along with recommendations for the interval of updating the Roadway, S&PM and ITS Management Program and a format for reflecting updated costs or project information for both maintenance and capital improvement replacement projects to be incorporated into THEA Work Programs. GEC will use the final THEA Asset Management Strategy and Implementation Plan as a guideline for implement the Asset management Program. A plan for the future yearly work program efforts for the next 5 years will also be developed.

The GEC in working with THEA staff will develop and begin preliminary implementation of a Building Asset Management Program to include data collection and analysis procedures to develop a short and long term Roadway Maintenance program. The GEC will discuss with THEA staff several options for the type of information to be included in the data collection. Items to be discussed include: inclusion of maintenance and preservation activities, inclusion of internal staffing input, inclusion and specificity of GEC recommendations, interval of updating Roadway Management Program and format for reflecting updated costs or project information.

The GEC will gather existing plan information and perform Lidar Surveys of all THEA Buildings, including the TMC, Warehouse, West Toll Plaza, East Toll Plaza and Maintenance Buildings for input into the THEA ArcGIS system for the Buildings Asset Management Program. This data, along with original construction dates, BIM 3D models and visual and other inspections will be utilized to develop a maintenance schedule with work details for the major building components including walls, flooring, ceilings, windows, lighting, AC/Heating, and roofing. Cost estimates will be developed for inclusion in the THEA operations budget and capital work program for major replacement projects.

SUMMARY FEE SHEET																				
ATTACHMENT "A"																				
PROJECT DESCRIPTION:		Tampa-Hillsborough Expressway Authority				HNTB PR 2025XXXX														
GEC CONTRACT NO.:		HNTB PR 2025XXXX				Asset Management Additional Development Support (5/1/24 - 6/30/25)														
PRIME CONSULTANT:		HNTB Corporation																		
ACTIVITY	Sr. Technical Advisor		Project Manager		Chief Eng./Planner Sr. Proj. Eng.		Sr. Eng./Planner		Proj. Eng./Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate	
	Man Hours	Hourly Rate \$173.37	Man Hours	Hourly Rate \$144.54	Man Hours	Hourly Rate \$102.19	Man Hours	Hourly Rate \$79.95	Man Hours	Hourly Rate \$61.62	Man Hours	Hourly Rate \$48.21	Man Hours	Hourly Rate \$38.96	Man Hours	Hourly Rate \$22.66	Manhours By Activity	Salary Cost By Activity		
Additional Roadway Pavement Data Collection	0	\$0.00	4	\$578.16	4	\$408.76	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	2	\$45.32	10	\$1,032.24	\$103.22	
Additional Existing Roadway Data Inventory & Plan	0	\$0.00	8	\$1,156.32	48	\$4,905.12	80	\$6,396.00	80	\$4,929.60	80	\$3,856.80	24	\$935.04	8	\$181.28	328	\$22,360.16	\$68.17	
Additional Facility Data Inventory & Analysis	0	\$0.00	4	\$578.16	40	\$4,087.60	60	\$4,797.00	64	\$3,943.68	64	\$3,085.44	16	\$623.36	4	\$90.64	252	\$17,205.88	\$68.28	
Total Man Hours			4	\$2,312.64	4	\$9,401.48	320	\$11,193.00	320	\$8,873.28	0	\$6,942.24	0	\$1,558.40	2	\$317.24	590	\$40,598.28	\$68.81	
Basic Activities Maximum Limiting Fees (Salary Costs)																		\$40,598.28		
Cost Elements & Additives																				
(a) 2.78 Multiplier																				\$112,863.22
Direct Expenses	4.37%		\$ 1,774.14		SUBTOTAL (Cost Elements applied to Basic Activities Fee):														\$112,863.22	
(d) Direct Reimbursables																				\$1,774.14
Subconsultants- Tierra (Geotechnical) SBE																				\$113,898.87
Total Project Cost:																				\$228,536.23
Maximum Limiting Amount:																				\$228,536.23



April 07, 2025

Tampa-Hillsborough Expressway Authority

ATTN: Brian McElroy

Project Manager II

1104 East Twiggs Street, Suite 300

Tampa, Florida 33602

RE: C/O Proposal – Replacement of existing failing LED lighting fixtures.

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Brian:

It is our pleasure to submit this proposal for the replacement of existing failed LED highway lighting.

Proposal Quote for furnishing and installation of LED lighting fixtures for malfunctioning/failing lighting fixtures at or near Gandy Blvd. interchange and Selmon West Extension. Estimated Quantity of 137 each fixtures, also included leveling and adjusting 173 existing fixtures back to original design positions. The location is pre-determined by the Expressway Authority. The quote includes furnishing and installing all needed materials and labor and all needed MOT devices.

The work will be accomplished per THEA's Request. The cost for the proposed work is set at a lump sum rate of \$ \$166,765.50

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

Thanks,

*Scott Chase*

Scott Chase

Project Manager

SC/



April 11, 2025

Tampa-Hillsborough Expressway Authority

ATTN: Brian McElroy

Project Manager II

1104 East Twiggs Street, Suite 300

Tampa, Florida 33602

RE: C/O Proposal – Selmon Expressway Sign Panel Replacements

Brian:

Please accept this proposal for the Selmon Expressway Sign Panel Replacements.

Work will consist of F/I two large structure mount signs located on the Selmon Expressway. First location: Eastbound before exit 9 structure 10S660 and Eastbound Twiggs St at Nebraska Ave. Intersection Structure 10S606. These will be complete panel replacements. The proposal includes high-intensity reflective sheeting signage, the removal of existing lighting, and MOT for lane closure during work. Structure 10S606 requires the DMS board to be removed and reinstalled by others, not the responsibility of Webber or its subcontractor; this work is not included in the lump sum cost. The locations are pre-determined by the Expressway Authority. A sub-contractor will do the work. Does not include getting any permits if required to perform the work.

The work will be accomplished per THEA request at an F/I lump sum rate of \$ 70,983.00

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

Thanks,

A handwritten signature in black ink that reads "Scott Chase". The signature is written in a cursive, flowing style.

Scott Chase

Project Manager

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

**RTCS RFP Development, Procurement and Installation Assistance**

**May 1, 2025 – June 30, 2025**

**Scope of Work**

### **Purpose and Need**

The Tampa Hillsborough Expressway Authority (THEA) desires the creation of a Request for Proposals (RFP) document and procurement assistance for a Roadside Toll Collection System (RTCS). The RTCS is anticipated for use on the Selmon West Extension project and other Selmon Expressway and THEA projects which may include both traditional All-Electronic Tolling (AET) and reversible managed lane (RML) and components. The RFP will be created to allow THEA the flexibility to procure systems and services from toll system vendors to bring the best value to THEA. This Scope of Work describes the work efforts required to create the technical requirements and support THEA with the procurement process through the selection, vendor negotiations and contract award. This task order covers additional scope efforts not anticipated in the original scope of services. It is anticipated that an additional Scope of Work will be assigned for implementation oversight of the RTCS once a preferred vendor is awarded notice to proceed (NTP).

### **Description of Services**

#### **Task 1 – Prepare Scope of Work Document**

HNTB will work with THEA's Tolls, Legal and Administrative staff in development of the technical requirements and scope of work for the procurement. THEA standard procurement methods and procedures will be utilized to the greatest extent possible. HNTB will use existing relevant templates to author the technical requirements sections of the RFP. Additional scope items include updated THEA GTR requirements, incorporation of a new east mainline gantry and toll building and revised future THEA roadway requirements.

