



Meeting of the Board of Directors

October 27, 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 provided at the Board Room entrance. Presentations are limited to three (3) minutes. When addressing the Board, please state your name and address and speak clearly into the microphone. If distributing backup materials, please provide ten (10) copies for the Authority Board members and staff. Any person who decides to appeal any decisions of the Authority concerning any matter considered at its meeting or public hearing will need a record of the proceedings and, for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which an appeal is to be based.

I. Call to Order and Pledge of Allegiance

II. Public Input/Public Presentations

III. Consent Agenda

1. Approval of the Minutes of the September 22, 2025, Board Meeting

IV. Discussion/Action Items

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

**1. South Selmon Capacity Project Public Information Officer (PIO) Services –
Playbook Public Relations**

Purpose: To execute a task order for all public information and communication tasks related to the South Selmon Capacity Project through the end of calendar year 2026.

Funding: Capital Budget - \$360,870.

Action: Request the Board to authorize the Executive Director to sign a task order with Playbook Public Relations to provide PIO services for the upcoming South Selmon Capacity project through the end of calendar year 2026, in the amount of \$360,870.

2. Construction Engineering and Inspection (CEI) Services for ITS Infrastructure for East Selmon and West Selmon – RK&K

Purpose: To execute a task order with RK&K for Construction, Engineering, and Inspection (CEI) services for the ITS Infrastructure for East Selmon and West Selmon Projects. Project duration is anticipated to be three to five years.

Funding: Capital Budget - \$3,838,305

Action: Request the Board to authorize the Executive Director to sign a task order with RK&K to provide CEI services for the upcoming ITS Deployment Project in the amount of \$3,838,305.

3. Barrier Gate Purchase – B&B Roadway

Purpose: To replenish stock of barrier gates and ancillary items that are essential to the Reversible Express Lane (REL) gate system.

Funding: Operations & Maintenance Budget - \$57,400

Action: Request the Board to authorize the Executive Director to sign a task order with B&B Roadway to purchase REL barrier gates, LED lights, and mechanical relays in the amount of \$57,400.

4. Selmon Expressway - Hardesty & Hanover

Purpose: To execute a task work order to Hardesty & Hanover to provide expert segmental bridge services for the Selmon Expressway.

Funding: Capital Budget - \$250,000

Action: Request the Board to authorize the Executive Director to execute a task order with Hardesty & Hanover for \$250,000.

5. Selmon Expressway – Burgess & Niple

Purpose: To execute task work orders for Burgess & Niple to provide monitoring and inspection services for the Selmon Expressway.

Funding: Capital Budget - \$58,337

Action: Request the Board to authorize the Executive Director to execute task orders with Burgess & Niple for \$58,337.

6. Whiting Street Pre-design – KCA

Purpose: To mitigate design risk on the Whiting Street Project by performing a drainage study on the project area and initiating long duration activities such as survey and geotechnical analysis.

Funding: Capital Budget – \$642,554

Action: Request the Board to authorize the Executive Director to execute a task order with KCA to begin Whiting Street pre-design activities in the amount of \$642,554.

B. Information Technology & Security – Shari Callahan, Director

1. Network Virtualization Enhancements – Infotect Design Solutions Purpose:

To create greater efficiencies from THEA-owned operations network servers through virtualization and to enhance security by upgrading the operating system of these servers.

Funding: Capital Budget - \$69,043

Action: Request the Board to authorize the Executive Director to execute a task order with Infotect to enhance and virtualize the operations network in the amount of \$69,043.

2. DYNAC Software Migration Support – Kapsch

Purpose: To migrate the DYNAC software for the Reversible Express Lanes to a more secure network environment. Kapsch work includes backup of the software for the migration, validation of the DYNAC database, data migration to the new hardware and preliminary and final acceptance testing.

Funding: Capital Budget - \$59,987

Action: Request the Board to authorize the Executive Director to execute a task order with Kapsch to migrate the DYNAC software to the virtualized operations network in the amount of \$59,987.

3. DYNAC Software 3-Year Maintenance - Kapsch

Purpose: To provide support for the ongoing maintenance of the DYNAC software by providing preventative and demand responsive maintenance activities for the next 3 years to ensure the functionality of the Reversible Express Lanes.

Funding: Capital Budget - \$298,498

Action: Request the Board to authorize the Executive Director to execute a task order with Kapsch to maintain the DYNAC software for the next 3 years in the amount of \$298,498.

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

1. Approval of the amended 400 Series Policy

Purpose: To update the Operations and Maintenance Policies to align with industry best practices and operational accuracy.

Action: To approve the Operations and Maintenance 400 Series Policy, as amended.

V. Staff Reports

A. Budget & Finance – *Jeff Seward, Chief Financial Officer*

B. Toll Technology & Customer Experience – *Gary Holland, Toll Systems Manager*

C. Communications & Community Engagement – *Keisha Pickett Boyd, Director*

VI. Executive Reports

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

1. Director’s Report

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

C. Chairman – *Vincent Cassidy*

1. **Upcoming Meetings**

- Board Meeting – December 1, 2025
- Board Meeting - January 12, 2025

VII. Old Business

VIII. New Business

IX. Adjournment

Tampa-Hillsborough County Expressway Authority
Minutes of the September 22, 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 September 22, 2025, at THEA Headquarters, 1104 E. Twiggs Street in Tampa Florida. The following were present:

BOARD:

Vincent Cassidy, Chairman
Bennett Barrow, Vice Chairman
John Weatherford, Secretary
Justin Hall, FDOT District 7 Secretary
Commissioner Conna Cameron-Cepeda
Mayor Jane Castor, City of Tampa

STAFF:

Greg Slater	Brian McElroy
Amy Lettelleir	Judith Villegas
Tim Garrett	Anna Quinones
Gregory Deese	Lisa Pessina
Raul Rosario	Pedro Leon
Keisha Boyd	Gio dos Santos
Bob Frey	Frederick Pekala
Shari Callahan	Emma Antolinez
Gary Holland	Toni Atkinson
Brian Ramirez	Krishna Rentala

OTHERS:

Diane Hackney, Quest	Rick Patterson, Raymond James
Stephanie Claytor, Quest	Christina Matthews, WSP
Robert Simpson, Quest	Scarlett Sharpe, WSP
Sally Dee, Playbook	Len Becker, HNTB
Maddi Baptiste, Playbook	Tom Delaney, Atkins Realis
Sarah Lesch, Playbook	Frank Leto, J.P. Morgan
Laura Crouch, Playbook	Alex Bourne, RS&H
Brian Shund, VHB	Steve Williams, Infotect
James VanSteenburg, HDR	Wilderies Rodriguez, Infotect
Steve Ferrell, HDR	Mike Swift, Wells Fargo
Hope Scarpinato, PFM	Scott Chase, Webber
Julie Burger, Wells Fargo	Tim Schock, Parsons
Snehal Ambare, CDM Smith	Jonathan Tursky, TransCore
Kara Van Etten, Lochner	Doug Draper, Bank of America

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

Public Input/Public Presentations – There was no public input.

Consent Agenda

Approval of the Minutes of the August 25, 2025, Board Meeting

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

Discussion/Action Items

Executive Director – Vincent Cassidy, Chairman– *Greg Slater, Executive Director*

South Selmon Capacity Project – Contract Award

Before beginning, Mr. Slater congratulated Chairman Cassidy and Vice Chairman Bennett on their reappointments to the THEA Board, and welcomed two new members, Cody Powell and L.K. Nandem. He also thanked Mr. Weatherford for his service.

Mr. Slater noted that the design-build process for the South Selmon Capacity Project is completed, and the technical proposal scores and price proposals resulted in Archer Western being the highest-ranked design-build team for the project and he briefly reviewed the procurement result. Mr. Slater asked Mr. Deese to provide an overview of the project scope.

Mr. Deese discussed the scope, noting the this is a capacity project that will add a third lane in each direction. The added lanes will primarily be on the inside to lessen impact on the City of Tampa, CSX, and other agencies. The scope also includes resurfacing of the mainline, ramps, and underpasses/local roadways, as well as ramp improvements, including adding capacity to the westbound Willow and westbound Platt Street exit ramps. Additionally, THEA will be placing noise walls, with aesthetic treatments, adjacent to all the residential areas.

Mr. Deese pointed out that this is primarily a bridge widening project that includes the inside widening of 26 mainline bridges, as well as bridge redecking over S. Himes Avenue and W. Mississippi Avenue, enhancements on the Hillsborough River Bridge and local roadways, and other improvements, including sidewalks, lighting, signing, ITS, tolling, drainage, signals, and utility relocations.

Mr. Deese moved on to the risk mitigation measures implemented by THEA to avoid unnecessary cost and delay during construction. Some of the extra steps taken to ensure the project would be successfully awarded include:

- Significant preliminary engineering studies and concept plan development (>30% Design and Structural Analysis)
- Extensive geotechnical exploration and data collection

- Survey and Subsurface Utility Engineering (SUE) program
- Early Utility Coordination and Relocations
- Advancing agency permitting (USCG, SWFWMD, USACE, PTB)
- Early coordination with key stakeholders (City of Tampa and CSX)
- THEA direct payment of CSX flagging costs
- In-depth cost forecasting throughout project development

Mr. Deese noted that while THEA did reduce risks, they were not eliminated. For example, local agency coordination for things like stormwater connections, road closures, detours, and permitting will have to continue after contract award. Other risk items include unknown utilities, geotechnical conditions, and inconvenience to THEA’s customers. To minimize inconvenience, THEA created an incentive for the contractor to complete the east end of the project early.

