



**DOWNTOWN TUNNEL/MIDTOWN TUNNEL/
MLK EXTENSION PROJECT**

Turnover Plan

Comprehensive Agreement - Exhibit T

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Introduction

This document is organized into three sections, each with a specific purpose, as follows:

1. **Boundaries:** To describe the physical boundaries of the Existing Project Assets affected including the tunnels, approach roadways, non-tunnel elements, and associated items.
2. **Transition:** To describe in broad terms the plan for transitioning the operation and maintenance of the Existing Downtown Tunnels and Existing Midtown Tunnel from the Department's Elizabeth River Tunnel Facilities to the Concessionaire.
3. **Interface:** To describe the several interfacing elements which shall be included in the transfer of the operations and maintenance segments and the tunnel ancillary facilities from the Department to the Concessionaire, and define guidelines for that interfacing.

For planning purposes, this document contains dates for certain activities based on schedules in effect at the time. These are target dates for planning purposes and may be adjusted based on mutual agreement between the Department and the Concessionaire. No dates in this document are intended to bind either party to a particular action by that day.

1. Boundaries

1.1. Narrative Description

1. All limits and lengths of asset management, incident management and snow removal to roadways and bridge structures contained within the Project ROW, including all Department owned infrastructure assets such as guardrail, pavement, curbing, pavement markings, roadway signs, drainage systems, electrical systems and components and street lights, shall be operated and maintained by the Concessionaire within and as described in the O&M Boundaries. While not shown in this Turnover Plan, the Concessionaire is also responsible for all operations and maintenance of the New Project Assets and Existing Project Assets pursuant to the Comprehensive Agreement.
 - a. I-264 East Boundary - Berkley Bridge – West Abutment
 - b. I-264 West Boundary - New MLK Extension ramps and mainline I-264 to East Abutment of Bridge over Norfolk & Portsmouth Beltline Railroad
 - c. New MLK Extension and existing Martin Luther King Freeway
 - d. Existing Downtown Tunnels
 - e. Existing Midtown Tunnel and New Midtown Tunnel
 - f. Norfolk approach to Midtown Tunnel
 - g. Portsmouth approach to Midtown Tunnel
 - h. Pinner's Point bridges and ramps to Western Freeway

2. Further detail as to the O&M Boundaries are contained in Appendix A.

1.2. List of Bridges included in O&M Boundaries

The following describes the bridges (existing and new build) within the O&M Boundaries, and are further identified in the graphics in Appendix A.

<u>Bridge Number</u>	<u>Description</u>
<u>Existing Bridges</u>	
122-2707**	Berkley Interchange* (Existing Downtown Tunnels off-ramp & MLK Jr. Memorial Hwy) *Bridge includes 2 lanes of I-464. The Concessionaire will be responsible for asset management of the bridge, including inspections, structures, and pavement. The Department maintains responsibility for line marking. ** See Section 3.5 of this plan for bridge inspection coordination requirements
122-2708**	Berkley Interchange (Existing Downtown Tunnels on-ramp) ** See Section 3.5 of this plan for bridge inspection coordination requirements
122-2712**	Berkley Interchange (Existing Downtown Tunnels on-ramp) ** See Section 3.5 of this plan for bridge inspection coordination requirements
124-1805	MLK Freeway (Harper Ave & Railroad Ave)
124-1812	West Norfolk Bridge / MLK / MTT Interchange (Mainline south-bound lanes from W Norfolk Bridge to MLK)
124-1813	West Norfolk Bridge / MLK / MTT Interchange (south-bound ramp from W Norfolk Bridge to Cleveland St)