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

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

- Ongoing maintenance of the project files and records
- Project schedules development and maintenance
- Project budget oversight and maintenance
- QA/QC Management
- Support for procurement-related questions and meetings throughout the procurement phase
- Task 2 meetings: Up to 6 monthly coordination meetings and miscellaneous additional four (4) one-hour meetings as needed.

**Deliverables: Monthly schedule updates**

### Task 3 – Support Pre-Proposal Meeting

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

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

### Task 4 – Support Proposer Questions and Addenda Period

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

**Deliverables: Completed RFP addenda as necessary**

### Task 5 – Proposal Review

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

Selection Committee [Minimum 4 hour onsite/WebEx meeting] **(Within one week following Orals/Demos are completed).**

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

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

### **Task 6 – Preparations for Oral Interviews / Demonstrations**

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

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

### **Task 7 – Post Orals/Demonstration Evaluation**

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

### **Task 8 – BAFO and Negotiations**

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

**Deliverables: Updated documents and conformed specifications as needed.**

### **Task 9 – Contract Finalization and Award**

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

**Deliverables: Finalized document package and supporting materials as needed.**

**SUMMARY FEE SHEET**

**ATTACHMENT "A"**

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority  
 GEC CONTRACT NO: HNTB PR 20232439  
 CPMP: HI-0096 P-XX  
 PRIME CONSULTANT: HNTB Corporation

**HNTB PR 20232439**  
**Roadside Toll Collection System Support (5/1/25 - 6/30/25)**

ACTIVITY	Sr. Technical Advisor		Project Manager		Senior Specialist		Sr. Eng./Planner/		Proj. Engineer/ Planner		Engineer/Planner		Sr. Technician		Clerical		TOTAL		Avg. Hourly Rate
	Staff Hours	Hourly Rate \$ 177.44	Staff Hours	Hourly Rate \$ 118.72	Staff Hours	Hourly Rate \$ 88.64	Staff Hours	Hourly Rate \$ 72.64	Staff Hours	Hourly Rate \$ 58.72	Staff Hours	Hourly Rate \$ 45.44	Staff Hours	Hourly Rate \$ 58.48	Staff Hours	Hourly Rate \$ 31.84	Staff Hours By Activity	Salary Cost By Activity	
Task 1 - Prepare RFP Document	18	\$3,193.92	24	\$2,849.28	40	\$3,545.60	0	\$0.00	30	\$1,761.60	0	\$0.00	0	\$0.00	8	\$254.72	120	\$11,605	\$96.71
Task 2 - Project Management & Procurement Support	16	\$2,839.04	18	\$2,136.96	16	\$1,418.24	0	\$0.00	8	\$469.76	0	\$0.00	0	\$0.00	8	\$254.72	66	\$7,119	\$107.86
Task 3 - Support Pre-Proposal Meeting	12	\$2,129.28	6	\$712.32	16	\$1,418.24	0	\$0.00	6	\$352.32	12	\$545.28	0	\$0.00	4	\$127.36	56	\$5,285	\$94.37
Task 4 - Support Proposer Questions and Addenda Period	24	\$4,258.56	6	\$712.32	36	\$3,191.04	0	\$0.00	24	\$1,409.28	12	\$545.28	0	\$0.00	8	\$254.72	110	\$10,371	\$94.28
Task 5 - Proposal Review	30	\$5,323.20	16	\$1,899.52	60	\$5,318.40	0	\$0.00	30	\$1,761.60	30	\$1,363.20	0	\$0.00	16	\$509.44	182	\$16,175	\$88.88
Task 6 - Preparation for Oral Interviews / Demonstrations	12	\$2,129.28	4	\$474.88	30	\$2,659.20	0	\$0.00	18	\$1,056.96	12	\$545.28	0	\$0.00	16	\$509.44	92	\$7,375	\$80.16
Task 7 - Post Orals/Demonstration Evaluation	28	\$4,968.32	6	\$712.32	18	\$1,595.52	0	\$0.00	6	\$352.32	12	\$545.28	0	\$0.00	12	\$382.08	82	\$8,556	\$104.34
Task 8 - BAFO and Negotiations Support	60	\$10,646.40	12	\$1,424.64	30	\$2,659.20	0	\$0.00	4	\$234.88	30	\$1,363.20	0	\$0.00	6	\$191.04	142	\$16,519	\$116.33
Task 9 - Contract Finalization and Award Support	12	\$2,129.28	8	\$949.76	12	\$1,063.68	0	\$0.00	4	\$234.88	12	\$545.28	0	\$0.00	6	\$191.04	54	\$5,114	\$94.70
<b>Total Staff Hours</b>	<b>212</b>	<b>\$37,617.28</b>	<b>100</b>	<b>\$11,872.00</b>	<b>258</b>	<b>\$22,869.12</b>	<b>0</b>	<b>\$0.00</b>	<b>130</b>	<b>\$7,633.60</b>	<b>120</b>	<b>\$5,452.80</b>	<b>0</b>	<b>\$0.00</b>	<b>84</b>	<b>\$2,674.56</b>	<b>904</b>	<b>\$88,119.36</b>	<b>\$97.48</b>
																			<b>Total</b>
																			Basic Activities Maximum Limiting Fees (Salary Costs)
																			\$88,119.36
																			Cost Elements & Additives
																			\$0.00
Direct Expenses		4.37%		\$3,850.82															(a) 2.78 Multiplier
																			\$244,971.82
																			SUBTOTAL (Cost Elements applied to Basic Activities Fee):
																			\$244,971.82
																			(d) Direct Reimbursables
																			\$3,850.82
																			Total Project Cost:
																			\$248,822.64
																			<b>Budget Amount:</b>
																			<b>\$248,822.64</b>

**HNTB PR 20232439**

**HI-0096 P-XX**

**Roadside Toll Collection System Support (5/1/25 - 6/30/25)**

**Scope Of Services**

**Purpose & Need**

See Attached Scope of Work Document

**Scope**

See Attached Scope of Work Document

March 31, 2025  
Mr. Raul Rosario  
Tampa Hillsborough Expressway Authority  
1104 E Twiggs St, Ste 300  
Tampa, FL 33602

Re: THEA Operational Back Office System (OBOS) Program Support – RS&H Additional Funding Request # 2

Dear Mr. Rosario:

In consultation with Tampa Hillsborough Expressway Authority (THEA), RS&H is submitting a request for additional funding for Task #02 under our existing contract T-00321D.

The following is the RS&H proposal for additional funds for OBOS RFP, Procurement and vendor on-boarding support. Additional work was identified during the assessment as work proceeded under TO # 2. The supporting budget analysis is included as an attachment.