He reported that THEA anticipates issuing a Notice to Proceed in November, with construction beginning in March 2026. The completion of the east end, if maximum incentive is achieved, is May 2028, with full completion of the project by April 2030. Mr. Deese turned the presentation back over to Mr. Slater.

Mr. Slater discussed the Accelerated Scope Augmentation Phase (ASAP) and the benefits of using this customized approach. He stated “This approach allows us to separate our wants from our needs. We are entering that phase with the contractor now and will bring back to the Board any enhancements resulting from those discussions.”

Mr. Slater then reviewed future Board requests the Board can expect, including:

- PIO Support Costs
- ASAP Investigation/Development Costs
- ASAO Construction Costs
- CSX Engineering Costs
- CSX Flagging Costs
- City of Tampa Drainage Agreement or Alternative
- CEI Supplemental Costs
- GEC Support Costs (FY27 – Project Completion)

The requested action is for the Board to approve the award of the South Selmon Capacity project to Archer Western, in the amount of \$362,108,617, and to authorize and direct the Executive Director to execute a contract with Archer Western. The contract is subject to review and approval of THEA’s Chief Legal Officer.

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

Chairman Cassidy requested a clarification relative to the project completion incentive, in particular, the completion date and whether the entire project will be completed in 2028

or just a scope of it. Mr. Deese clarified that the incentive is solely around the completion of the east end.

The Chairman also requested talking points for the Board for questions relative to time and noise, and closures.

Chairman Cassidy asked about the 26 bridges. Mr. Deese pointed out that this includes ramps. Mr. Slater added that each underpass is two bridges.

The Chairman asked where the pain points will be. Mr. Slater noted downtown is one due to the amount of traffic coming into the area. Mr. Deese added that two potential areas of impact are the foundation construction and bridge redecking – both are easily managed.

Finally, Chairman Cassidy asked about the cost of the risk mitigation that occurred. Mr. Slater noted it was \$3M-\$4M resulting in a reduced project cost of about \$120M.

The Chairman congratulated the whole team.

Mr. Barrow asked about the anticipated hours of construction. Mr. Deese noted there will be both day and night work, but we do have lane closure restrictions, and we cannot close a lane during the day. He anticipates 60% daytime work and 40% overnight work.

Secretary Hall recommended THEA look into putting in conduit for future uplighting/decorative lighting. Mr. Slater noted he anticipates lighting and added THEA has been doing fiber pairs in both directions.

The motion carried unanimously.

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

South Selmon Capacity Project – Stipend Approval

Mr. Deese noted that, to encourage competition, THEA funded a \$750,000 stipend payment to each firm who was shortlisted but not selected for the South Selmon Capacity Project. Each unsuccessful shortlisted firm must request the stipend. He requested the Board to authorize the Executive Director, upon request, to pay a stipend to Middlesex Corporation and Mastec Civil/Superior Joint Venture, in the amount of \$750,000 each, for a total of \$1,500,000 from the capital budget.

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

South Selmon Capacity Project – Project Design and Construction Support – HNTB

Mr. Deese presented an item for the GEC to provide support for the design-build delivery of the South Selmon Capacity Project through the remainder of FY2026. This includes support for the accelerated scope augmentation, coordinating design reviews, and overseeing contract administration.

He requested the Board to authorize the Executive Director to execute a task order with HNTB to support the South Selmon Capacity project through June 30, 2026, in the amount of \$1,972,563 from the capital budget.

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

Legal – Vincent Cassidy, Chairman – Amy Lettelleir, Chief Legal Officer

Approval of Final Ranking and Contract Award for the US 301 PD&E Study

Ms. Lettelleir reviewed the final rankings provided by the Evaluation Committee for the US 301 PD&E study:

Firm	Ranking
Lochner	1
HDR	2
RS&H	3

She requested the Board to approve the Evaluation Committee’s final ranking for the US 301 PD&E study and to authorize and direct staff to negotiate a contract with the top-ranked firm, Locher. If negotiations are unsuccessful, staff shall negotiate with the next highest-ranked firm, HDR. The contract is subject to review and approval by THEA’s Chief Legal Officer.

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

Approval of the Final Ranking and Contract Award – Miscellaneous Design and CEI Services

Ms. Lettelleir reviewed the final rankings provided by the Evaluation Committee for the miscellaneous design and CEI services:

Firm	Ranking
HDR	1
RK&K	2
EXP U.S. Services, Inc.	3
Burns & MacDonnell	4

She requested the Board to approve the Evaluation Committee’s final ranking for the miscellaneous design and CEI services and to authorize and direct staff to negotiate

contracts with the four top-ranked firms. The contracts are subject to review and approval by THEA's Chief Legal Officer.

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

Approval of the Tampa-Hillsborough County Expressway Authority Interlocal Agreements with the Seminole County and Lake County Tax Collectors' Offices.

Ms. Letteleir presented interlocal agreements with the Seminole County Tax Collector and the Lake County Tax Collector that will allow THEA customers to pay tolls to these offices 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 Interlocal Agreements with the Seminole County and Lake County Tax Collectors' Offices.

Chairman Cassidy requested a motion. Mr. Weatherford moved approval, seconded by Secretary Hall. The motion carried unanimously.

Staff Reports

Operations & Engineering – Brian McElroy, Operations Project Manager II

Mr. McElroy provided an update on the Euclid Avenue drainage ditch restoration task. The project included 600 feet of ditch to address concerns brought to the Authority by residents and to maximize water flow. It was completed September 16, 2025, at a cost of \$68,813.

Mr. Slater recognized Mr. McElroy for the excellent job he is doing managing our asset maintenance contractor, as well as a lot of direct contact with community members.

Mayor Castor concurred and thanked Mr. McElroy for stepping up for this and every other issue.

Mr. McElroy noted his appreciation and added that it was a team effort.

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

Mr. Holland presented the toll statistics for August 2025. He reported total transactions at 6,734,713, a year-over-year increase of nearly 80,000.

For the different segments of the Selmon Expressway, transactions are up 4.6% on the West Extension, 7.1% on the West Mainline, 6.4% on the East Mainline, and 20.2% on the REL. Overall, year over year, transactions are up 7.7%.

The transponder/toll-by-plate transactions remain at 67% transponder/33% toll-by-plate.

Finally, in response to a question by the Chairman during the June Board meeting, Mr. Holland presented toll-by-plate transactions for the top ten out-of-state vehicles from

June 2025-August 2025, with the top four states being Georgia, Texas, Indiana, North Carolina.

Executive Reports

Executive Director – *Greg Slater, Executive Director*

Contract Renewals and Expirations

Mr. Slater updated the Board on one contract renewal, the second one-year renewal with Millenium Floor Care for janitorial services.

Director's Report

Mr. Slater reported on the following:

- He had a great discussion with Tampa Police Department about the increased presence of excessive speeders on the system and they have followed up and with visual enforcement. It has made a difference having that presence. He thanked TPD for their efforts.
- On September 8, THEA had a significant gate hit that took out the ramps at I-75. He thanked Ms. Villegas and Mr. Ferreira for their quick action in getting the gate repaired.
- Last week he provided an update to the Hillsborough County Board of County Commissioners on the US 301 efforts. He thanked Commissioner Cepeda and noted the conversation was very productive. As a result, he will be meeting with a church down in Riverview to hear concerns and answer questions.
- Later in October he will be traveling to IBTTA in Denver where he will participate in a CEO Roundtable and panel discussions.

Team THEA

Mr. Slater announced that Toni Atkinson is back from maternity leave, and he welcomed her back. He added that Julie Aure is now out on maternity leave, and he welcomed Krishna Rentala, THEA's new Business Analyst.

Mayor Castor asked about the engagement incentives (stipends) and whether there is data that shows this type of incentive results in a reduction in overall price.

Mr. Slater noted that it does, but it also allows us to use ideas that might not have come from the winning team. He added that companies typically do not come after these projects for the stipend. Secretary Hall added that the stipend does not cover the cost of putting a bid together.

Chief Legal Officer – *Amy Lettelleir, Esq.*

Ms. Lettelleir congratulated the Board on the successful award of the South Selmon Capacity Project and recognized outgoing Board member John Weatherford for his service.

Upcoming Meetings

- **Board Meeting – October 27, 2025**
- **Board Meeting – December 1, 2025**

Old Business

No old business.

New Business

No new business.

Adjournment

With no further business, the meeting adjourned at 2:06 p.m.

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

DATED THIS 27th DAY OF OCTOBER 2025.

SCOPE OF SERVICES

1.0 PURPOSE:

Tampa-Hillsborough County Expressway Authority (THEA) requires a qualified firm to provide public information and outreach services in support of the construction of the South Selmon Capacity Project (SSCP). The Scope of Services describes and defines the services that are required.

2.0 SCOPE:

The Consultant shall establish a Public Information Office (PIO) for THEA's South Selmon Capacity Project (SSCP). This office will be staffed with a Community Outreach Specialist who is familiar with SSCP construction activities and associated companies providing construction, CEI, and all other support services. The Community Outreach Specialist shall work in close collaboration with CEI team, THEA's Communications, Operations and Executive staff.

The Community Outreach Specialist will be responsible for coordinating communication with the public, media, community groups, and public opinion leaders. The Consultant will work with both public and private stakeholders to maintain positive community relations and disseminate accurate, timely information throughout the duration of the SSCP.