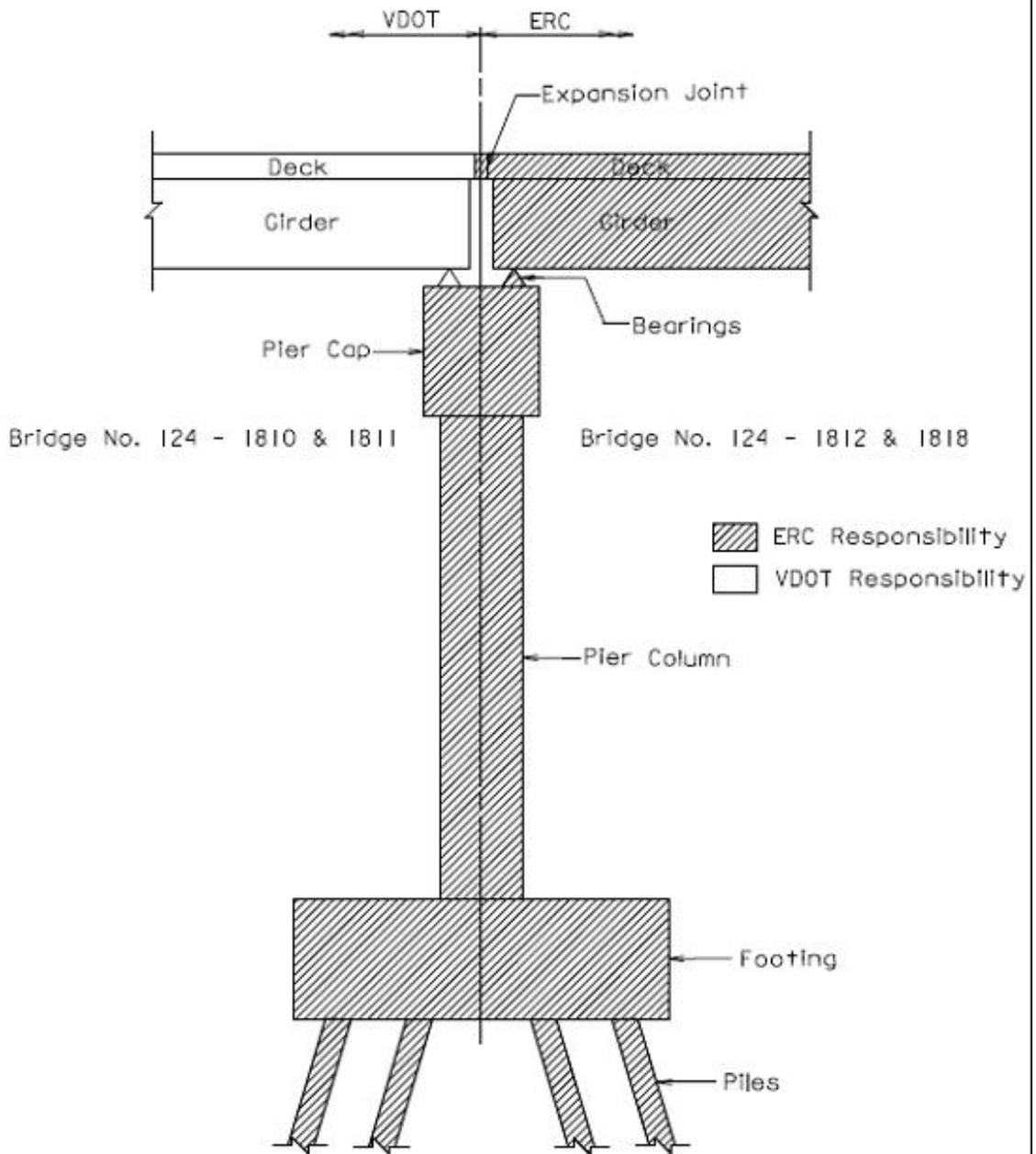
EXECUTION VERSION – DECEMBER 5, 2011

<u>Bridge Number</u>	<u>Description</u>
124-1814	West Norfolk Bridge / MLK / MTT Interchange (north-bound ramp towards W Norfolk Bridge from Railroad Ave)
124-1818	West Norfolk Bridge / MLK / MTT Interchange (Mainline north-bound lanes from MLK to W Norfolk Bridge)
124-1819	West Norfolk Bridge / MLK / MTT Interchange (south-bound off ramp to Midtown Tunnel)
124-1820	West Norfolk Bridge / MLK / MTT Interchange (On-ramp north-bound from Midtown Tunnel)
122-1837	West Brambleton Avenue (MTT ramps)
122-1838	Norfolk Ramp
124-2408	I-264 (Des Moines Avenue)
124-2412	I-264 (Effingham Street)
124-2413	I-264 (Effingham Street west-bound on ramp)
124-2414	I-264 (Elm Avenue)
124-2416	I-264 west-bound on-ramp (I-264 west-bound off-ramp)
124-2417	I-264 east-bound off-ramp (I-264 east-bound on-ramp)
<u>New Build Bridges</u>	
124-MLK-NB	Mainline MLK north-bound lanes
124-MLK –SB	Mainline MLK south-bound lanes
124-MLK-High-N	MLK ramps to High Street – North ramp
124-MLK-High-S	MLK ramps to High Street – South ramp
124-MLK-264-SW	MLK to I-264 south-west ramp
124- MLK-264-WN	MLK to I-264 west-north ramp
124- MLK-264-SE	MLK to I-264 south-east ramp
124-MLK-264-EN	MLK to I-264 east-north ramp
124-MLK-264-DM	New MLK Extension Des Moines Ave

<u>Bridge Number</u>	<u>Description</u>
124-New-264-NPB	New MLK Extension over.