The purpose of this additional funding is to complete the following OBOS procurement scope items to finalize the OBOS procurement:

- Preparation of additional RFP Addendums, as necessary
- Support the evaluation of technical proposals for completeness once received
- Track any items missing or needing clarification from proposers, and develop letters (if necessary)
- Review of Technical Proposals as part of the technical advisor support
- Assist THEA in the development of letters/emails to proposers regarding proposer demonstrations and interviews
- Support THEA in organizing and planning proposer demonstrations and interviews
- Travel to THEA to support proposer demonstrations and interviews
- Meet with evaluation committee members, as requested, as part of the technical advisor team, as well as organize and coordinate technical advisor team
- Board document support, as needed
- Travel to THEA to support procurement meetings, meetings with the evaluation committee and/or board meetings, as requested
- Provide support for the OBOS procurement to the OBOS Contractor notice to proceed (NTP)

Additional funds are necessary due to RS&H spending more time than anticipated in the following areas:

- Our 1<sup>st</sup> additional funding request was developed based on the assumption that the Gannett Fleming Team would continue to lead the OBOS procurement to completion. However, due to staffing departures within the Gannett Fleming Team, RS&H has moved into a lead role to perform more work than originally anticipated and estimated in the 1<sup>st</sup> additional funding request.
- Overseeing RK&K peer review, and managing the incorporation of all comments within the OBOS RFP SOW, boiler plate, appendices and exhibit documents

- Completion of the OBOS SOW and finalization, including associated appendices
- Completion of the price proposal documents
- Development and finalization of the requirements conformance matrix
- Finalization of the TransCore transitional database document
- Leading pass/fail evaluations for THEA ELOR submittals
- Coordination with THEA legal and attorneys to draft letters to proposers on items needed after pass/fail evaluation
- Developing letters to shortlisted and non-shortlisted proposers for THEA legal and procurement
- Phase 1 procurement addenda tracking and development
- ELOR review, coordination with technical advisors and managing technical advisor meetings with evaluation committee

RS&H looks forward to our continued work with THEA and the OBOS team on the next phase of this and future projects.

The total for this funding request is \$79,043.46. A detailed summary of estimated hours/costs are included on the attached spreadsheet.

Please contact me, by email, [mark.hicks@rsandh.com](mailto:mark.hicks@rsandh.com) or by phone at (512)-350-3715, if you have any questions.

Thank you for the opportunity to assist THEA with this task.

Sincerely,



Mark Hicks, Associate Vice President, Principal Tolls and Technology Consultant

**THEA - OBOS RFP Support- RS&H Budget Analysis**

Tasks	Estimated Hours	Estimated Cost
<b>Post-Issuance</b>		
Vendor Question Response Development/Review (Round 2)	24	\$ 7,263.60
Addendums (prepare), coordination with THEA Procurement	24	\$ 7,263.60
Technical Proposal Review (including conformance review)	200	\$ 60,530.00
Proposer Oral Presentation & Demos (travel assumed)	40	\$ 12,106.00
Support Vendor Negotiation/BAFO Process (travel assumed for final selection)	24	\$ 7,263.60
Support THEA Vendor Selection Broad Briefing (if necessary)	8	\$ 2,421.20
<b>Total Estimated Hours to Contract Award</b>	<b>320</b>	<b>\$ 96,848.00</b>

Funding Needed to Complete Procurement	\$ 96,848.00
Remaining Budget at 3/17/2025	\$ 17,804.54
<b>OBOS Additional Funding Requested</b>	<b>\$ 79,043.46</b>

Original Budget	\$ 256,253
Amendment #1 Additional Budget	\$ 98,473
New Request	\$ 79,043
<b>Updated Task Order Total:</b>	<b>\$ 433,770</b>

**More time than anticipated spent in the following areas:**

Post-Issuance

- Completion of the OBOS SOW and finalization, including associated appendices
- Completion of the price proposal documents
- Development and finalization of the requirements conformance matrix
- RK&K Peer Review, and managing the incorporation of all comments within the OBOS RFP SOW, boiler plate, appendices and exhibit documents
- Finalization of the TransCore transitional database document
- Leading pass/fail evaluations for THEA ELOR submittals
- Coordination with THEA legal and attorneys to draft letters to proposers on items needed after pass/fail evaluation
- Developing letters to shortlisted and non-shortlisted proposers for THEA legal and procurement
- Phase 1 procurement addenda tracking and development
- ELOR review, coordination with technical advisors and managing technical advisor meetings with evaluation committee
- Provide support for the OBOS procurement to the OBOS Contractor notice to proceed (NTP)

Consultant Team Departures

- Our 1st additional funding request was developed based on the assumption that the Gannett Fleming Team would continue to lead the OBOS procurement to completion. However, due to staffing departures within the Gannett Fleming Team, RS&H moved into a lead role to perform more work than originally anticipated and estimated in the 1st additional funding request.



Stantec Consulting Services Inc.  
 475 5th Avenue, 12th Floor  
 New York, NY 10017

April 15, 2025

**Attention: Jeff Seward**  
 Director of Finance  
 Tampa-Hillsborough Expressway Authority  
 1104 E. Twiggs Street  
 Tampa, FL 33602

Dear Mr. Seward,

**Reference: Toll Covenant Revenue Sufficiency Certification FY2026**

Pursuant to Section 5.07 of the Master Bond Resolution (the “Master Resolution”) for the Tampa-Hillsborough Expressway Authority (THEA), the Traffic Engineer is required to certify that Pledged Funds Estimated for the following year will be sufficient to comply with estimated payments as required by the terms of the Master Resolution. The tests to be conducted per the toll covenants in the Master Resolution are summarized in **Table 1**.

**Table 1: Toll Revenue Sufficiency Tests Defined by Toll Covenants in the Master Resolution**

Sufficiency Test			Toll Coverage Ratio Requirements	Source
Test ID	Name	Description		
Test (i)	Net System Revenue	Net System Revenues / Debt Service	1.30	Section 5.07(B)(i)
Test (ii)	System Gross Revenue	Gross Toll Revenue / Multiple Costs	1.00	Section 5.07(B)(ii)

Net System Revenues = Gross Revenue minus Operations, Maintenance and Administrative (OM&A) Costs

Multiple Costs include the following

- OM&A
- Required deposits to OM&A Reserve Account
- Required deposits to Debt Service Account in Sinking Fund
- Required deposits to Debt Service Reserve Account in Sinking Fund
- Required deposits to the Renewal and Replacement Fund
- All other payments required except any discretionary payments pursuant to Section 4.03(J)

Stantec Consulting Services Inc. (Stantec) serves as THEA’s Traffic Engineer as defined in the Master Resolution. In that role, Stantec has conducted multiple traffic and revenue studies including a recent update to the investment grade traffic and revenue model that was developed for the 2020 Investment Grade Traffic and Revenue Study (2020 IG T&R Study Report) to support the Series 2020A and 2020B bond sales and included in the official statement dated August 27, 2020.

Based on this performance the T&R forecast was updated in February 2025 (Stantec Revised 2025 T&R Forecast) to reflect the slow steady growth we have seen since the recovery from the pandemic. This forecast assumes the standard toll indexing to occur from FY26 and beyond, which includes an annual

Reference: Toll Covenant Revenue Sufficiency Certification FY2026

increase of SunPass toll rates by 2.5 percent and application of the standard toll-by-plate (TBP) surcharge by vehicle class. This and other assumptions of the T&R analysis are largely consistent with the 2020 IG T&R Study including all transportation improvements from the various work programs, all of which can be found in the 2020 IG T&R Study Report.

The Net System Revenue Test identified as test (i) in Section 5.07 (B) of the Master Resolution is presented in Table 2. Based on the Stantec estimates and the information provided, the Net System Revenues are estimated to meet the required coverage level in FY2026.