Services to be provided by the Community Outreach Specialist may include, but are not limited to:

- Prepare and distribute information to the public regarding SSCP construction activities, including press kits, news releases, updates, and fact sheets as approved by THEA.
- Develop and implement a comprehensive communication plan, including public presentations, multimedia content, exhibits, and public service announcements.
- Provide weekly updates on detours, lane closures, maintenance of traffic (MOT) plans, and alternative travel routes. Serve as liaison with FDOT and City of Tampa to coordinate lane closures and detours with their projects.
- Create and maintain project stakeholder list to include affected residents, HOAs, businesses and government entities. Provide particular emphasis on Tampa General Hospital and MacDill Airforce base. Create and maintain a governmental contact list.
- Notify affected parties in advance of construction-related traffic and noise disruptions and coordinate with media outlets to assist in public notification.
- Provide a central source of project information, including brochures, maps, progress reports, and in-person meetings as needed.
- Receive, respond to, and document public inquiries, comments and complaints related to SSCP.
- Assist CEI with local agency coordination including law enforcement, EMS, and fire departments.
- Attend project-related meetings such as weekly progress meetings, community involvement sessions, public hearings, and stakeholder briefings.
- Operate and maintain a project hotline and distribute contact information to stakeholders and the public.
- Develop and maintain a dedicated SSCP website, linked to THEA's main site, providing project updates, public notices, and a platform for inquiries and complaints. Ensure compliance with Section 508 accessibility standards.

- Provide project information to THEA staff upon request and support internal communications.
- Coordinate public meetings and presentations related to SSCP.
- Assist in emergency/disaster communication planning and execution.
- Conduct regular site visits to assess public-facing impacts and report findings to CEI team.
- Monitor and analyze new stories and social media for public perception and potential issues that may attract media attention.
- Maintain statistics on outreach activities, media coverage, and website engagement, and report monthly to THEA.
- Communicate regularly with CEI staff to stay informed of project developments and share relevant community updates.
- Draft formal responses for THEA to governmental entities, policymakers, and special interest groups.
- Provide administrative support as needed for PIO operations.

3.0 LENGTH OF SERVICE:

The services shall begin with written notification to proceed by THEA.

While no personnel shall be assigned until written notification by THEA has been issued, the consultant shall be ready to assign personnel within two weeks of notification. For the duration of the engagement, coordinate closely with THEA to minimize rescheduling of consultant activities due to changes in scheduling.

Work under the agreement(s) will be assigned on an as-needed basis. Each purchase order will be for one year ending on June 30th of the current year. A new purchase order will be issued on July 1st of the new Fiscal Year. The contract will be for three (3) years with two (2) one-year THEA options to extend.

THEA gives no assurance that any work will be assigned. THEA may also choose to advertise and contract separately for consultant services for any future projects. Assignments may be adjusted based upon the THEA’s review of other considerations (i.e., consultant’s availability of work forces, response times, project turnaround time, consultant’s project specific expertise, parity of work assignments, SBE participation, etc.)

Work assignments will be subject to funding each fiscal year by THEA. THEA also reserves the right to terminate the contract(s) at its convenience with proper notice.

4.0 DEFINITIONS:

A	<u>Agreement</u>	The professional services agreement between THEA and the consultant setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of services, and the basis of payment.
B	THEA	The Tampa-Hillsborough County Expressway Authority
C	Consultant	The consulting respondent under contract to THEA for administration of professional services.

5.0 ITEMS TO BE FURNISHED BY THEA:

THEA, on an as needed basis, will furnish contract documents for each project. These documents may be provided in either paper or electronic format.

6.0 ITEMS TO BE FURNISHED BY THE CONSULTANT:

6.1 Office Automation:

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

The consultant shall retain responsibility for risk of loss or damage to said equipment during performance of the contract. Field office equipment should be maintained and operational at all times.

6.2 Vehicles:

Vehicles will be equipped with appropriate safety equipment and must be able to effectively carry out the requirements of the contract. Vehicles shall have the name and phone number of the consulting respondent visibly displayed on both sides of the vehicle, if used in the performance of site visits.

6.3 Licensing for Equipment Operations:

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

7.0 PERSONNEL:

7.1 Office General Requirements:

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

7.2 Personnel Qualifications:

Provide competent personnel qualified by experience and education. Submit in writing to THEA project manager the names of personnel proposed for assignment to the project, including a detailed resume for each containing at a minimum: salary, education, and experience.

Personnel identified in the consultant technical proposal are to be assigned as proposed and are committed to performing services under the contract.

Personnel changes will require written approval from THEA. Staff that have been removed shall be replaced by the consultant within one week of THEA notification. Any additional personnel not submitted with all required information per the contract will not be eligible for payment.

Minimum qualifications for the consultant personnel are set forth as follows. Exceptions to these minimum qualifications will be considered on an individual basis. The THEA Director of Operations and Engineering or designee will have the final approval authority on such exceptions.

SENIOR COMMUNITY OUTREACH SPECIALIST-

EDUCATION:

· High School Diploma or Equivalent

EXPERIENCE:

- Ten (10) years in Community Outreach/Public Relations

QUALIFICATIONS:

- Knowledgeable in community outreach and/or advertising involving mass circulation or distribution of literature, mass advertising, or other similar activities

COMMUNITY OUTREACH SPECIALIST-

EDUCATION:

- High School Diploma or Equivalent

EXPERIENCE:

- Three (3) years in Community Outreach/Public Relations

QUALIFICATIONS:

- Knowledgeable in community outreach and/or advertising involving mass circulation or distribution of literature, mass advertising, or other similar activities

7.3 Staffing:

Once authorized, the consultant shall establish and maintain appropriate staffing throughout the duration of the project.

8.0 CONTRACT MANAGEMENT:

8.1 General:

With each monthly invoice submittal, the Consultant will provide a status report for the contract. This report will provide an accounting of an estimate of the contract completion date, and an estimate of the consultant funds expiration date per the contract schedule for the prime consultant and for each subconsultant. The consultant will provide a printout showing the previous month's payments made to subconsultants. Invoices not including this required information may be rejected.

When the consultant identifies a condition that will require an amendment to the contract, the consultant will communicate this need to the THEA project manager for acceptance. Upon acceptance, prepare and submit an amendment request and all accompanying documentation for approval and further processing. The amendment request is to be submitted at such time to allow THEA time to process, approve, and execute the amendment request. The content and format of the amendment request and accompanying documentation shall be in accordance with the instructions and format to be provided by THEA.

The consultant is responsible for performing activities to determine the status of each amendment request submitted to THEA.

8.2 Invoicing Instructions:

Monthly invoices shall be submitted to THEA in a format and distribution schedule defined by THEA, no more than thirty (30) calendar days after the end of the billing period.

If the monthly invoice cannot be submitted on time, notify THEA prior to the due date stating the reason for the delay and the planned submittal date. Once submitted, the consultant project manager shall notify the THEA project manager via e-mail of the total delay in calendar days and the reason(s) for the delay(s).

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

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

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

9.0 CONTRADICTIONS:

In the event of a contradiction between the provisions of this Scope of Services and the consultant's proposal as made a part of the contract, the provisions of the Scope of Services shall apply.

10.0 THIRD PARTY BENEFICIARY:

It is specifically agreed between the parties executing the contract that it is not intended by any of the provisions of any part of the contract to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to the contract to maintain a claim, cause of action, lien or any other damages or any relief of any kind pursuant to the terms or provisions of the contract.

11.0 TAMPA HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY (THEA) AUTHORITY:

THEA shall be the final authority in considering modifications to the contract for time, money or any other consideration.

Estimated Manhour Staffing

ESTIMATED CEI COSTS as of: 9/11/2025

THEA Contract No: **DESCRIPTION: PIO services for South Selmon Capacity Project**

Personnel Classifications	NAME	CONSULTANT FIRM	CONTRACTED RATES	ACTIVITY WORK NOTES	Dec	Total Man-Months	Total Costs	Straight OT @ 10%	Prem OT	Total Compensation
					Outreach					
					1					
PIO - Senior Outreach Specialist	Laura Crouch	Playbook Public Relations	\$165.00		0.50	8.00	\$217,800.00			\$217,800.00
Senior Outreach Specialist	Sally Dee	Playbook Public Relations	\$240.86		0.10	2.20	\$87,432.18			\$87,432.18
Graphic Design	Melody Valberg	Playbook Public Relations	\$95.00	In-house graphic design artist	0.10	1.40	\$55,638.66		\$0.00	\$55,638.66
										\$360,870.84

RUMMEL, KLEPPER & KAHL, LLPESTIMATED COSTSCONSTRUCTION ENGINEERING AND INSPECTION SERVICESTHEA Misc ITS ImprovementsCounty: Hillsborough County

Employee Classification	Regular Time Manhours	Average Hourly Rate	Raw Salary Cost	Loaded Rate
Project Manager / Senior Project Engineer	2161.5	\$96.67	\$208,952.21	\$262.70
Project Administrator	5362.5	\$63.50	\$340,518.75	\$172.56
Contract Support Specialist	2722.5	\$33.00	\$89,842.50	\$89.68
Senior ITS Inspector 1	5321.3	\$43.20	\$229,880.16	\$117.40
Senior ITS Inspector 2	0.0	\$44.80	\$0.00	\$121.75
Senior ITS Inspector 3	0.0	\$41.20	\$0.00	\$111.96
Senior Inspector	5280.0	\$42.27	\$223,185.60	\$114.87
Inspector	5280.0	\$30.50	\$161,040.00	\$82.88
TOTALS	26127.8	\$47.97	\$1,253,419.22	
Total Overhead		114.88%	\$ 1,439,927.99	
Subtotal - Raw Salary plus Overhead			\$ 2,693,347.21	
Lump Sum Fixed Fee (Operating Margin)		45.500%	\$ 570,305.74	
Expenses		11.25%	\$ 141,009.66	
Facilities Capital Cost of Money (Lump Sum):		0.123%	\$ 1,541.71	
Overtime Straight Time Salary Related (Prime) (Limiting Amount)			\$ 131,959.05	
Overtime Fixed Fee (Lump Sum)			\$ 27,941.81	
Overtime FCCM (Prime)			\$ 75.54	
Overtime Expenses			\$ 6,908.69	
Overtime Premium			\$30,705.29	
		171.75%		
Total Salary Related Cost for Construction			\$ 3,603,794.69	
Total Salary Related Cost for Design			\$ 56,390.49	