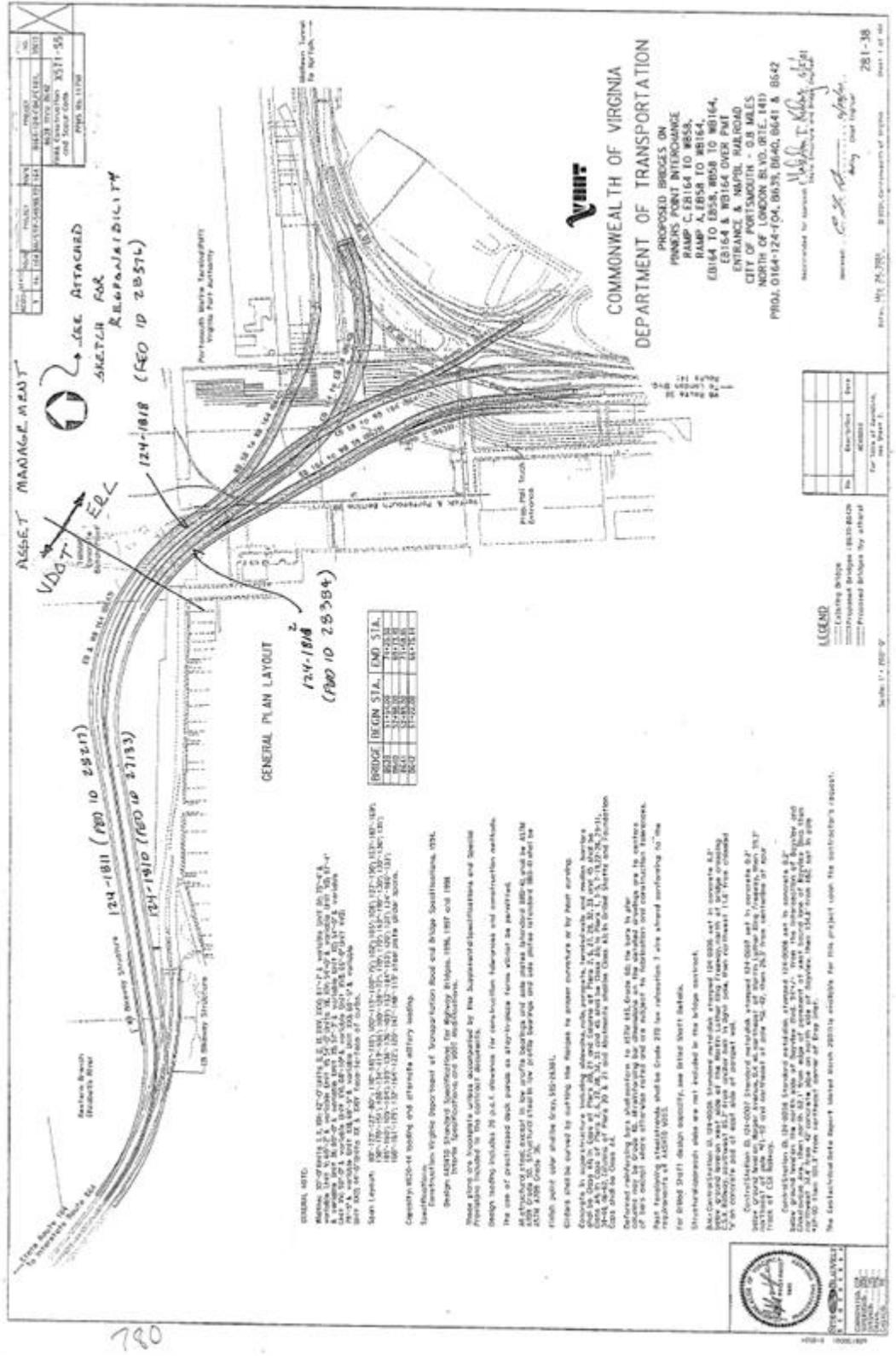
1.3. Western O&M Boundary on Pinners Point Interchange Bridges

The following schematics illustrate the limits of O&M responsibilities on the Pinners Point Interchange Bridges.



SUBSTRUCTURE & SUPERSTRUCTURE
ASSET MANAGEMENT

Scale: none



2. Transition Plan

Description

The transition of operations and maintenance for the Department’s Elizabeth River Tunnel Facilities from the Department to the Concessionaire has been broken down into several components, as well as phases in time.

1. Each component is described separately in Sections 2.1 through 2.14, below, along with dates of major activities.
2. After the Agreement Date, the transition will begin with an observational period, ending the Financial Close Date, after which the major transition activities will begin. There are two exceptions to this: Personnel and Security, which will begin immediately upon execution of the CA, as described in Sections 2.1 and 2.10, below. It is assumed the Concessionaire will achieve the Existing Project Assets Tolling and O&M Work Commencement Date by the Scheduled Tolling & O&M Work Commencement Date of the Existing Project Assets.
3. For the majority of the components, the transition will be conducted according to the following pattern:
 - a. An initial handoff of all relevant documentation, standard operating procedures, processes, policies, and other items as described below.
 - b. A period for the Concessionaire to review documentation and observe operations.
 - c. A scheduled information transfer workshop for the Concessionaire personnel to ask the Department staff questions.
 - d. These initial activities have been scheduled early in the transition period to allow for an extended period during which further questions and on the job training may occur so as to acquaint the Concessionaire with tunnel operations as thoroughly as possible.
4. The transition of capital assets and equipment has been scheduled to coincide with the Tolling and O&M Work Commencement Date.
5. Asset Plan Amendment: in the event that Existing Project Assets need to be replaced or repaired prior to the Tolling and O&M Work Commencement Date, the Department will provide the Concessionaire with updated records and documentation accordingly.
6. Appendix B – Transition Plan Gantt Chart provides detailed information regarding scheduling, duration, and resource assignments for each component.

2.1. Personnel Transition

The details of the Department personnel transition are contained in Appendix C, titled “DT/MT/MLK PPTA Reorganization Internal Communications and Human Resources Implementation Timeline”.

2.2. Operations

1. Hand off all documentation related to operations within the O&M Boundaries: 12/12/2011
 - a. Eastern Region Existing Assets Critical Infrastructure Protection (CIP) Plan
 - b. Standard Operating Procedures
 - c. Operation Memoranda
 - d. Emergency Response Procedures
 - i. Incident Process
 - ii. Weather Process
 - e. Tunnel-specific Processes
 - f. Coast Guard Regulations (CFR Title 33)
 - g. Hazardous materials (CFR Title 49)
 - h. Department Reports – Weekly, Monthly, Annually (sample documents)
2. Hurricane Evacuation Coordination Group: This group meets monthly, and is co-chaired by the Virginia State Police and the Virginia Department of Environmental Management, each of which work on hurricane evacuation-related issues. Currently, both the Department and TAMS contractors attend these meetings. It is expected that a representative from the Concessionaire will attend in order to understand impacts to the tunnel system by plans developed through this group.
3. Transfer of Information Workshop: 1/11/12