**Table 2: Test (i): Net System Revenue (\$000s)**

Test (i): Net System Revenue (\$000s)									
Fiscal Year	System Gross Toll Revenues	Other Income	System Gross Revenues	Operating Costs	Net System Revenues	Annual Debt Service	Toll Coverage Ratio	Toll Coverage Requireme	Pass
2025	\$132,100	\$12,846	\$144,946	\$31,386	\$113,560	\$48,456	2.34		
2026	\$137,900	\$15,930	\$153,830	\$34,420	\$119,410	\$48,448	2.46	1.3	Yes

Gross Toll Revenue: Stantec 2025 Revised T&R Forecast

Other Income: from THEA estimates including earnings on Investments (OM&A, R&R & GR Fund Earnings) and Misc. Income

Operating Costs: operations, maintenance and administrative expenses from THEA

Annual Debt Service: All outstanding Debt Service

Toll Coverage Ratio: Net System Revenues / Annual Debt Service

Reference: Toll Covenant Revenue Sufficiency Certification FY2026

The System Gross Revenue Test identified as test (ii) in Section 5.07 (B) of the Master Resolution is presented in Table 3. Based on the Stantec estimates and the information provided, the System Gross Revenue or pledged revenue is estimated to meet the required coverages in FY2026. The Costs, Deposits, and Other Payments were provided by THEA.

**Table 3: Test (ii): System Gross Revenues (\$000s)**

Test (ii): System Gross Revenue (\$000s)							
Fiscal Year	Pledged Revenue			Costs, Deposits & Other Payments	Toll Coverage Ratio	Toll Coverage Requirement	Pass
	Gross Toll Revenues	Other Income	System Gross Revenues				
2025	\$132,100	\$12,846	\$144,946	\$100,254	1.45		
2026	\$137,900	\$15,930	\$153,830	\$94,968	1.62	1.0	Yes

Gross Toll Revenue: Stantec 2025 Revised T&R Forecast

Other Income: from THEA estimates including earnings on Investments (OM&A, R&R & GR Fund Earnings) and Misc. Income

Costs, Deposits and Other Payments: from THEA estimates including those items below

OM&A

Required deposits to OM&A Reserve Account

Required deposits to Debt Service Account in Sinking Fund

Required deposits to Debt Service Reserve Account in Sinking Fund

Required deposits to the Renewal and Replacement Fund

All other payments required except any discretionary payments pursuant to Section 4.03(J)

Toll Coverage Ratio: System Gross Revenues / Costs, Deposits & Payments

The limits and disclaimers for these forecasts are presented after the signature.

Regards,

**Stantec Consulting Services Inc.**



**Phil Eshelman**  
**Principal**

Reference: Toll Covenant Revenue Sufficiency Certification FY2026

## Limits and Disclaimers

It is Stantec's opinion that the traffic and toll revenue estimates provided herein represent reasonable and achievable levels of traffic and toll revenues that can be expected to accrue on the Selmon Expressway over the forecast period and that they have been prepared in accordance with accepted industry-wide practice. However, as should be expected with any forecast, and given the uncertainties within the current economic climate, it is important to note the following assumptions which, in our opinion, are reasonable:

- This limited synopsis presents the highlighted results of Stantec's consideration of the information available as of the date hereof and the application of our experience and professional judgment to that information. It is not a guarantee of any future events or trends. The 2020 IG T&R Study provides full detail of the assumptions, which includes gradual lifting of restrictions related to the Pandemic with no regression to the previous stricter governmental constraints.
- The traffic and toll revenue estimates will be subject to future economic and social conditions, demographic developments and regional transportation construction activities that cannot be predicted with certainty.
- The estimates contained in this document, while presented with numeric specificity, are based on a number of estimates and assumptions which, though considered reasonable to us, are inherently subject to economic and competitive uncertainties and contingencies, most of which are beyond the control of THEA and cannot be predicted with certainty. In many instances, a broad range of alternative assumptions could be considered reasonable with the availability of alternative toll schedules, and any changes in the assumptions used could result in material differences in estimated outcomes.
- The standards of operation and maintenance on all of the Selmon Expressway (as defined in the 2020 IG T&R Study) will be maintained as planned within the business rules and practices.
- The general configuration and location of the Selmon Expressway and its interchanges will remain as discussed in the 2020 IG T&R Study.
- Access to and from the Selmon Expressway will remain as discussed in the 2020 IG T&R Study.
- No other new competing highway projects are assumed to be constructed or significantly improved in the project corridor during the project period, except those identified within the 2020 IG T&R Study.
- Major highway improvements that are currently underway or fully funded will be completed as planned.
- The Selmon Expressway will be well maintained, efficiently operated, and effectively signed to encourage usage.
- No reduced growth initiatives or related controls that would significantly inhibit normal development patterns will be introduced during the forecast period.
- There will be no future serious protracted recession during the forecast period.

**Reference:** Toll Covenant Revenue Sufficiency Certification FY2026

- There will be no protracted fuel shortage during the forecast period.
- No local, regional, or national emergency will arise that will abnormally restrict the use of motor vehicles.

In Stantec's opinion, the assumptions underlying the study provide a reasonable basis for the analysis. However, any financial projection is subject to uncertainties. Inevitably, some assumptions used to develop the projections will not be realized, and unanticipated events and circumstances may occur.

**RESOLUTION NO. 677**

**A RESOLUTION OF THE TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY (THE "AUTHORITY") MAKING A DETERMINATION REGARDING THE SUFFICIENCY OF NET SYSTEM REVENUES; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the Authority has previously adopted its Amended and Restated Master Bond Resolution on November 19, 2012 (as the same may be amended and supplemented from time to time, the "Master Bond Resolution"); and

**WHEREAS**, capitalized terms used but not defined herein shall have the respective meanings set forth in the Master Bond Resolution; and

**WHEREAS**, the Authority is obligated pursuant to Section 5.07(E) of the Master Bond Resolution to review the financial condition of the Expressway System and the Bonds in order to estimate whether the Net System Revenues for the following year will be sufficient to comply with the coverage requirements with respect to Net System Revenues as specified in Section 5.07(B) of the Master Bond Resolution;

**WHEREAS**, the Authority has received a Revenue Sufficiency Certificate prepared by its Traffic Engineer who has determined that Net System Revenues will be sufficient to comply with the provisions stated above for fiscal year ending June 30, 2026;

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

SECTION 1. SUFFICIENCY DETERMINATION. Based on the Authority's review of the financial condition of the Expressway System and the Bonds and upon the estimated Net System Revenues for the immediately succeeding Fiscal Year as set forth in the revenue sufficiency certificate, the Authority has determined that, based on the information currently available to the Authority, Net System Revenues will be sufficient to comply with the coverage requirements with respect to Net System Revenues as specified in Section 5.07(B) of the Master Bond Resolution.

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

This Resolution was approved and adopted by the Tampa-Hillsborough County Expressway Authority on April 28, 2025.

**TAMPA-HILLSBOROUGH COUNTY  
EXPRESSWAY AUTHORITY**

By: \_\_\_\_\_  
Vincent J. Cassidy  
Chairman

ATTEST:

By: \_\_\_\_\_  
John Weatherford  
Secretary

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

\_\_\_\_\_  
Amy E. Lettelleir, Esquire  
Chief Legal Officer

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

**100            AUTHORITY ORGANIZATION**

**100.01           Tampa-Hillsborough County Expressway Authority Policies and Procedures Manual**

This manual shall be referred to as the “Tampa-Hillsborough County Expressway Authority Policies and Procedures Manual” (“Manual”) and shall comprehensively contain the policies and procedures (“Rules”) by which the Tampa-Hillsborough County Expressway Authority conducts its daily operations. Said Manual and Rules shall only be amended or repealed in accordance with the provisions set forth herein. The Authority shall, every three (3) years, review said Manual and, if appropriate, revise the Rules found herein.

(Effective Date and Last Amended: April 28, 2025 \_\_\_\_\_)

**100.02           Enabling Legislation**

The Tampa-Hillsborough County Expressway Authority (“Authority”) was established pursuant to Part IV, Chapter 348, F.S. A copy of the Authority’s enabling legislation is attached to this Manual as Exhibit A.