Sales Quote

SQ03642



ASSA ABLOY

B&B Roadway and Security Solutions, LLC

TAMPA-HILLSBOROUGH COUNTY EXPR AUTH
1104 EAST TWIGGS ST SUITE 300
TAMPA, FL 33602

Ship-to Address
TAMPA-HILLSBOROUGH COUNTY EXPR AUTH
1104 EAST TWIGGS ST SUITE 300
PUT THIS ON FLATBED
TAMPA, FL 33602

15191 Hwy 243
Russellville, AL 35654
USA

Document Date
September 16, 2025

Salesperson
Amanda Sutton

Payment Terms
Net 30 days

Shipment Method
BESTWAY

No.	Description	Quantity	Unit	Unit Price	Line Amount
AARP24	ARM, DOUBLE-RAIL	2	Each	25,150.00	50,300.00
2	ALUMINUM, 14IN C/C TUBE SPACING WITH RESISTANCE CABLES BARRIER				
ALT- L4-12- LED	LIGHT L4 12V LED RED LENSES	10	Each	230.00	2,300.00
6C873	RELAY, DPDT 12VDC, 10A, 8 PIN	10	Each	60.00	600.00
PRE- 27E460	RELAY SOCKET, 2 POLE DPDT DIN	10	Each	60.00	600.00
FREIGH TOUT	FREIGHT OUT OF FACILITY	1	Each	3,600.00	3,600.00
Subtotal					57,400.00

Total Tax 0.00

Total \$ 57,400.00

All quotes are subject to expire without notice at the time of internal price changes

Amount Subject to Sales Tax 0.00

Amount Exempt from Sales Tax 57,400.00

Terms and Conditions of Purchase Order

(Effective January 25, 2022)

The following terms and conditions are applicable to all quotations and purchase orders and are the only terms and conditions applying to the sale of B & B Roadway and Security Solutions ("BBRSS") products except those that relate to prices, quantities, delivery schedules, and the description and specifications of the products. BBRSS hereby objects to and rejects any other terms and conditions appearing on, incorporated by reference in or attached to a purchase order.

1. **Billing and Payment.**
 - a. Unless BBRSS otherwise agrees in writing: (a) Payment terms shall be as follows: (i) Payment terms CONUS: Net 30 days from shipment/invoice, on approved credit; OCONUS: 50% deposit, 50% due prior to shipment. Payments in USD made via bank wire. OCONUS orders paying via bank Letter of Credit will be charged a \$1,500 processing fee.

BBRSS may impose finance charges, the lower of one and one-half percent (1½%) per month or the highest rate allowed by law, on any amount past due.
 - b. If an invoice is not paid when due, Buyer shall pay all collection costs if this account is referred outside for collection or, if suit is brought to collect this account, Buyer agrees to pay all costs and reasonable attorneys' fees, including those incurred on any appeal.
 - c. In the event of the failure on the part of Buyer to make payments when due, the right of BBRSS to place a lien against the premises will be unimpaired. NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, ANY WAIVER OF LIEN AND/OR RELEASE OF CLAIM IS CONDITIONAL UPON THE BBRSS RECEIVING PAYMENT.
2. **Place of Product Delivery and Method of Tender.** Delivery terms and pricing for product sales within the United States are Ex Works (Incoterms 2020) BBRSS's Warehouse, unless otherwise agreed to in writing by BBRSS. Title in, and risk of loss or damage to a product, shall pass to Buyer in accordance with the delivery terms. Buyer shall arrange for applicable insurance covering the products during transit to their destination. Where Buyer requires special delivery requirements, any special expense is to be borne by Buyer, including special handling, packaging and additional freight charges. Equipment offload and storage is Buyer's responsibility. If Buyer fails to take possession of Product upon delivery, BBRSS reserves the right to charge a commercially reasonable storage fee.
3. **Changes to PO.** Should any change, addition, or deduction be made by Buyer, the amount due to BBRSS shall be adjusted accordingly, including all mutually agreeable labor, materials, equipment, services, overhead, profit and taxes incurred as a result of such change. The parties agree that the products are made-to-order and may not be returned except as otherwise permitted under this Agreement." Any claim for adjustment by BBRSS hereunder must be asserted in writing within two (2) days from the date the change or termination is ordered. No change or termination shall relieve Buyer or BBRSS of any of their obligations in all remaining sections of this Agreement.
4. **Installation.** Unless otherwise specified in writing on a quotation provided by an authorized representative of BBRSS, Buyer assumes responsibility for installation. BBRSS agrees to make installation and on-site technical support services available at BBRSS's then-prevailing rates.
5. **Maintenance.** Buyer assumes responsibility for maintenance on the products sold to Buyer. BBRSS agrees, however, to make maintenance services available at its then-prevailing rates.
6. **Warranties.** BBRSS warrants its equipment parts and supplies in accordance with its standard warranty policies. A written copy of these policies accompanies these terms and conditions or is available upon request. THESE WARRANTIES ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR ANY WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE.
7. **LIMITATION OF REMEDIES.** BBRSS WILL NOT BE LIABLE FOR CLAIMS OR DAMAGES CAUSED BY BUYER'S FAILURE TO FULFILL ITS OBLIGATIONS HEREIN. TO THE FULL EXTENT PERMITTED UNDER APPLICABLE LAW, BBRSS SHALL NOT BE LIABLE TO BUYER OR ANY THIRD PARTY WITH RESPECT TO ANY PRODUCT UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY FOR: (A) ANY CLAIMS, ACTIONS OR CAUSES OF ACTION ARISING OUT OF, UNDER OR IN CONNECTION WITH ANY ARRANGEMENT BETWEEN BUYER AND ANY THIRD PARTY, OR ANY FAILURE OF PERFORMANCE, BY A THIRD PARTY; OR (B) ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, EVEN IF BBRSS IS AWARE OF THE POSSIBILITY OF SUCH DAMAGES OR IF THE REMEDY FAILS OF ITS ESSENTIAL PURPOSE.
8. **LIMITATION OF DAMAGES.** BBRSS'S MAXIMUM LIABILITY HEREUNDER, REGARDLESS OF THE LEGAL THEORY, SHALL NOT EXCEED (i) THE CONTRACT PRICE OF THE PRODUCTS BBRSS FURNISHED; OR (ii) THE AGGREGATE OF FEES PAID TO BBRSS FOR PRODUCTS DURING THE TWELVE MONTHS IMMEDIATELY PRECEDING THE DATE ON WHICH THE MOST CURRENT EVENT GIVING RISE TO SUCH LIABILITY OCCURRED.
9. **BBRSS's Remedies.** Without waiving any other rights or remedies available to it under applicable law or otherwise, BBRSS may, at its option, defer shipment or deliveries hereunder or pursuant to any other contract with Buyer, until all past-due accounts of Buyer to BBRSS have been satisfied in full. Any rights or remedies herein shall be in addition to and not in lieu of any other rights or remedies BBRSS may have at law or in equity.
10. **Proprietary Rights.** BBRSS shall retain all rights to designs, drawings, patterns, plans, specifications, technology, technical data and information, technical processes and business methods, whether patentable or not, arising out of or resulting from BBRSS rendering engineering services to and designing systems/products for Buyer's use. Buyer agrees not to enforce against BBRSS or customers of

BBRSS any patent rights, the scope of which includes a system, process or business method utilizing products or

11. services delivered hereunder by BBRSS and which relates to an invention, improvement, enhancement or development made by or for Buyer.
12. Confidentiality. Buyer and BBRSS (as applicable, "Recipient") may receive from the other party ("Discloser") in the performance of its obligations herein certain confidential or proprietary information belonging to the Discloser ("Confidential Information"). Recipient shall treat such Confidential Information as confidential, using the same degree of care as it uses to protect its own confidential information, but no less than reasonable care. Recipient shall not disclose or otherwise use such Confidential Information, except as provided herein. Recipient may use or disclose the Confidential Information (i) as required for to fulfill its obligations herein, but only by Recipient representatives who are bound by confidentiality obligations no less stringent than this herein, and (ii) as required by a court order or other legal process. These confidentiality obligations shall survive for five (5) years after the termination of the PO. Nothing herein shall restrict any use or disclosure of a party's information that: (a) is or becomes publicly available through no fault of the other party; (b) is independently developed by the other party; or (c) Recipient receives from a third party without confidentiality obligations.
13. Delay. Delivery and implementation dates are approximate and are not guaranteed, and BBRSS shall not be liable for

engineering

damages of any kind resulting from any delays in fulfillment, shipment or delivery of orders. Furthermore, BBRSS shall not be liable for any other loss, damage, cost or expense due to causes beyond its reasonable control, such as acts of God, acts of Buyer, acts of civil or military authority, fires, strikes, floods, epidemics, pandemics, war, riot, delays in transportation, government restrictions or embargoes, or difficulties in obtaining necessary labor, materials, manufacturing facilities or transportation due to such causes.

14. Governing Law; Venue. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Delaware, USA, without regard to the conflicts of law's provisions. Buyer and BBRSS consent to the sole and exclusive venue and jurisdiction of the courts situated in Delaware, USA.
15. Entire Agreement. Unless otherwise agreed in a writing signed by BBRSS and Buyer, these terms constitute the entire agreement between the parties, there being no other promises, terms, conditions, or obligations referring to the subject matter contained herein. If any term or provision be determined to be invalid or unenforceable, the remainder shall not be affected thereby, and each term and provision of this contract shall continue to be valid and enforced to the full extent permitted by law. Any modifications hereto shall be in writing and signed by both parties.