2.3. Maintenance

1. Hand off all documentation related to electrical maintenance: 12/19/11
 - a. Tunnel lighting
 - b. Roadway lighting
 - c. Flood gates
 - d. Generators
 - e. Switchgears
 - f. Uninterruptible power supply
 - g. Records
 - h. Reports
2. Hand off all documentation related to mechanical maintenance:

- a. Flood Gates
 - b. Generators
 - c. Buildings
 - d. Oil Water separator
 - e. Fire Extinguishers
 - f. Fire Suppression System
 - g. HVAC for Control Room
 - h. Ventilation Fan Motors
 - i. Fire and Drainage Pumps
 - j. Records
 - k. Reports
3. Hand off all documentation related to fire suppression systems:
 - a. NFPA 502 Process
 - b. Fire Marshall Notification Process
 - c. Records
 - d. Reports
 4. Hand off all documentation related to tunnel electronics:
 - a. Carbon Dioxide Monitoring System
 - b. Hydrocarbon Monitoring System
 - c. PLC Based Equipment Controller System
 - d. AM/FM Rebroadcast - UHF/VHF Radio Systems
 - e. STAR Radio (no maintenance - VSP)
 - f. In-house telephone system
 - g. Reports
 - h. Records
 5. Hand off all documentation related to environmental maintenance:
 - a. Spill Prevention Containment (“SPCC”) Reports
 - b. Department of Environmental Quality
 - i. Permits
 - ii. Transfers
 - iii. Reports
 6. Hand off all documentation related to roadway maintenance within the O&M Boundaries, including

- a. Pavement
 - b. Signage and Sign Structures
 - c. Guardrail and Barriers
 - d. Bridges and Bridge Inspection Reports
 - e. As-built drawings or related information
 - f. Roadway Lighting
 - g. Drainage
 - h. Electrical & Communication Conduits
 - i. The Department's Existing Utilities & Easements & permit information for private utilities
7. Maintenance: Transfer of Information Workshop: 1/9/12

2.4. Contracts

- 1. Hand off all contract information: 12/19/11
 - a. Maintenance Contracts
 - i. Storm water testing
 - ii. TAMS
 - iii. Liebert Unit Contract (Control Room AC)
 - iv. Fire Alarms
 - b. Operations Contracts
 - i. Wrecker Service
 - ii. Uniforms
 - iii. Outsourced staffing
 - c. Electrical Contracts
 - i. Elevator
 - ii. Switchgear maintenance
 - d. Administrative Contracts
 - i. Janitorial
 - ii. Trash removal
 - iii. Pest control
- 2. Contracts: Transfer of Information Workshop: 01/09/12

2.5. Traffic Control System (“TCS”)

1. Hand off all TCS documentation: 01/09/12
 - a. Variable Message Signs
 - b. Traffic Signals
 - c. Traffic Cameras
 - d. Newton Software
 - e. Central Computer Hardware
 - f. Communications
 - g. Reports and data transfer from Concessionaire to the Department
2. Hand off all Intelligent Transportation System (“ITS”) information:
 - a. Information Technology
 - b. Determine how the Concessionaire will report data to the Department (Newton Network)
3. Traffic Control Systems: Transfer of Information Workshop: 02/08/12

2.6. Communications

A meeting will be scheduled no later than 12/20/11 between the Department and the Concessionaire technical personnel to discuss specific plans, needs, and scheduling for the removal of Department equipment and installation of Concessionaire equipment.

1. VITA computer network
2. VITA Telephone lines

2.7. Administration

The Department’s lease and utility accounts will be in effect until the last Day of the transition period 9/30/12. Lease and utility accounts will be given 60 Days’ notice of termination, beginning in June 2012.

The Concessionaire will need to have its own leases and utility accounts in place to take effect on 9/30/12. The Concessionaire should coordinate with the Department’s transition team leader to ensure there is no interruption in utility service.

After 9/30/12, there will be a period of up to 30 Days during which the Department’s lease and utility accounts paperwork will be processed.

1. Handoff all administrative information on leases, 07/10/12:
 - a. Copier
 - b. Postage machine

- c. TAMS
 - d. Accounts Receivable
2. Handoff all administrative information on utilities 07/10/12:
- a. Phone
 - b. Water/Sewer
 - c. Electricity
 - d. Natural Gas

2.8. Permits, Licensing, and Agreements

1. Handoff all documentation 11/7/11:
- a. Land Use Agreements
 - b. Lease Agreements (w/Ghent Civic League)
 - c. The Department will facilitate and participate in meetings to determine the understanding of various undocumented agreements between the Department and the applicable locality. The Concessionaire will use its discretion whether to continue the agreements or decline to participate.
 - d. Radio License

2.9. Records Management

The Department will make records available as needed for the Concessionaire to copy at the Concessionaire's expense. Exceptions to this would include those records which Governmental Authorities need to see in the original, such as Department of Environmental Quality ("DEQ") records.