(Effective Date and Last Amended: March 26, 2007)

**100.03           Purpose and Classification of the Authority**

The Authority is a body politic, corporate and an agency of the State of Florida created and established by Part II, Chapter 348, F. S., to construct, reconstruct, improve, extend, repair, maintain and operate an expressway system defined in Section 348.51(7), F.S., as determined by the Authority. The Authority is legally classified as an independent special district under Chapter 189, F.S., and is listed as such by the Department of Community Affairs. Although the Authority is designated as an “agency of the State” in its enabling act, it is not an executive branch agency. Instead, it is designated as an “agency of the State” because it shares certain powers conferred by law on other state governmental bodies.

(Specific authority Sections 348.51 and 348.53, F.S., and Chapter 189, F.S.) (Effective Date and

Last Amended: April 28, 2025 \_\_\_\_\_)

**110               Authority Board Rules of Procedure**

**110.01           Membership, Officers, Duties**

(a)     The governing body of the Authority (“Board”) shall consist of seven (7) Board Members, who shall serve and be appointed in the manner provided by Section 348.52, F.S. The Authority shall elect a Chair as provided in the above-referenced statute, a Vice Chair, a Secretary, and such additional officers as deemed necessary. Election of the officers shall be held

annually on a date established by the Board, and the officers shall serve until the following elections. Any officer elected by the Board may be removed from his or her office by the Governor in accordance with Section 348.52, F. S.

(b) A majority of the members of the Board shall constitute a quorum, and resolutions enacted or adopted by a vote of a majority of the members present and voting at any meeting shall become effective without publication or posting or any further action of the authority.

(c) The Chair shall preside at all meetings of the Authority, shall approve meeting agendas, shall execute documents approved by the Authority, shall call special meetings and workshops, shall appoint standing, ad hoc and special committees, as deemed necessary, and shall appoint the chair and designate the membership of each committee. The Chair designates the Executive Director, to represent the Authority as a voting member of the Hillsborough Transportation Planning Organization, and shall serve as the representative of the Authority at external meetings and shall present the consensus of the Authority at all such meetings. The Chair shall perform such other duties as are incidental to the office or those the Authority may from time to time designate. The Chair shall also oversee the performance of the Executive Director and shall report to the Board periodically on his or her performance.

(d) In the absence of the Chair, the Vice Chair shall preside at all meetings of the Authority and perform all the duties of the Chair. The Vice Chair shall fill the unexpired term if a permanent vacancy occurs in the office of the Chair and the office of Vice Chair shall remain vacant until the next annual election. The Vice Chair shall perform other duties as the Authority may from time to time designate.

(e) In the absence of the Chair and Vice Chair, the Secretary shall preside at all meetings of the Authority and shall perform all the duties of the Chair. The Secretary shall perform other duties as the Authority may from time to time designate.

(f) The Secretary, Vice-Chair or the Executive Director shall be authorized to attest to the Chair's signature on the official minutes or documents of the Authority requiring attestation by law.

(g) A permanent vacancy in the office of Secretary shall be filled by election by the Board Members at the next board meeting. Each Board Member who accepts appointment to the Board thereby acknowledges a fiduciary duty to the Authority and shall subscribe to an oath prior to entering upon his or her official duties that he or she will honestly, faithfully, and impartially perform the duties devolving upon him or her in office as a member of the Board and that he or she will not neglect any duties imposed upon him or her by this part. Each Board Member who accepts appointment to the Authority Board also thereby acknowledges a duty to comply with the Rules found in this Manual, as well as all applicable statutory requirements, including, but not limited to the following: Florida Government in the Sunshine Law, Chapter 286.011, F. S.; Florida Public Records Law, Chapter 119, F.S.; Florida Constitution Article I, Section 24, Access to Public Records and Meetings; Florida Constitution Article II, Section 8, Ethics in Government; and Florida Code of Ethics for Public Officers and Employees , Part III, Chapter 112, F.S.

(h) If any Board Member becomes aware that any person has violated these Rules,

that Board Member shall immediately report such violation to the Authority Chief Legal Officer. If such action involves the Chief Legal Officer, then such Board Member shall immediately report the activity to the Authority's Executive Director.

(Specific authority Part II, Chapter 348.52, F.S.)

(Effective Date and Last Amended: April 28, 2025\_\_\_\_\_)

### **110.02 Compensation of Members.**

The Board Members of the Authority shall not be entitled to compensation but shall be entitled to receive reimbursement of their travel and other necessary expenses as provided in Section 112.061, F.S. and section 160 of this Manual.

(Specific authority Part II, Chapter 348, F.S. and Section 348.52(3), F.S.)

(Effective Date and Last Amended: April 28, 2025\_\_\_\_\_)

### **110.03 Organization**

The Authority may employ an Executive Director, its own legal counsel and staff, and such legal, financial, and other professional consultants, technical experts, engineers, and employees, permanent or temporary, as it may require, and may determine the qualifications and fix the compensation of such persons, firms, or corporations. Employment of such employees and consultants is subject to the requirements and procedures further described within this Manual.

(Specific authority Part II, Chapter 348, F.S. and Section 348.52(4), F.S.)

(Effective Date and Last Amended: April 28, 2025\_\_\_\_\_)

### **110.04 Committees**

#### **(a) Standing and Ad Hoc Committees**

The Chair, as provided for in Rule 110.01, or the Board shall appoint standing committees, as deemed necessary. A *standing committee* is a permanent committee with specific ongoing responsibilities and jurisdiction pertaining to a designated subject. The Chair, as provided for in Rule 110.01, or the Board shall appoint the chair and membership of each such committee. The Chair, as provided for in Rule 110.01, or the Board may also appoint ad hoc committees, from time to time, to undertake specific tasks outside the scope of any standing committees' duties. An *ad hoc committee* is a committee established for a limited or single purpose and is dissolved when the purpose for which it was established is completed. All such committees shall be comprised of at least one member of the Board, as designated by the Chair, and may include members of the Authority's staff and other professional consultants as directed by the Chair. The Board may delegate decision making authority and delegate the power to take action to such committees. These committees are subject to the Sunshine Law.

#### **(b) Special Committees**

The Board may, from time to time, create special committees to undertake specific tasks and may determine the membership thereof. The special committees are empowered only to make recommendations to the Authority and shall not have decision making authority. A *special committee* is a temporary committee created for a specific task. These committees are subject to the Sunshine Law.

(c) Liaison

The Board may appoint a liaison for each department. The liaison will provide reports to the Board during Board meetings on the department's activities. Traditionally, the liaison appointments for the departments rotates annually between the Board members.

(Specific authority Part II, Chapter 348, F.S. and Section 348.52(5), F.

S.) (Effective Date and Last Amended: April 28, 2025\_\_\_\_\_)

**110.05 Annual Audit**

The Chairman of the Board's Finance Committee shall receive and review the independent auditor's report and thereafter report to the Authority Board his or her findings and make recommendations to the Authority Board to accept or reject the independent auditor's report as well as make any recommendations warranted by the independent audit.

(Specific authority Section 218.391, F. S.) (Effective Date and Last

Amended: April 28, 2025\_\_\_\_\_)

**120 Executive Director, Authority Consultants and Chief Legal Officer**

**120.01 Executive Director/Authority Clerk**

(a) Executive Director also known as the Chief Executive Officer

The Executive Director shall serve at the pleasure of the Board. The Executive Director shall be responsible for the implementation and enforcement of the Rules found in this Manual and complying with reporting requirements including those provided in Chapters 348 and 189, F.S. The Executive Director shall also be responsible for the following: maintenance and operation of the Expressway System and administrative facilities office, maintenance of Authority records, and other duties specified by the Board. The Executive Director may employ other employees as necessary for the administration of duties and functions of the Authority which are delegated to the Executive Director by the Board. The employment agreement between the Executive Director and the Authority shall remain on file at the Authority office.