End

Quoted By:



Accepted By: _____

**SEGMENTAL STRUCTURE ENGINEERING AND ADVISORY SERVICES
FOR
TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY (THEA)**

SCOPE OF SERVICES – SEGMENTAL BRIDGE ENGINEERING SUPPORT

October 21, 2025

Fee Estimate

Fee Computation

Chief Engineer 2	240	hrs x	103.84	\$/hr =	\$24,921.60
Chief Engineer 1	0	hrs x	0.00	\$/hr =	\$0.00
Senior Engineer 2	520	hrs x	78.34	\$/hr =	\$40,736.80
Engineer 2	0	hrs x	0.00	\$/hr =	\$0.00
Engineer 1	520	hrs x	48.18	\$/hr =	\$25,053.60
Designer	0	hrs x	0.00	\$/hr =	\$0.00
Sr Eng Technician	0	hrs x	0.00	\$/hr =	\$0.00

Total Hours = 1280

Labor Subtotal	\$90,712.00
Overhead	139.49%
FCCM	0.598%
Home Direct Expense	3.51%
Operating Margin	31%
FDOT Multiplier	174.598%
Labor Burden	\$158,381.34
Total Estimated Fee	\$249,093.34

**SEGMENTAL STRUCTURE ENGINEERING AND ADVISORY SERVICES
FOR
TAMPA HILLSBOROUGH EXPRESSWAY AUTHORITY (THEA)**

SCOPE OF SERVICES – SEGMENTAL BRIDGE ENGINEERING SUPPORT

October 21, 2025

Man Hours

	Task	CE2	CE1	SE2	E2	E1	D	SET
Task								
A	Segmental Bridge Engineering Support	240		520	0	520		
	Totals	240	0	520	0	520	0	0

TASK TITLE: B&N Professional Services Support Scope Of Services

Purpose & Need

THEA has requested B&N to provide monitoring and inspection services for the Selmon Expressway.

Scope

B&N will provide THEA with Professional Services support to perform non-NBI related inspection and oversight services. The deliverable will include daily logs of the work performed including photographs and reports if required.

SUMMARY FEE SHEET

ATTACHMENT "A"

PROJECT DESCRIPTION: Tampa-Hillsborough Expressway Authority
 GEC CONTRACT NO. O-0322

TASK TITLE: Inventory and Inspection of PT Duct Couplers & Additional Inspections as Requested

PRIME CONSULTANT: Burgess & Niple

ACTIVITY	Project Manager (B&N)		Principal Engineer (B&N)		Senior Engineer 2 (B&N)		Senior Certified Bridge Inspector		Certified Bridge Inspector		Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate	TOTAL		Avg. Hourly Rate		
	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate	Man Hours	Hourly Rate									Manhours By Activity	Salary Cost By Activity			
SWE Coupler Inspections																							
Mobilization and Form Preparations	2	\$467.80		\$0.00		\$0.00		\$0.00		\$0.00											2	\$467.80	\$233.90
Field Reviews of Coupler Repairs (10 Days) 10 Hour Days	2	\$467.80		\$0.00		\$0.00	100	\$15,696.00		\$0.00											102	\$16,163.80	\$158.47
Report / Documentation Review (1HR per Day plus 8 Hrs for report)	2	\$467.80		\$0.00	2	\$532.34	10	\$1,569.60		\$0.00											14	\$2,569.74	\$183.55
Additional Inspections (as requested)																							
Mobilization	8	\$1,871.20		\$0.00		\$0.00		\$0.00		\$0.00											8	\$1,871.20	\$233.90
Field Inspection	8	\$1,871.20		\$0.00		\$0.00	160	\$25,113.60		\$0.00											168	\$26,984.80	\$160.62
Office Related Documentation / Reporting & QC	8	\$1,871.20		\$0.00	8	\$2,129.36	40	\$6,278.40		\$0.00											56	\$10,278.96	\$183.55
Total Man Hours	30	\$7,017.00	0	\$0.00	10	\$2,661.70	310	\$48,657.60	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	350	\$ 58,336.30	\$166.68
																				SUBTOTAL (Cost Elements applied to Basic Activities Fee):		\$58,336.30	
																				Total Cost:		\$58,336.30	
																				Maximum Limiting Amount:		\$58,336.30	

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Final Design of Whiting Street Improvements
 County: Hillsborough
 FPN: O-2725
 FAP No.: N/A

Consultant Name: Kisinger Campo & Associates
 Consultant No.: N/A
 Date: 10/17/2025

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager 2	Chief Engineer 2	Chief Engineer 1	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	132	132	0	0	0	0	0	0	0	0	0	0	0	132	\$37,879	\$286.96
4. Roadway Analysis	74	1	2	7	22	19	16	7	0	0	0	0	0	74	\$17,120	\$231.35
6a. Drainage Analysis	902	18	27	90	271	226	180	90	0	0	0	0	0	902	\$210,211	\$233.05
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	53	1	0	7	16	13	13	3	0	0	0	0	0	53	\$12,429	\$234.50
18. Structures - Miscellaneous	30	1	0	3	9	8	5	4	0	0	0	0	0	30	\$6,880	\$229.32
Total Staff Hours	1,191	153	29	107	318	266	214	104	0	0	0	0	0	1,191		
Total Staff Cost		\$43,904.88	\$9,523.89	\$33,632.24	\$87,163.80	\$58,993.48	\$37,390.08	\$13,908.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$284,517.33	\$238.89

Survey Field Days by Subconsultant
 4 - Person Crew:

Notes:
 1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.

SALARY RELATED COSTS:					\$284,517.33
OVERHEAD:		0%			\$0.00
OPERATING MARGIN:		0%			\$0.00
FCCM (Facilities Capital Cost Money):		0.00%			\$0.00
EXPENSES:		0.00%			\$0.00
SUBTOTAL ESTIMATED FEE:					\$284,517.33
Subconsultant: ECHO					\$248,162.56
Subconsultant: Tierra South					\$77,820.23
Subconsultant: APTIM					\$32,053.54
GRAND TOTAL ESTIMATED FEE:					\$642,553.66

Check = \$284,517.33

OPS Network Enhancements; Hardware, Licenses, & Services

Infotect Design Solutions

Purpose & Context

This summary outlines the scope and costs for upgrades to the Engineering/Operations network to include virtualized servers with enhanced security features. The need is because of aging, end-of-life servers. The benefit to THEA is it will extend the life of the existing Reversible Express Lanes Access Control Software in a secure enhanced environment.

Hardware Overview

- High-performance servers for secure virtualized environment
- Network switches and storage units for OPS network infrastructure
- Redundant power supplies and rack accessories

Costs \$16,647.49

Licenses Overview

- VMware virtualization licenses for OPS network
- Operating system and database licenses for hosted applications
- Security and monitoring software licenses

Cost \$21,147.77

Service Hours

- Installation and configuration of hardware components
- Deployment and activation of software licenses
- Testing and validation of OPS virtualization environment

Cost \$31,247.00

Total Costs

Hardware + Licenses + Services **\$69,042.26**



Number 2025-1008-01YD
Date Oct 8, 2025

PO Box 89157, Tampa, FL 33689
Phone: 8136302400

Company

Contact

**Tampa-Hillsborough Expressway
 Auth**

Shari Callahan

1104 E. Twiggs St
 Suite 300
 Tampa, FL 33602
 USA

Phone 813-272-6740

Line	Qty	Description	Unit Price	Ext. Price
<i>Services</i>				
3	12	Design (System Architect)	\$202.00	\$2,424.00
4	5	Design (Remote Support)	\$153.00	\$765.00
5	81	Implementation (System Architect)	\$202.00	\$16,362.00
6	24	Cabinet Relocation and Equipment Migration	\$186.00	\$4,464.00
7	6	Synology Bench and Deployment (System Architect)	\$202.00	\$1,212.00
8	3	Final Documentation (System Architect)	\$202.00	\$606.00

THIS IS NOT AN INVOICE - QUOTE VALID 15 DAYS - PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - Shipping is ground, non-refundable and invoiced as quoted or actual based on highest amount. Non-Defective Computers may only be exchanged for credit. No returns on opened software. Credit card payments subject to 3% domestic or 4.5% international processing fee.