- 1. The Concessionaire conducts records inventory beginning 01/06/12
- 2. Records handoff, 3/29/12:
 - a. Transfer of original records
 - b. Make all other records available for copying
- 3. The Concessionaire copies necessary records, 3/29/12
- 4. Information Transfer Workshop, 6/21/12:
 - a. Records to be maintained in accordance with applicable retention schedules
 - b. The Concessionaire records to be maintained in accordance with applicable retention schedule
 - c. FOIA process (Noted in the CA)

- d. Hand off of permanent Department records to the Concessionaire

2.10. Security and Secure Access

1. Coordination with Operations and Security Division (OSD): 01/06/12
 - a. Hand off CII/SSI Screening Procedures documentation: 01/06/12
 - i. The Virginia Critical Infrastructure Protection and Resiliency Strategic Plan
 - ii. The Virginia Transportation Sector Specific Plan (VA-TSSP)
 - iii. The Department's Criminal History Records Check Policy (DPM 1-25)
 - iv. The Department's Freedom of Information Act Policy (DPM 1-5)
 - v. The Department's CII/SSI Policy and Guide
 - b. Train Concessionaire personnel in CII/SSI screening procedures: 01/06/12
 - c. The Concessionaire will remain responsible for CII/SSI screening all employees, contractors and other personnel as required through OSD.
2. Access Control System (Pegasys)
 - a. Hand off Pegasys System documentation and train Concessionaire personnel: 01/06/12
 - i. This is a security system which under Section 3.2 will remain property of the Department.
 - ii. The issuing of the Department's credentials needed for the Pegasys system is an Administrative Services Division (ASD) responsibility.
 - iii. All Department credentials issued/needed for the Pegasys system will need to be issued from the Hampton Roads District or Central Office credentialing station. Every Concessionaire employee and Contractor employee of the Concessionaire will need to be issued a badge by the Department. (DPM I-25)
 - iv. The Concessionaire will need to work with credentialing representatives to change/modify access groups etc, if necessary.
 - v. Concessionaire assigned security representative should receive the training
 - b. Key control requirements: 01/06/12
 - i. Key control is done at the facility level, not OSD level.

- ii. The Concessionaire shall implement a key control system.
3. Wireless Area Carriers
 - a. Hand off security procedures for critical infrastructure access: (DPMI-25) 01/06/12
 - b. The Department’s Criminal History Records Check Policy (DPM I-25) applies
 - c. Eastern Region protocols regarding wireless carriers site access
 - d. OSD will review and approve issuance of Land Use Permits.
 4. OSD, appropriate Emergency Management/Incident Management personnel and the Concessionaire will throughout the Term of the Agreement work in cooperation to ensure all Security, National Incident Management System (“NIMS”), Emergency Response/Incident Management programs are transitioned, implemented or maintained.

2.11. Capital Assets

1. Liquidation of the Department’s Inventory Management System (IMS) Inventory, 08/23/12
2. Liquidation of Non-Equipment Management System (EMS) Equipment and Assets, 08/23/12
3. Fuel Facility Transfer or Disposal, 10/3/12
4. Liquidation of Fuel Inventory
 - a. Note: Early in the transition period, it must be determined if the Concessionaire will be taking over the fuel facility. If so, additional tasks must be planned in accordance with DEQ regulations with regards to the proper disposal of underground fuel storage tanks.
 - b. If not, tasks will be performed by the Department as follows:
 - i. Liquidation of Fuel Inventory, 09/04/12
 - ii. Closeout of Fuel Site, 08/21/12

2.12. Equipment

1. The Department will identify each individual item of Department owned rental or non-rental equipment assigned to the affected organizational unit, 08/13/12
2. The Department will transfer the approved equipment to an appropriate location within the Hampton Roads District or Central Office, 08/20/12
3. The Department will offer for sale to the Concessionaire the Mobile Ventilation Units (and provide pricing information by 11/15/11). The Department will

reassign all Department of General Services (DGS) Pool vehicles back to DGS,
09/03/12

4. Identify equipment which will transition to the Concessionaire on the Tolling and O&M Work Commencement Date, 1/06/12

2.13. Facility Plan

1. The Concessionaire will identify functions/operations that will be relocated/consolidated, 12/12/11
2. The Concessionaire will determine whether construction/reconstruction or renovation is required for the space, 12/12/11
3. The Concessionaire shall obtain approval from the Architectural and Arts Review Board (AARB) & Bureau of Capital Outlay Management (BCOM) in accordance with State Building Permit Policy. This was completed in October of 2011.
4. The Department will issue Land Use Permit for the Project as described in the CA, 12/12/11
5. Transition of the operations and maintenance of the Existing Project Assets to the Concessionaire will occur on the Existing Project Assets Tolling and O&M Work Commencement Date
6. The Pinner's Point office and garage facility (not the crash house) will transition to the Concessionaire at an earlier date as agreed between the Department and the Concessionaire.

2.14. Environmental

1. The Department will deliver Pre-Lease Environmental Conditions Site Assessment, 11/01/11

3. Concessionaire/Department Asset Interfaces

3.1. Berkley Bridge

Bridge interfaces consist of electrical power distribution to the bridge, bridge maintenance support facilities, communications systems, ITS and traffic control devices, water and sewer service, and stormwater drainage.

3.1.1. Electrical Power Distribution

1. The power feed to the bridge serves the bridge operator's house, the traffic gates, sign structures on the bridge, bridge cameras, and the overhead height detector for the west bound approach to the tunnel.
2. The Concessionaire will be responsible for maintaining and providing the power feed up to and including switchgear in the ventilation building.
3. The Department will be responsible for power cable from the switch gear to the Berkeley Bridge. This power feed includes the conduit and conductor cable, the land-side transformer base, and submarine power cables between the bridge piers. Power distribution ends at the east side of the bridge.
4. The Department will be responsible for all electrical feeds for ITS and traffic control items to the east of the bridge, which are provided by electrical service locations on the land-side.
5. The Concessionaire shall permit the Department unimpeded access to all aspects of the Department's portion of the power distribution system at all times.
6. The Concessionaire shall not disrupt the power feed to the bridge without prior coordination and agreement by the Department.
7. The Concessionaire may install a meter base on the feed to the bridge and invoice the Department for the power consumption required for the bridge operations and static sign lighting. Invoicing shall be based on power consumption by the Department and at the rate the Concessionaire is charged by the power utility.
8. Roadway and Static Sign Lighting on Bridge: Lighting on the bridge is fed from the operator's house distribution panel. The lighting system on the tunnel side of the draw span ends at the last light pole locations on the bridge. The Department will be responsible for power consumption related to this equipment.