The Executive Director, or his or her designee, is the custodian of the Authority's funds and permanent records and shall keep and maintain permanent record books and record therein the minutes and formal action of the Authority. The Executive Director is required to keep such records as will reflect the current status of all pending proceedings. All requests for information or submissions shall be made to the Executive Director or his or her designee.

(b) Lines of Authority in Absence of the Executive Director

The Executive Director shall designate someone to perform his/her duties during his/her absence. In the event the Executive Director has not designated someone in his/her absence, is incapacitated, or otherwise unable to perform his/her duties due to an emergency, the Chief Operating Officer shall become the acting Executive Director unless and until the Board appoints

either a permanent or an interim Executive Director. Senior Management Employee Positions

Responsibilities and duties of the Authority's senior management employee positions (Director of Finance, Director of Operations and Engineering, Director of Public Affairs and Communications, Director of Planning and Innovation, Director of Toll Operations and General Counsel) are set forth in Section 200 below in this of the Manual.

(Specific authority Part IVII, Chapter 348, F.S. and Section 348.52(4) & (5), Section 119.07, F.S.)

(Effective Date and Last Amended: April 288, 2025)

## **120.02 Professional Authority Consultants**

### **(a) General Engineering Consultant**

The Authority shall retain on an annual basis a firm of nationally known and recognized engineers, as Consulting Engineer, to supervise generally the construction of any project; advise the Authority on the budget for operation, maintenance and repair of the Expressway System; and make an independent inspection and a report concerning the condition thereof not less than every two years as provided in Section 5.14 of the Authority's Amended and Restate Master Bond Resolution dated November 12, 2012, and as amended from time to time (the "Master Bond Resolution").

### **(b) Traffic and Revenue Consultant**

The Authority shall retain a firm of nationally known and recognized Traffic Engineers to advise the Authority with reference to tolls and methods of collection of the same and for the performance of any acts or duties required by the Authority's Master Bond Resolution. The Consultant will annually provide a traffic and earnings report to the Authority as provided in Section 5.15 of the Authority's Master Bond Resolution.

### **(c) Independent Auditor**

The Authority shall retain an independent certified public accountant in accordance with the procedures provided for in Section 218.391, F.S., to annually audit the accounting and budgetary records of the Authority ("Authority Auditor"). The Authority Auditor shall submit its findings to the Chairman of the Finance Committee annually for action and provide a copy of the annual audit report to each Board member of the Authority.

### **(d) Chief Legal Officer/General Counsel**

The Authority may, in its sole discretion, employ a General Counsel to assist the Authority's Board and Executive Director. The Chief Legal Officer/General Counsel shall serve as the registered agent for the Authority in accordance with Section 189.014, F. S. .

The in-house Chief Legal Officer/General Counsel shall be the coordinator of all legal services provided to the Authority and shall be subject to Florida's Code of Ethics Standards as codified

in Chapter 112, Part III, F. S.

The Authority may retain, through a competitive selection process, specialty legal services when necessary and so recommended by the Authority Board members, Executive Director, or in-house General Counsel. The in-house Chief Legal Officer/General Counsel shall be the coordinator of any retained outside specialty legal services.

(Specific authority Part II, Chapter 348, F.S. and Sections 189.014, 218.391, and 348.52(4) & (5), F.S. ) (Effective Date and Last Amended: April 28, 2025 \_\_\_\_\_)

### **130 Meetings**

#### **130.01 Public Meetings**

Meetings of the Board and its committees, shall be conducted in accordance with the requirements of Chapters 189 and 286, F. S.

(Specific authority Chapters 189 and 286, F.S.) (Effective Date and Last Amended: \_\_\_\_\_)

#### **130.02 Regular Meetings**

(a) Regular public meetings of the Authority to transact its business shall be held monthly at that Authority's Office, at a date and time as determined by the Chair; provided, however, that with proper notice as set forth in these Rules, and for good cause, as determined by the Chair, the date and place of a particular regular meeting may be revised from time to time.

(b) Prior to the conducting of business, all regular meetings of the Board shall commence with the recitation of the Pledge of Allegiance to the Flag of the United States of America. The recitation shall be led by the Chair or the Chair's designee.

(Specific authority Chapter 286, F.S. and Section 189.015, F.S.) (Effective Date and Last Amended: \_\_\_\_\_)

#### **130.03 Special Meetings**

Special meetings of the Authority, and any meetings of its committees may be held at such other time and date as may be deemed necessary at the call of the Chair of the Authority or the committee, respectively, or a majority of the members of the Authority or the committee, respectively, upon reasonable notice. The notice shall state the specific purpose of the meeting and no additional items shall be considered for final action at that time.

(Specific authority Chapter 286, F.S. and Section 189.015, F.S.) (Effective Date and Last Amended: April 28, 2025)

#### **130.04 Emergency Meetings**

An emergency public meeting of the Board may be held at any such time and date at the call of the Chair, with reasonable notice, for the purpose of acting upon emergency matters affecting the operation or administration of the Authority or the public health, safety or welfare; provided,

however, all actions taken by the Board at such emergency meeting shall be subsequently ratified by the Board at a regular meeting. At the beginning of such emergency meeting, the Chair shall state the nature of the emergency and the specific acts and reasons for finding an emergency to exist. The annual budget of the Authority shall not be approved at an emergency meeting.

(Specific authority Chapter 286, F.S. and Section 189.015, F.S.) (Effective Date and Last Amended: April 28, 2025)

### **130.05 Workshops**

A workshop is a gathering where Board members of the Authority may be present, or person(s) designated by the Authority are meeting for the purpose of Rule drafting or reviewing Authority-related issues. No official votes are to be taken or policy adopted at a workshop.

(Effective Date and Last Amended: March 26, 2007)

### **130.06 Public Meeting Locations**

(a) All Authority Board, committee and workshop meetings shall be held at the Authority's Office, 1104 East Twiggs Street, Tampa, Florida, or in a public building in the county, or in a building in the county that is accessible to the public. Such facility shall not restrict access or discriminate on the basis of sex, age, race, creed, color, origin or economic status. The Authority shall, upon forty-eight (48) hours written notice, provide any physically challenged person the means to attend the meeting or, if this is not possible, the Authority shall relocate the meeting to an accessible site. If the physically challenged individual objects in the written notice to assistance from another person(s), the Authority shall provide ramps or other suitable fabricated or mechanical devices which make the site accessible.

(b) Authority Board, committee and workshop meetings shall be conducted in accordance with the requirements of Chapter 286, F.S. Except for those actions and meetings provided for in Section 286.0114(3), F.S., the Board hereby establishes the following rules to ensure the public may be heard on any matter before the Board meeting at which the Board will take official action:

1. Public input shall be limited to three (3) minutes for an individual or ten (10) minutes to a group representative;
2. A group representative shall identify themselves and provide a list of those individuals they represent prior to addressing the Board;
3. Provide forms for an individual to use in order to inform the Board or commission of a desire to be heard; to indicate his or her support, opposition, or neutrality on a proposition; and to indicate his or her designation of a representative to speak for him or her or his or her group on a proposition if he or she so chooses; and
4. The time for public comment on a proposition shall be at the beginning of the meeting or postponed until the proposition is heard on the agenda.