Line	Qty	Description	Unit Price	Ext. Price
9	8	Post Support (System Architect)	\$202.00	\$1,616.00
10	22	Project Management	\$117.00	\$2,574.00
11	8	Documentation (Remote Support)	\$153.00	\$1,224.00

SubTotal for Services

\$31,247.00

Equipment

14	2	StarTech Vented Shelf (2U) Measurements 16.3D x 19W x 3.5H inches	\$48.88	\$97.76
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15	10	10GBASE-T SFP+ Transceiver module for Netgear*	\$372.22	\$3,722.20
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16	1	Fiber, Ethernet Patch Cables and miscellaneous*	\$1,111.11	\$1,111.11
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17	1	Vertiv Avocent LRA Rack Console 18.5" LCD Widescreen,16-Port, Keyboard with Touchpad - 16 Computer(s) - 18.5" LED - UXGA - 1600 x 1200 - 16:9PS/2 PortUSBVGA - Keyboard - TouchPad - 1U High - PC	\$3,755.56	\$3,755.56
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18	2	APC NetShelter Switched Rack PDU, 1U, 1.4kW, 120V, 15A, 8 NEMA 5-15R outlet - Switched - NEMA 5-15P - 8 x NEMA 5-15R - 100 V, 120 V - 1440 W - 12 ft Cord Length - 1U - Horizontal - Rack-mountable	\$814.31	\$1,628.62
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Line	Qty	Description	Unit Price	Ext. Price
19	1	APC NetShelter Basic Rack PDU, 0U, 15A, 100/120V, 14 NEMA 5-15 outlets - Basic - NEMA 5-15P - 14 x NEMA 5-15R - 100 V, 120 V - 1800 W - Overload Protection - 12 ft Cord Length - 0U - Vertical - Rack-mountable 	\$243.13	\$243.13
20	6	StarTech.com 35ft CAT6 Ethernet Cable - Orange Snagless Gigabit - 100W PoE UTP 650MHz Category 6 Patch Cord UL Certified Wiring/TIA - 35ft Orange CAT6 Ethernet cable delivers Multi Gigabit 1/2.5/5Gbps & 10Gbps up to 160ft - 650MHz - Fluke tested to ANSI/TIA-568-2.D Category 6 - 24 AWG stranded 100% copper UL Rated wire (E132276-A) 100W PoE - 35 foot - ETL - Snagless UTP patch cord 	\$15.94	\$95.64

SubTotal for Equipment

\$10,654.02

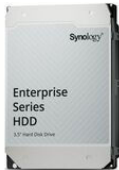
Synology for Backups

23	1	Synology RS1221RP+ SAN/NAS Storage System - AMD Ryzen V1500B Quad-core (4 Core) 2.20 GHz - 8 x HDD Supported - 0 x HDD Installed - 8 x SSD Supported - 0 x SSD Installed - 4 GB RAM DDR4 SDRAM - Serial ATA Controller - RAID Supported - 0, 1, 5, 6, 10, Basic, Hybrid RAID, JBOD RAID Levels - 8 x Total Bays - 8 x 2.5"/3.5" Bay - 1 x Total Slot(s) - Gigabit Ethernet - eSATA - 2 USB Port(s) - Network (RJ-45) - DiskStation Manager - CIFS, AFP, NFS, FTP, WEBDAV, SMB 1.0, SMB 2.0, SMB 3.0, NFSv3, NFS	\$1,888.89	\$1,888.89
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Warranty 3 years included



24	5	Synology Enterprise 8TB 7.2K SATA 3.5" 6Gbps Hard Drive	\$366.67	\$1,833.35
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Line	Qty	Description	Unit Price	Ext. Price
25	1	Synology Single-Port, High-Speed 10GBASE-T/NBASE-T Add-In Card For Synology NAS Servers - PCI Express 3.0 x4 - 1 Port(s) - 1 - Twisted Pair - 10GBase-T - Plug-in Card	\$155.56	\$155.56
				
26	1	Synology Rail Kit RKS-02 - For Server - Rack-mountable	\$116.67	\$116.67
				

SubTotal for Synology

\$3,994.47

Licenses

29	3	Red Hat Enterprise Linux Server license with Standard Support for 1 year with High Availablilty * Does not include:Resilient Storage and Extended Support	\$1,587.67	\$4,763.01
30	10	Windows Server 2025 Standard 16 Core License	\$1,145.02	\$11,450.20
31	4	Windows Server 2025 Standard 2 Core License	\$143.12	\$572.48
32	1	Microsoft SQL Server 2022 Standard Edition	\$1,017.53	\$1,017.53
33	15	Microsoft SQL Server 2022 – 1 User CAL	\$222.97	\$3,344.55

SubTotal for Licenses

\$21,147.77

35	1	Contingency for unknowns	\$1,999.00	\$1,999.00
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Please email your approval to:
admin@infotect.us
 Include the quote # and your PO #

SubTotal	\$69,042.26
Tax	\$0.00
Shipping	\$0.00
Total	\$69,042.26

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THIS IS NOT AN INVOICE - QUOTE VALID 15 DAYS - PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - Shipping is ground, non-refundable and invoiced as quoted or actual based on highest amount. Non-Defective Computers may only be exchanged for credit. No returns on opened software. Credit card payments subject to 3% domestic or 4.5% international processing fee.

Reversible Express Lanes Access Control Kapsch DYNAC System Software Migration

Purpose & Context

This summary outlines the migration of the existing Reversible Access Control Software and data (DYNAC). It will be migrated to the new enhanced network environment provided by others. The benefit to THEA is it will extend the life of this software in a secure, enhanced environment. Kapsch's proposal will deal with the migration of the existing system to this new environment.

DYNAC Software Migration

Scope of Work:

- Remote backup of software applications for current DYNAC platform
- Support VM host environment setup (provided by THEA)
- Migration Software & Data to virtual environment
- Assist with VM configuration and system validation testing
- Site Acceptance Testing (SAT) and limited spot testing

(Roles: Software/System Engineering Group & Project Management)

Cost: \$59,987

DYNAC Software Migration

Pricing

DYNAC Software Virtualization \$59,987.00

Scope of Work

- Providing Project Management services for the proposed Kapsch scope of work.
- Perform remote backup of the software applications for the current DYNAC platform to be incorporated into the new virtual environment.
- VM host environment will be furnished by THEA with Kapsch support, as needed.
- Provide migration support of the existing DYNAC platform to the virtual environment.
- Kapsch will assist THEA personnel with final VM configuration and system validation testing.
- Providing Site Acceptance Testing (SAT) and limited spot testing.

Assumptions

- VM host environment will be created and furnished by the authority.
- Any VMware licensing and workstations will be furnished by the authority.
- Existing DYNAC graphics will be used and migrated to the VM DYNAC platform.
- Existing DYNAC system configuration will be used and migrated to the VM DYNAC platform without modification (e.g. devices, plans, etc).
- Existing DYNAC physical servers will be decommissioned after upgrade is complete.
- Existing DYNAC software version will remain V14.
- Project submittals will not be required.
- Factory Acceptance Testing (FAT) and training is not required.
- Notice to Proceed (NTP) will be issued to Kapsch not more than six (6) months from date of this proposal.

Hours Breakdown

Hours Task / Activity (with Resource & Notes)

- | | |
|----|--|
| 20 | Backup of the software application <ul style="list-style-type: none">- Identify Primary and Backup servers (THEA-A or THEA-B)- Shutdown Dynac on Backup server- Perform system image of offline server (THEA-A or THEA-B)- Restore system to High-Availability mode and perform failover transition- Perform system image of offline server (THEA-A or THEA-B) |
|----|--|

- Restore system to High-Availability mode
 - Perform system image of DWH server
 - Encrypt & secure backups
- (Resource: Software/System Engineering Group) [Notes: Kapsch uses imaging software to create full images of Prod A/B and DWH]

- 20 Support VM host environment setup
- Meetings with THEA to answer questions and any support needed related to VM sizing and configuration while THEA creates the new VMs
- (Resource: Software/System Engineering Group) [Notes: Kapsch works with THEA to provision VM environment]

- 80 Migration support for existing DYNAC virtual environment
- Transition image backups to VM accessible storage
 - Unpack backup of THEA-A and load into provisioned VM
 - Unpack backup of THEA-B and load into provisioned VM
 - Unpack backup of DWH and load into provisioned VM
 - Run checks of Dynac application to verify connectivity between VMs
 - Verify cron tasks and internal database functions on THEA-A and THEA-B
 - Run SQL checks on DWH
 - Verify FTP functionality
 - Make corrections and engage software resources as needed
 - Make backups of the VMs
- (Resource: Software/System Engineering Group) [Notes: Kapsch loads images into THEA VM environment. And verifies internal comms and protocols]

- 80 Assist with VM configuration and system testing
- Monitor/assist THEA with operation system upgrade
 - Run checks of Dynac application to verify connectivity between VMs
 - Verify cron tasks and internal database functions on THEA-A and THEA-B
 - Run SQL checks on DWH
 - Verify FTP functionality
 - Make corrections and engage software resources as needed
 - Make backups of the VMs
- (Resource: Software/System Engineering Group) [Notes: THEA to update OS and Kapsch to support remotely and perform internal testing again]

- 65 Site Acceptance Testing
- Verify Dynac configuration on virtual environment is still matching the production system
 - Shutdown production Dynac applications (potentially also servers)
 - Startup Virtual Dynac systems
 - Run startup checks and verify all connections are working
 - Verify workstation connections to Dynac

- Perform point checked of ITS and gate hardware with Dynac
 - Observe roadway operations
 - Perform failover test
- (Resource: Software/System Engineering Group & Project Management Support) [Notes: Field testing of Virtual Dynac with the roadway]

Total estimated hours: 265 hours.

Reversible Express Lanes Access Control Kapsch DYNAC System Software Maintenance

Purpose & Context

This summary outlines the maintenance of the Reversible Access Control Software and data (DYNAC). It will be maintenance for 3 years once it has been migrated to its new enhanced network environment provided by others. The benefit to THEA is maintenance will ensure the functionality of the software.

3-Year Maintenance Agreement

Scope of Work:

Corrective Support: L2/L3 remote support

Monthly Preventive Maintenance: health checks, scripting review, log cleanup, backups

Monthly status meetings with THEA personnel

Corrective support for DYNAC platform failures (remote L2/L3)

Cost: \$298,498

TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY POLICIES & PROCEDURES

400 ————— OPERATIONS AND MAINTENANCE

Policy Statement and Public Purpose

Series 400 (the "Policy") establishes the Tampa-Hillsborough County Expressway Authority's (the "Authority" or "THEA") operating policies, procedures, financial authority, and best practices to ensure accountability and compliance with Board policy, applicable laws, rules and regulations governing the operation and maintenance of the Selmon Expressway, Reversible Express Lanes, Brandon Parkway, ~~and~~ Meridian ~~Avenue~~Street Gateway and Selmon Greenway ("Expressway System"), related facilities, buildings, structures and appurtenances.