3.1.2. Communications Systems

1. General
 - a. Communications components include conduits and hardwire cable communications between the tunnel ventilation building and the bridge operator's house, a dedicated telephone system that serves the tunnel complex and the Berkley Bridge operator's house, and wireless

communication between the tunnel ventilation building and the security equipment on the eastern land side of the bridge.

2. Hardwire Cable Communications

- a. Types of Hardwire Communication: The communications components include a standard Verizon telephone line, a dedicated 2-way telephone link between the tunnel control room and the bridge operator's house, and communications cabling for ITS/traffic control devices.
- b. Verizon Telephone line: This line is fed from a service drop on State Street.
- c. Dedicated Telephone System: The Dedicated Telephone System provides a direct link between and within both the tunnel facility and the bridge facility. For the bridge, this system not only provides an internal communications link with the tunnel complex, but it also controls communication between different stations within the operator's house. For instance, a call made from one floor of the operator's house to another must be routed through the Dedicated Telephone System's control center in order to complete the connection. The control equipment for the dedicated telephone system is located in the Downtown Tunnel East Vent Building.
 - i. The Concessionaire shall maintain, at a minimum, the current communication capabilities of this telephone system as it relates to sustaining direct communication within the operator's house and communication between the operator's house and the tunnel facility;
 - ii. The Department will be responsible for maintaining and replacing the associated telephone hardware (i.e., telephone handsets, wiring, conduit, and minor appurtenances) on the bridge; and
 - iii. The Concessionaire will be responsible for all other components of the system.
- d. Cabling: Hardwire communications consists of copper cable fed across the bridge to the operator's house. No fiber optic cable has been installed on the bridge. From the operator's house, the ITS / traffic control devices communication split between components to the east and to the west of the draw span. Communication to equipment on the draw span's east side is accomplished via submarine cables that run between the western and eastern piers of the draw span on both the eastbound and westbound structures. The submarine cable does not include fiber optic cable.
 - i. The Department will continue ownership and maintenance of the existing cable from the point of connection in the ventilation building onto and across the bridges.

- ii. The Department will maintain responsibility for communications cable used to control ITS and traffic control devices that the Department will continue to own.
 - iii. The Concessionaire will be responsible for cabling that serves tunnel support devices.
- 3. Wireless Communication Between the Tunnel Ventilation Building and the Bridge Operator's House
 - a. The tunnel control room and the operator's house have back-up two-way radio communication. Each party will be responsible for procurement and maintenance of their respective radios. The Department will determine the specifications and/or equipment to be used in order to ensure compatibility with other bridge related communications criteria.

3.1.3. ITS and Traffic Control Devices

- 1. General Interface Description
 - a. In general, the ITS and traffic control devices support activities of both bridge and tunnel activities. Both operations have access to control many of the same functions because of the proximity of both locations. In particular, both operations have access to the traffic signals, cameras, and the Changeable Message Signs (CMS) on the bridge and tunnel approaches.
 - b. The bridge interface with the Elizabeth River navigational traffic necessitates that the Department maintain ultimate control over the traffic signals, gates, cameras and CMS for the bridge. When the draw spans are raised, the operator's house takes control of those traffic control devices. This control is performed by an interlock operation that prevents the tunnel control room from operating or controlling those functions.
- 2. Traffic Control Devices to be Retained by the Department
 - a. The Department will retain ownership of the signals and CMS that support draw span operations. This includes sign structures, traffic signals and CMS on the bridge as well as on both land-side approaches to the bridge. On the tunnel approach, this includes an overhead sign structure supporting a CMS and traffic signal heads. Additionally, the Department will retain the cabling and conduit from the operator's house to the sign structure.
 - b. The Concessionaire will be allowed to post messages on those CMS and to operate the traffic signals to facilitate their operations, provided that the Department retains the right to override control when necessary for bridge operations.
- 3. Traffic Control Devices to be Retained by the Concessionaire

- a. The Concessionaire will retain ownership and management of all other traffic signals to the west of the bridge. This will include all supporting electrical, electronic and other hardware/software required to operate the signals.
- b. The Concessionaire will retain possession of the electronic speed limit signs and the overheight detectors on the bridge. This will include the support structures, wiring and other appurtenances.
- c. Overheight Detectors: The overheight detector on the bridge will be the responsibility of the Concessionaire. Communication and electric power are fed from the operator's house. The Concessionaire will be responsible for maintaining these detectors and support components from the point of cable connection in the operator's house up to and including the components. Any modifications required of the Department's facilities in order to maintain or replace these items will be the responsibility of the Concessionaire.
- d. Electronic Speed Limit Signs: The electronic speed limit signs will be the responsibility of the Concessionaire. This includes all such signs since they are used for tunnel operations only. Communication and electric power are fed from the operator's house for signs on the Berkley Bridge and signs to the east of the Berkley Bridge. The Concessionaire will be responsible for maintaining those signs and support components from the point of cable connection in the operator's house up to and including the components. Any modifications required of the Department facilities in order to maintain or replace these items will be the responsibility of the Concessionaire.