(Specific authority Chapter 286, F.S., Sections 286.26, F.S., 286.0114 F.S. and 189.015, F.S.)  
(Effective Date and Last Amended: April 28, 2025 \_\_\_\_\_)

**130.07            Reserved**

(Effective Date and Last Amended: April 28, 2025 \_\_\_\_\_)

**130.08            Notice of Public Meetings, Hearings, or Workshops**

(a) The schedule of the regular Board meetings shall be published on an annual, semi-annual or quarterly basis, as determined by the Board, and in accordance with Chapter 50, F.S. and Section 189.015, F.S. The Authority shall file the above-referenced schedule with the local governing authority or authorities annually, semi-annually, or quarterly, as determined by the Board. The Authority shall give at least seven (7) days public notice of any special Board meeting, committee meeting where final action shall be taken, re-scheduled regular meeting, or workshop by posting such notice in the Authority Office and by publishing one time a notice of such meeting or workshop in accordance with Chapter 50, F.S. This seven (7) day notice requirement shall not apply to any recessed, reconvened, or emergency meeting.

(b) Notice of a special meeting, committee meeting where final action shall be taken, re-scheduled regular meeting, or workshop shall state:

- (1) the date, time and location of the event;
- (2) a brief description of the purpose of the event; and
- (3) the physical address or website address where interested persons may obtain a copy of the meeting or workshop agenda.

(c) The Authority shall give notice of any committee meeting where no final action shall be taken by posting such notice at the Authority within such time in advance of the meeting as is reasonable under the circumstances.

(d) Whenever an emergency meeting is scheduled to be held, the Authority shall notify at least one (1) major newspaper of general circulation within the local government of the time, date, location and purpose of the meeting and post such notice at the Office of the Authority. At the beginning of the emergency meeting, the Chair shall state the nature of the emergency and the specific acts and reasons for finding an emergency to exist.

(e) Notices shall contain required language pursuant to Section 286.0105, F.S.

(Specific authority Section ~~189.417~~ 189.015, F.S., Section 286.011, F.S. and Section 286.0105, F.S.) (Effective Date and Last Amended: April 28, 2025 \_\_\_\_\_)

**130.09            Agendas of Public Meetings, Hearings or Workshops**

(a) If possible, the agenda shall be prepared in time to ~~insure~~ ensure that it is available to the Board and to the public at least seven (7) days before the event.

(b) A copy of the agenda may be obtained from the Authority's website, [www.tampaxway.com](http://www.tampaxway.com) or at the Authority's Office, 1104 East Twiggs Street, Suite 300, Tampa, Florida

33602. A reasonable cost per copy may be charged.

(c) The agenda shall contain the items to be considered, in the order of presentation. After the agenda has been made available to the public, changes shall be made only for good cause, as determined by the Chair or person presiding, and stated in the record. Notice of any such change shall be given at the earliest practicable time.

(Specific authority, Chapter 119, F.S., Section 189.015, F.S. and Chapter 286, F.S.) (Effective Date and Last Amended: April 28, 2025\_\_\_\_\_)

### **130.10 Quorum, Adoption of Resolutions and Passage of Motions**

(a) A majority of the members of the Board shall constitute a quorum. No resolution adopted by the Authority or motion passed by the Authority shall be valid unless it is approved by an affirmative vote of the majority of the members present and voting at any meeting. If a quorum is not present at a meeting or workshop, those Authority Board Members present may discuss matters before the Authority but may not take any action.

(b) All Members who are present at a Board meeting must have their vote recorded or counted. No Member can abstain from voting unless there is a possible conflict of interest pursuant to Sections 112.311, 112.313, and 112.3143, F.S. or as may be further described in these Rules. In such cases, said Member shall comply with the disclosure requirements of Section 112.3143, F.S.

(Specific authority Section 286.012 and Section 348.52 (2) & (3), F.S.) (Effective Date and Last Amended: April 28, 2025\_\_\_\_\_)

### **130.11 Parliamentary Matters**

Parliamentary matters not covered in these Rules shall be governed by the current edition of Roberts Rules of Order.

(Effective Date and Last Amended: March 26, 2007)

### **130.12 Reserved.**

(Effective Date and Last Amended: April 28, 2025\_\_\_\_\_)

### **130.13 Authority Board Meeting Minutes**

(a) The Executive Director of the Authority or his or her designee shall keep the official minutes of the meetings of the Authority, transcribe them into writing and have them approved at a meeting within two (2) subsequent meetings, if practicable.

(b) The minutes of each meeting of the Authority, when approved, shall be the original and controlling record of the meeting. Before being submitted for approval, staff shall check the transcription of the minutes against the electronic recordings of each meeting to verify or confirm their accuracy.

(Specific authority Chapter 119, F.S., and Chapter 286, F.S.) (Effective Date and Last Amended: March 26, 2007)

**130.14 Authority’s Principal Office and Hours**

The Authority’s principal office is located at 1104 East Twiggs Street, Suite 300, Tampa, Florida, 33602. Normal business hours are 8:00 a.m. – 5:00 p.m., Monday through Friday, excluding holidays recognized in the Employee Handbook. The Executive Director, or his or her designee, at the Authority Office is the Authority’s agent for purposes of service of process for all matters related to the Authority.

(Effective Date and Last Amended: April 2025)

**130.15 Relevant Provisions of Law**

The following provisions of law (which are not intended to be an exhaustive list) affect the operation of the Authority:

<u>Chapter</u>	<u>Title</u>
50	Legal and Official Advertisements
73	Eminent Domain
74	Proceeding Supplement to Eminent Domain
112	Public Officers and Employees: General Provisions
119	Public Records
121	Florida Retirement System
164	Governmental Disputes
189	Uniform Special District Accountability
218	Financial Matters Pertaining to Political Subdivisions
274	Tangible Personal Property Owned by Local Governments
285	Procurement of Consultant and Contractor Services
286	Public Business
287	Procurement of Personal Property and Services
334	Transportation Administration
335	State Highway System
336	County Road System
337	Contracting; Acquisition, Disposal, and Use of Property
338	Limited Access and Toll Facilities
339	Transportation Finance and Planning
341	Public Transit
348	Expressway and Bridge Authorities
768	Negligence

(Effective Date and Last Amended: April 28, 2025)

**130.16 Adoption, Amendment or Repeal of Rules**

These Rules may be adopted, amended or repealed by a majority vote of the Board, in conformity with the provisions of these Rules. The Authority is not subject to the provisions of

Chapter 120, Florida Statutes, for rulemaking purposes.

(Effective Date and Last Amended: March 26, 2007)

### **130.17 Effective Date of Rules**

The Rules set forth in this Manual and any modifications thereto shall be effective upon adoption by the Board.

(Effective Date and Last Amended: March 26, 2007)

### **150 Public Records, Sunshine Law, and Ethics**

It is hereby the policy of the Authority that the General Counsel will brief all new Board Members and Employees on the relevant Florida Public Records, Sunshine laws, and Florida's Code of Ethics for Public Officers and Employees. Thereafter, on an annual basis, the General Counsel will provide a written update to the Authority employees and Board members on Florida's Public Records, Sunshine laws, and Florida's Code of Ethics for Public Officers and Employees.

(Effective Date and Last Amended: April 28, 2025 \_\_\_\_\_)

#### **150.01 Inspection and Copying of Records (formerly, 130.12)**

(a) All Authority records that are "public records" within the meaning of Chapter 119, F.S. Florida Statutes, and not otherwise restricted by law, shall be made available to the public for inspection and copying during the normal business hours of the Authority.