Policies in this series and any modifications thereto shall be effective upon adoption by the Board; and shall supersede previous policies and procedures.

(Effective Date and Last Amended: [April 28, 2014](#))

Procedures

Procedures and guidelines for administering THEA's Operations and Maintenance (O & M) program will be maintained in the Operations and Maintenance Manual (the "Manual"). The Executive Director and Authority personnel involved in operations and maintenance activities are the principal users of the Manual, which will be revised and updated as necessary.

(Effective Date and Last Amended: March 23, 2009)

General Authority

Part II, Chapter 348, Florida Statutes (F.S.), and terms and conditions of Authority revenue Bonds, Covenants, and Resolutions, as amended or supplemented; and applicable state law, standards, rules and regulations.

(Effective Date and Last Amended: April 28, 2014)

Policy Suspension during an Emergency

In an emergency or extended disruption of normal facility operations, the Executive Director or his/her designee may suspend any provision or section of the Policy until the next Governing Board Meeting, and as soon as practical the action will be communicated to the Chairman and the Board.

(Effective Date and Last Amended: March 23, 2009)

Section Organization

The Operations and Maintenance Policies contained in this document include the following sections:

- 401.00 Operations / Toll Collections – Expressway System
- 401.01 Intelligent Transportation System (ITS)
- 402.00 Maintenance – Expressway System
- 403.00 Permits
- 403.01 Use - Within Limited Access Right of Way
- 403.02 Use - Outside Limited Access Right of Way
- 404.00 Delegation of Authority
- 405.00 Risk Management and Insurance
- 406.00 Insurance and Claim Management
- 407.00 Safety Procedures
- 408.00 Projects
- 409.00 Facilities - Operations and Maintenance
- 410.00 Tangible Personal Property

401.00 Operations (Toll Collection) - Expressway System

(a) The Authority is fully responsible for all aspects of the toll collection activities for the Expressway System. The Authority's responsibilities include, but are not limited to, the operation and maintenance of information technology related software, hardware equipment, and facilities for the Expressway's All-Electronic-Tolling ("AET") System. The Authority may assign or contract these services or portion of these services to a third party under provisions in its bond documents.

(b) The City of Tampa Traffic Management Group ("City") in collaboration with the Authority staff manages the operation of the Reversible Express Lanes and associated slip ramps, which provides access to the traveling public from I-75 and express service between Brandon and downtown Tampa.

(c) The Authority retains a traffic and revenue consultant to provide comprehensive traffic and gross toll revenue estimates and annual reports of the Expressway System as required by bond resolutions. The consultant's objectives and responsibilities also include annual revenue forecasting for budget purposes, certification for future bond issuances, toll rate sensitivity analysis, and other studies as required by toll covenants.

(Specific Authority Part II, Chapter 348, F.S.)

(Effective Date and Last Amended: October 27,

2025 April 28, 2014)

401.01 Intelligent Transportation Systems

Intelligent Transportation Systems ("ITS") refers to electronic traffic management and control systems, ~~and electronic toll collection systems~~ used in the operation of the Expressway System.-

(a) The City of Tampa Traffic Department in collaboration with Authority staff operates the REL at the Authority's Transportation Management Center ("TMC"). The City provides monitoring services and performs camera sweeps of the REL prior to gate openings or closings in accordance with defined operating procedures developed by the parties.

(b) The Authority is responsible for the inspection and repair/replacement of ITS equipment. The Authority utilizes outside consultant services ~~and in-house employees~~ to maintain and repair ITS elements associated with the Expressway System's field devices including warning gates, barrier gates, cameras, traffic detectors, variable message signs, control center equipment and hardware.

(Effective Date and Last Amended: ~~October 27, 2025~~April 28, 2014)

402.00 Maintenance - Expressway System

(a) The Authority is responsible for insuring, operating, maintaining and repairing the Expressway System in accordance with state standards and regulations for toll facility operation and maintenance.

(b) The Authority retains the services of a consultant to inspect structures owned and maintained by the Authority in compliance with applicable federal regulations, state regulations and industry standards. The consultant performs bridge inspection, overhead sign structure inspection of toll gantries, high mast light pole inspection, mast arm signal structure inspection, nondestructive testing, bridge load rating evaluation, bridge hydrographic survey evaluation, underwater dive inspections and post storm assessment inspection/emergency inspection services. The consultant coordinates with the Authority the development of a comprehensive structures maintenance plan that includes recommendations on policies, procedures, actions and timeframes. The Authority issues utility and construction permits for work within the limited access rights-of-way and other road use permits.~~is responsible for inspecting the Expressway System bridges for structural soundness and safety every two years. The Authority is the permitting agent for utility and construction permits within the limited access rights of way and other road use permits.~~

(c) The Authority retains the services of a General Consulting Engineer ("GEC") to advise the Authority on the operation, maintenance and repair of the Expressway System. The GEC advises and confers with the Authority concerning the budget for operation, maintenance and repair of the Expressway System and will, not less than every two (2) years, make an independent inspection and report concerning the condition of the Expressway System.~~GEC also provides independent budgetary reviews and System bridge inspections and assessment reports at least every two years.~~

(d) The Authority has the responsibility to acquire insurance on the system and is responsible for maintaining the ~~railroad crossings,~~ landscape and hardscape features of the Brandon Parkway and Meridian Avenue~~Street Gateways~~. The Authority also maintains its buildings ~~and,~~ vehicles ~~and is responsible for inspections and repair / replacement of the Intelligent Transportation Systems (ITS) equipment.~~

(e) The Executive Director or designated Authority personnel oversees maintenance and operation activities on the entire system and recommends reallocation of resources, reassignment of personnel and implements new procedures.

(f) The Authority and FDOT proactively coordinate inspection, maintenance and construction activities in an effort to reduce impacts to the general public by scheduling activities at night or on weekends when possible. Public outreach regarding activities cited above will be disseminated through electronic and print media, providing location, duration and contact information for questions or issue that customers may have.

(Effective Date and Last Amended: June 27, 2022)

403.00 Permits

403.01 Use - Within the Limited Access Rights of Way and Other Road Use Permits

(a) Requests for drainage, utility, outdoor advertising/billboard, overweight/over-dimensional permits, general use, special use and filming permits within the Expressway System limited access right of way ("LA R/W") are issued by the Authority. Utility companies, other government agencies, private citizens or contractors must apply to the Authority for a permit prior to installation or any work activity within the Expressway System LA R/W. Permit fees may be established by the Authority.

(b) Permitted work or use is a permissive use only and shall be in accordance with FDOT utility accommodation guides, applicable sections of FDOT specifications and design index, and local or other jurisdictional requirements. Proper restoration and stabilization of the right of way is required prior to acceptance of work by FDOT and the Authority.

(c) Permit application instructions and Authority contact information is available from the Authority are available from ~~the Authority Operations and Maintenance Department~~.

(Specific authority: Part IV, Chapter 348, F.S., Sections 316.003(19) F.S., 334.044(28) F.S., 335.10, F.S., and 337.401 F.S.)

(Effective Date and Last Amended: October 27, 2025~~June 27, 2022~~)

403.02 Use - Outside the Limited Access Right of Way

Under the provisions of Section 348.54, Florida Statutes, the Governing Board of the Authority may sell, lease, permit, transfer or dispose of any real property or property interest belonging to the Authority whenever the Board determines that it is in the best interest of the Authority ~~to deem such property surplus as to the Authority's construction, operation and maintenance needs and requirements.~~ Use is managed by license, permit, easement, short and/or long-term lease.

~~The Authority's application process for use or disposal of the Authority's property or interest therein incorporates the following procedures:~~

1. Short-term licenses may be approved by the Executive Director or their designee if the real property is available and ~~Pre-application review: Executive Director shall determine if the real property is available and require confirmation from the applicant that~~ such use would not be in conflict with zoning or land development codes of any affected local government or other applicable laws, ordinances, rules and regulations.

2. ~~Application fee: If subject property is deemed available, an application package is provided to applicant for completion and submittal of a \$2,000 application fee \$250 of which is non-refundable fee.~~

3. ~~Applicant costs: Applicant is responsible for payment of costs incurred by THEA for related outside consultant reviews, required legal notices, and costs related to a title report, survey information, appraisal and incidental costs.~~

4.2. Property appraisal: A fair market rental value or purchase price will be determined by an independent appraisal and a negotiated price will be presented to the Board for consideration.

~~5.3.~~ Long-term use requires Board approval and a written lease, license or permit agreement with required indemnification provisions for the Authority.

~~6.4.~~ Public notice: Prior to entering into any sale, long-term lease, or disposition of real property, THEA shall provide public notice pursuant to Section 348.54(14) F.S.

~~7.5.~~ License agreements shall not be subject to Section 4 or 6.

(Specific authority: Part IV, Chapter 348, F.S.)

(Effective Date and Last Amended: October 27, 2025~~March 23, 2009 and Last Amended April 9, 2012~~)

404.00 Delegations of Authority

The Governing Board delegates the following duties to the Executive Director or his/her designee, subject to General Counsel's review for legal form and sufficiency:

(a) Special use, landscape use, right of entry, licenses and leases for a short term (five (5) years or less) or on an interim basis may be issued by the Executive Director.

(b) The Executive Director may execute public utility easements or general permits for use of Authority real property for utility services or access and egress permits that are processed and issued by FDOT or other local agencies as further described above in Section 403.01.

(c) Minor modifications to a special use, license, or permit may be approved by the Executive Director.

(d) Mitigation project agreements or special agreements to establish, operate, or enforce mitigation projects may be entered into by the Executive Director.