3.1.4. Potable Water and Sanitary Sewer Service

1. The bridge tender's house's water and sanitary sewer lines are serviced from utility connections adjacent to State Street Facility. The Department will continue to maintain the service.

3.1.5. Stormwater Drainage

1. The Berkley Bridge stormwater collection system discharges directly into the Elizabeth River. There is no interface with the Existing Downtown Tunnels drainage system. The Department will continue to maintain the service.

3.2. Security

1. *Definition* - Throughout this document the term Security Management Systems ("SMS") is intended to include all systems and equipment that directly and indirectly relate to the security of the facility. Examples include but are not limited to Access Control (Pegasys/P200, Cipher locks and systems, etc), CCTV, intrusion

detection, security lighting, fiber optic and wireless communications systems and all associated hardware, security fencing, gates, gate operators, intercommunications, bollards and other forms of security systems and technology. SMS does not include standard door and or office door knob locks and keys.

2. “Department Security” is generally defined as any OSD employee performing security functions or initiatives on behalf of the Department.

3.2.1. Existing Project Assets - Operations & Maintenance Phase

1. Department Security will have oversight and jurisdictional capabilities in order to ensure adequate levels of security and industry best practices are maintained at the these facilities.
2. Department Security will retain ownership of all SMS components and associated systems to include fiber and communications systems and equipment.
 - a. The Department Security will take ownership of all SMS components and associated systems to include fiber and communications systems and equipment and all requirements under this section will apply, once the New Project Assets reach Substantial Completion.
3. Department Security within 90 days of executing the Agreement will provide a detailed inventory of all SMS systems and components to the Concessionaire.
4. Department Security will be responsible for the cost of performing all preventative and corrective maintenance on all SMS to include maintaining an updated SMS inventory.
5. The Concessionaire will utilize the Department’s Statewide Security Systems Maintenance Program and protocols for reporting malfunctioning equipment - (24 hr. toll free number).
6. Department Security reserves the right to upgrade, enhance and/or expand security systems as needed (at the Department’s sole expense). All new security equipment installed by the Department will remain property of the Department.
7. Department Security reserves the right to remove, relocate or modify any SMS components thereof.
8. The Concessionaire will not remove, relocate, change, alter, disconnect or impede any piece of security equipment without prior Department Security approval.
9. The Concessionaire is financially responsible for Concessionaire damaged SMS at Department Security’s discretion. All other expenses incurred with respect to security are the responsibility of the Department. This includes the lifecycle cost of replacing outdated equipment and systems.
10. If the Concessionaire desires additional security equipment needs to be installed, Department Security will determine the technical specifications and/or equipment to be used in order to ensure compatibility and integration with current systems. The Concessionaire will be responsible for improvements and installation costs of

all desired additional SMS. The Concessionaire will utilize Department Security pre-approved security systems maintenance contractors with previously established contract rates for labor and materials for all security installation. Department Security may at its sole discretion and expense choose to self perform any of the installation listed above. Once SMS is installed Department Security will take ownership of equipment and be responsible for the equipment in accordance with this Agreement.

11. The Concessionaire will provide Department Security final copies of as-builts for any newly installed SMS.
12. The Concessionaire will provide Department Security copies of all installed SMS equipment documentation, including but not limited to: installation manuals, user manuals, programming manuals, training manuals, SMS software licenses, warranty documentation, etc.
13. The Concessionaire will utilize, operate and incorporate all SMS into the Concessionaire's daily operational protocols and procedures.
14. The Concessionaire shall designate an employee to serve as an onsite security representative. This representative shall be the POC with Department Security responsible for coordinating all security initiatives and programs with Department Security.
15. The Concessionaire security representative shall be responsible for obtaining any SMS related user training.
16. The Concessionaire will refer all security requests (i.e. requests for security information, tours, assessments, etc) to Department Security.
17. The Concessionaire will not release any security related information without the consent of Department Security. FOIA requests for security information will be handled in accordance with Department FOIA procedures; additionally the Concessionaire will notify Department Security of all security related FOIA requests.
18. The Concessionaire will notify the appropriate Traffic Operations Center of any/all suspicious activity, or criminal activity in addition to reporting to local authorities having jurisdiction.
19. The Concessionaire shall provide Department Security staff or other appropriate Department employees, Department Security contractors, Department security systems maintenance contractors, or other agencies to be defined by Department Security (including but not limited to DHS, USCG, OCP, TSA, JTTF, etc.) unimpeded access to Concessionaire operated facilities, SMS equipment, components and systems as required by the Department on a 24 hour/7 days a week/365 day basis.
20. The Concessionaire shall provide Department Security staff or other appropriate Department employees, Department Security contractors, or other agencies to be defined by Department Security (including but not limited to DHS, USCG, OCP, TSA, JTTF, etc.) unimpeded access to Concessionaire operated facilities, SMS

equipment, components and systems as required by Department Security at any time or date for the purpose of conducting security tours and or various types of security related assessments. The Concessionaire agrees to support and participate in all tours and assessments as requested.

21. The Concessionaire will allow other local, state and federal security stakeholders to deploy equipment which supports security and or anti terrorism operations, on Concessionaire operated facilities at the discretion of Department Security.
22. The activities of Department Security cannot unreasonably interfere with or impede the Concessionaire's ability to operate and maintain the Project. All activities which require Department Security to work within the O&M Boundaries must be coordinated in advance with the Concessionaire.