(b) Charges for copies of public records shall be in accordance with Section 119.07, F.S., or any amended or successor statute. Payment for the copies must be received by the Authority by cash, check or money order made payable to: Tampa-Hillsborough County Expressway Authority prior to copies being furnished.

(c) If color copies are requested, the Authority may charge the actual cost of such color copying.

(d) The Authority shall charge the actual cost of postage incurred in conjunction with complying with a public records request. Prior to the mailing of requested Authority public records, payment for the copies must be received by the Authority by cash, check or money order made payable to: Tampa-Hillsborough County Expressway Authority.

(e) The Authority may charge a special service charge where extensive use of information technology and resources or extensive clerical or supervisory assistance or both. The Authority will provide the first 30 minutes at no charge, but thereafter time shall be charged the actual labor costs (hourly rate of employee's salary and benefits cost). The Authority requires the payment of an advance deposit of the estimated costs attributable to responding to the request before the request will be completed and records provided. In the event the deposit exceeds the

actual, such excess funds shall be returned to the requestor.

(Specific authority Chapter 119, F.S., including Section 119.07, F.S., and Chapter 286, F.S.)

(Effective Date and Last Amended: April 28, 2025 )

## **160 Travel Policy**

(a) This travel policy establishes a process for authorization and reimbursement of certain travel expenses for Board Members and employees in the execution of their duties on behalf of the Authority. This travel policy and actions taken pursuant to such policy shall comply with and be consistent with the provisions of Sections 112.061, F.S. Specifically, Section 112.061(14), F.S. authorizes the governing boards of special districts, such as the Authority, to establish reimbursement rates that can differ from those in Section 112.061, F.S.

(b) All travel expenses must be authorized and approved by the Executive Director, or his or her designee. All approvals for travel expense reimbursement must be accompanied by a signed statement from the Executive Director, or his or her designee, that such travel is related to the official business of the Authority and must also state the public purpose of the travel.

(c) Authorized travel expenses shall be limited to those expenses necessarily incurred by the traveler in the performance of a public purpose authorized by law to be performed by the Authority and must be within the limitations prescribed herein. Such travel expenses may include, but are not limited to, reasonable air fare, mileage and gas for automobile travel, hotel stays, and meals while traveling. Travel expenses may be paid in advance of travel, reimbursed after travel expenses have been incurred, or a combination thereof. The Executive Director may authorize advance payments of reasonable anticipated travel expenses to authorized travelers. After the travel is completed, authorized travelers who received advance payments of travel expenses shall execute and submit to Authority staff a Travel Expense Report Form which details actual travel expenses, supported by receipts or other types of documentation supporting the expense, as approved by the Authority Executive Director, or his or her designee. The authorized traveler shall return any portion of the advance payment which is in excess of actual travel expenses.

(d) Prior to traveling, authorized travelers shall execute and submit to Authority staff, Travel Authorization Forms, which shall include, at a minimum, the name of the traveler, period of travel, estimated cost of the travel, a statement of public purpose served by the travel, the official Authority business to be conducted and the benefit accruing to the Authority by virtue of such travel. The Executive Director, or his or her designee, shall review and, if appropriate, approve the Travel Authorization Form.

(e) To obtain reimbursement, after the travel is completed, authorized travelers shall execute and submit to Authority staff a Travel Expense Report Form which details actual travel expenses, supported by receipts or other types of documentation supporting the expense, as approved by the Authority Executive Director, or his or her designee.

(f) Authorized travel expenses shall be reimbursed in accordance with Section 112.061, F.S. The per diem rates shall be those rates established, and updated from time to time, by Section 112.061, F.S.

(g) Authorization

- (1) Board Member's travel, including the purpose of the Board Member's travel, will be approved by the Board at either a Regular or Special Board meeting.
- (2) Use of privately owned vehicles, in lieu of Authority owned vehicles or common carrier may be allowed if authorized by the Executive Director, or his or her designee. If such use is authorized, the authorized traveler shall be reimbursed at the then current per mile rate established in Section 112.061, F.S., for each mile traveled on behalf of the Authority. When more than one authorized traveler is traveling in a privately owned vehicle, only one traveler shall be entitled to mileage reimbursement. The Authority will not reimburse for the maintenance, operation and depreciation of a privately owned vehicle. In addition to mileage, all tolls and parking fees associated with travel shall be reimbursed if a receipt is submitted.
- (3) Use of public transportation is encouraged, if possible, and reimbursable without documentation, if substantiated by the authorized traveler. Fares for taxi cabs and similar forms of transportation are reimbursable with receipts.
- (4) All domestic travel by common carrier shall be paid at coach fare rate unless no other fare is available and time is critical. Additional charges are allowed for baggage fees, comfort seating and automatic check-ins. In any case where other than coach fare is used, full justification will be submitted for consideration. Business class may be authorized on domestic and international flights of four (4) hours duration in one direction or more, whether nonstop or multiple stop; if Business Class is not an option for a flight, First Class is permissible. Any other upgrades are allowed at the traveler's personal expense.

(h) Conflicts in Provisions: Travel expenses shall be paid in accordance with the provisions in this Manual. Should a direct conflict exist between the provisions in this Manual and Section 112.061, F.S, Florida Statutes shall prevail.

(Specific authority Section 112.061, F.S.) (Effective Date and Last Amended: April 28, 2025)

## **170 Expenditure of Funds Policy**

- a) The Authority is subject to the same restrictions on the expenditure of Authority funds as any other Florida public agency. The Authority shall refrain from using proceeds from its bonds in a manner that might cause any of the bonds to be classified as private activity bonds in accordance with Section 5.16, of the Master Bond Resolution.
- b) The Florida Constitution, Section 10, Article VII prohibits the state, a county or any agency from using, giving or lending its credit to aid any private interest or individual. This provision

is designed “to protect public funds and resources from being exploited in assisting or promoting private ventures when the public would be .... only incidentally benefitted.” Fla. Op. Atty Gen. 83-45. The Florida Attorney General has stated that “it is only when there is some clearly identified and concrete public purpose as the primary objective, and a reasonable expectation that such purpose will be substantially and effectively accomplished, that the state or its subdivision may disburse... public funds or property to a nongovernmental entity.” Fla. Op Atty Gen. 83-45.

c)

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

Report month: April 2025

<b>Project Manager</b>	<b>Firm</b>	<b>Description of Services</b>	<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Term of Contract (Years)</b>	<b>Bid / Renew / End</b>
<b>Brian M</b>	<b>BCC Engineering</b>	<b>Professional Engineering Services</b>	<b>10/12/2021</b>	<b>10/12/2025</b>	<b>3 years, 2 one-year renewals</b>	<b>Renew (1st one-year renewal ~ 10/12/25 - 10/12/26)</b>
<b>Raul</b>	<b>Milligan Partners</b>	<b>Miscellaneous Toll Operations Support Services</b>	<b>10/26/2021</b>	<b>10/26/2025</b>	<b>3 years, 2 one-year renewals</b>	<b>Renew (1st one-year renewal ~ 10/26/25 - 10/26/26)</b>
<b>Raul</b>	<b>RS&amp;H</b>	<b>Miscellaneous Toll Operations Support Services</b>	<b>10/28/2021</b>	<b>10/27/2025</b>	<b>3 years, 2 one-year renewals</b>	<b>Renew (1st one-year renewal ~ 10/27/25 - 10/27/26)</b>