Status reports will be provided to the Board on an annual basis.

(Effective Date and Last Amended: March 23, 2009)

404.01 Other Delegation – Execution of Time Sensitive Actions

Time-Sensitive Actions: The Chairman or the Executive Director may execute any power otherwise vested in the Governing Board when time is of the essence and it would not be in the best interest of the Authority to delay the exercise of that power until the next Governing Board meeting. Communication of any action must be provided to the Board as soon as practical.

(Effective Date and Last Amended: March 23, 2009)

405.00 Risk Management Policy

Policy Statement and Purpose

This policy establishes the process for administering the Authority's Risk Management program and acquisition of property, liability and business interruption insurance for the Authority's real and personal property and related facilities. The Policy is consistent with the Authority's bond documents, applicable laws, rules and regulations of the State of Florida, and good business practices.

This policy requires all individuals and companies doing business with the Authority to comply with its insurance requirements.

(Effective Date and Last Amended: March 23, 2009)

405.01 Risk Management Procedures

Procedures and forms will be maintained in the Risk Management section of the O&M Manual or as put forth in separate insurance and claims management binders.

(Effective Date and Last Amended: March 23, 2009)

406.00 Insurance and Claims Management

The Authority will maintain adequate insurance coverage to protect the properties, facilities and interest of the Authority. The Authority may consult with qualified insurance brokers when soliciting insurance coverages. To minimize unexpected losses, claims and costs, the following procedures and claims administration will be implemented:

(a) Insurance will be provided by responsible insurance companies eligible to do business in the State of Florida and performable in the counties the Authority is authorized to operate in Hillsborough County.

(b) Insurance will be obtained as:

- required by law or contractual agreement,
- typically incorporated in a project's insurance requirements for construction and engineering services, loss control, claims handling services, or legal defense services, and
- deemed preferable to leaving the risk uninsured.

(c) Consultant/Contractor Requirements: Individuals and companies conducting business with the Authority are required to maintain adequate insurance coverage and provide current certifications of insurance identifying the limits of the coverage and advance notice of policy cancellation or any exclusion that could adversely affect the Authority in the event of a loss or damage incident.

(d) Comprehensive Recovery of Costs: It is the policy of the Authority that appropriate efforts be taken to recover costs for damages to Authority roadway facilities or property. The Authority and its asset maintenance contractors will work with FDOT, Hillsborough County Sheriff, the Florida Highway Patrol (FHP) and the City of Tampa Police Department to recover the maximum amount due for repairs to damaged expressway property and facilities.

(d)

(Effective Date and Last Amended: October 27, 2025~~March 23, 2009~~)

406.01 Insurance Binder

Accident / Loss Reporting and Investigation

Procedures for accident and loss (Incident) reporting and investigating will be provided in the O & M Manual or separate binder. All incidents that are subject to a claim for or against the Authority or which may signify a hazardous condition or practice should be reported in a timely manner. Emergency situations should first be reported to 911. The following steps should be followed:

(a) Any employee with knowledge of an incident resulting in property damage or bodily injury shall promptly report such incident to the Executive Director or his/her designee.

(b) A written description of the injury or property damage/loss shall be provided by the Authority employee by the next working day and the report shall be scanned and filed in the Authority's electronic document files.

The written report should be reviewed by the Executive Director or his/her designee to assure completeness and accuracy.

(Effective Date and Last Amended: March 23, 2009)

407.00 Safety Procedures

Employees are expected to exercise due care in the course of their work to prevent injuries to themselves or other workers and loss of material resources. Each employee shall:

- report unsafe conditions to the Executive Director or his/her designee,
- obey safety rules and follow work instructions,
- report accidents immediately to the Executive Director or one's supervisor, and
- keep work areas clean and orderly

(Effective Date and Last Amended: March 23, 2009)

407.01 Authority Vehicles

Company-owned vehicle(s) may be used by staff and Board members for official business purposes only. The driver of a company-owned vehicle must hold a valid driver's license and have a satisfactory driving record with the Department of Motor Vehicles. In the event of a ~~crash~~ ~~accident~~, the driver must complete an accident report form located in the vehicle glove box and notify the Executive Director or his/her designee.

Additional guidelines for this policy are located in the Facilities Section of the Manual. All employees driving an Authority vehicle must:

- possess a valid Florida driver's license,
- inspect the vehicle before operating, and report evidence of damage to the Executive Director or supervisor,
- immediately report any known safety deficiency and avoid driving the vehicle,
- wear seat belts while driving or riding in a vehicle,
- notify FHP, the sheriff or police department about an accident involving an Authority vehicle and provide written report to the Executive Director or his designee, and
- notify the Executive Director of unsatisfactory driving record or current driver's license suspension.

(Effective Date and Last Amended: ~~March 23, 2009~~ October 27, 2025)

407.02 Hazardous Conditions - Reporting and Investigation

Authority employees are expected to be alert to hazardous conditions and to take appropriate steps to avoid or mitigate such conditions. Employees should promptly contact the Executive Director or his/her designee. Additional procedures and forms are provided in the insurance section of the O & M Manual.

(Effective Date and Last Amended: March 23, 2009)

407.03 Fire and Safety Program

The Authority's insurance provider will coordinate fire and safety training. Facilities inspections and fire drills will be conducted periodically with fire safety professionals as required.

(Effective Date and Last Amended: March 23, 2009)

408.00 Projects

408.01 Capital Projects

The Executive Director shall review all capital project needs and resource allocations and work closely with Authority staff and the GEC to develop Authority work programs. The Executive Director is responsible for presenting capital project requests to the Board for review and consideration.

(Effective Date and Last Amended: March 23, 2009)

408.02 Maintenance and Construction Projects

The Executive Director prioritizes the ongoing and recurring maintenance activities and ~~requires~~provides a brief description with estimated cost projection and justification for maintenance projects not covered under the Authority's asset maintenance contract. Estimates will be presented to the Board of Directors as part of the budget development process based on cost thresholds. Work activities will not start and materials will not be ordered until receipt of Committee and/or Board approval, unless emergency maintenance or repair is required. Series 500 - Procurement Policy and Procedure – provides purchasing thresholds and cost benefit requirements.

The Executive Director is responsible for developing annual budgets and spending limits for project maintenance and operations. The annual budget process also considers physical condition and repair/replacement needs of Authority facilities.

(Effective Date and Last Amended: ~~October 27, 2025~~March 23, 2009)

408.03 Aesthetic Enhancement Projects

It is the policy of the Authority to incorporate aesthetically pleasing features into its facilities to enhance the quality of life for the citizens of and visitors to Hillsborough County. Such enhancements shall follow the Authority's Aesthetic Guidelines and be within existing Authority property and shall not conflict with service, safety or operational functions of the expressway system.

(Effective Date and last Amended: ~~October 27, 2025~~04/09/2012)

409.00 Facilities – Operations and Maintenance

The Executive Director is responsible for operation and maintenance of Authority Facilities and related service contracts. Facilities include the Transportation Management Center (TMC), ITS system and components, facility parking operations, other buildings and grounds, vehicles, equipment, HVAC equipment, electrical, plumbing fixtures and all other physical assets of THEA. The Executive Director shall also oversee the Authority's emergency/disaster response plan and evacuation procedures.

Additional information and procedures regarding facility operation, maintenance, office space utilization, safety and security requirements and emergency evacuation procedures will be located in the Facilities Section of the O & M Manual.

(Effective Date and Last Amended: March 23, 2009)

409.01 Business Hours and Access

Business hours at the Authority's TMC are from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding official Hillsborough County holidays or emergency closings. Public access to the building during business hours is located at the front entrance of the building. Elevator access is available to the 2nd and 3rd floors. Access cards for other entrance points are issued to authorized personnel, tenants and consultants.

(Effective Date and Last Amended: March 23, 2009)

409.02 Use of Facilities

The primary use of the ~~TMC~~ Boardroom is for Authority Board meetings and administrative functions or other government agency use. Authority facilities are not available for political or private events.

Designated areas in the ~~TMC~~ Authority buildings may be used by tenants and other governmental and non-profit public agencies during normal business hours, subject to availability and other restrictions. All requests to use the Authority's facilities must be submitted in writing and approved by the Executive Director or his designee.

The Authority reserves the right to cancel or alter a scheduled use or reservation based on any unforeseen schedule conflict or security or safety concern.

(Effective Date and Last Amended: ~~March 23, 2009~~ October 27, 2025)

410.00 Tangible Personal Property

Property under this section is all tangible personal property of a nonconsumable nature owned by THEA.

(Specific authority Section 274.01(3))

(Effective Date and Last Amended: March 23, 2009)

410.01 Inventory and Control

The Authority shall establish the requirements for recording of property and periodic physical inspection and inventory of property. Such records shall be maintained according to Generally Acceptable Accounting Procedures and general retention requirements.

(Specific authority Section 274.02(1)(2),F.S.)

(Effective Date and Last Amended: March 23, 2009)

410.02 Surplus Personal Property

The Authority may classify property as surplus which is deemed obsolete or has no useful function or is determined that continued use would be uneconomical or inefficient.

Property with an estimated value of under \$5,000 may be disposed of in the most efficient and cost-effective means such as a transfer or donation to a public or non-profit agency, advertisement or other public sale, or by direct sale or transfer to a scrap/recycling dealer or private vendor.

Property valued at \$5,000 or more shall be sold only to the highest responsible bidder or by public auction after publication of notice pursuant to Section 274.06, F.S., and approval by the Authority Board. In all situations, the receiving agency or person is responsible for transportation or disposal costs.

(Specific authority Chapter 274, F.S.)

(Effective Date and Last Amended: October 27, 2025~~March 23, 2009~~)