3.2.2. New Project Assets - Design Phase

1. Department Security will have final authority over SMS related designs to ensure security standards, best practices adopted by Department Security, and integration with current and emerging programs and technologies being implemented by Department Security in support of the protection of Critical Infrastructure is being maintained. Department Security will determine the technical specifications and/or equipment to be used in order to ensure compatibility and integration with current systems.
2. Plan Reviews – Tunnel and any “off site” support facilities - Department Security needs to be provided structure/facility plan sets at the:
 - a. 10% schematic level
 - b. 30% field inspection phase
 - c. 90% final or confirmation phase
 - d. Release for Construction (RFC)
3. The review of these plans will provide a starting point to determine the extent and type of needed security systems and potentially specific placement of components of the systems. The type of tunnel facility (land based tunnel entrance vs. island based tunnel entrance) is also crucial in determining the type and amount of security needed. In general the following types (not all inclusive) of SMS will need to be incorporated into the facility to mitigate common security vulnerabilities:
 - a. Perimeter intrusion detection
 - b. Vehicular and pedestrian access control (exterior)
 - c. Access control (interior)
 - d. Security camera system (exterior & interior)
 - e. Security Lighting
 - f. Security Network
 - g. Integration with existing the Department security systems

- h. Other as determined necessary
- 4. The Concessionaire will design the SMS of the New Project Assets to a level comparable to 2012 installations. Any enhancements required by the Department Security that is considered excessive or deemed an economical departure from the bid documents will be treated as a Department Change.

3.2.3. New Project Assets - Construction Phase

- 1. During the construction phase, any design change orders/modifications pertaining to or effecting SMS installation will be subject to the requirements of the design phase and constitute a Department Change.
- 2. The Concessionaire will provide Department Security final copies of as-built drawings for any portion of the design which contain SMS.
- 3. The Concessionaire will provide Department Security copies of all installed SMS equipment documentation, including but not limited to installation manuals, user manuals, programming manuals, training manuals, SMS software licenses, warranty documentation, etc.
- 4. The Concessionaire is responsible for any and all onsite security and security planning.

3.2.4. Security, Emergency Management/Incident Management, & related programs

- 1. The Concessionaire will develop and incorporate both business continuity planning and resiliency planning as an element of their planning and operations at the facilities they are operating. It is the Concessionaire's responsibility, during all phases of development and operation to plan, develop, maintain and test these plans in accordance with accepted industry standards. The Department retains the right to verify that these elements do in fact exist, that they are maintained and tested according to industry best practices and that the level of preparedness will reasonably assure rapid recovery at minimum and continuous operation at best.
- 2. The Concessionaire will ensure that all facility voice communications systems meet FCC requirements and are of such nature that will foster effective interoperability with any existing Department systems and public safety first responders.
- 3. The Concessionaire will ensure that existing facilities having Statewide Agency Radio System ("STARS") equipment is operated and maintained in accordance with existing and future operating procedures. Consideration of STARS and the Department's radio system coverage is strongly encouraged in the inclusion of any new infrastructure design and development as part of this concession.
- 4. The Concessionaire will ensure all employees, to include contractors working in an employee position, have completed the State's Terrorism and Security Awareness Orientation training or state equivalent versions. The Concessionaire will initiate

and maintain the same level of NIMS competency as equivalent Department staff positions.

5. The Concessionaire will be responsible for implementing at the facility level, any and all appropriate security, NIMS, and Emergency Response / Incident Management programs. The Department has the right to receive copies of all security, NIMS, and Emergency Response / Incident Management program documents for review and approval.
6. The Concessionaire agrees to work directly with appropriate Department Security or other Department officials to implement and maintain all Security, NIMS, and Emergency Response / Incident Management programs, policies and procedures not directly specified in the Interface document and all other associated contractual documents pertaining to the Project, in order to maintain the same levels of security, NIMS and Emergency Response / Incident Management which the Department maintains.

3.3. Outlying Tunnel Assets (Midtown and Downtown)

1. Outlying tunnel assets are signing, ITS components, and other assets that are located beyond the physical boundaries shown in Appendix A. Typical assets for either the Existing Downtown Tunnels, the Existing Midtown Tunnel, or the New Midtown Tunnel include, but are not limited to:
 - a. CMS
 - b. Electronic speed limit signs
 - c. Flashing warning messages with warning bells, changeable speed limit, and other electronic signs
 - d. Overheight detectors
 - e. Static signs
 - f. Traffic monitoring cameras
 - g. Traffic sensors, and support structures (poles, sign structures, cabinets, cable and conduits, foundations, etc.)
2. Tunnel Assets Located in or Utilizing Non-Concessionaire Infrastructure
 - a. The Concessionaire shall be responsible for maintenance of outlying tunnel assets (those assets that reside beyond the limits delineated on the graphical exhibits).
 - b. Service disruptions for asset maintenance
 - i. The Concessionaire shall acquire prior approval from the utility owner prior to conducting any service disruptions.
 - ii. If any maintenance, repair or replacement impacts non-tunnel assets (ERO HRTOC ITS components, street curbing, etc.), the Concessionaire will be responsible for their replacement.

3.4. Department/Other Agency Assets and Commitments to Remain Within Concessionaire's O&M Boundaries

3.4.1. Department/Other Agency Assets

1. Certain Department assets will remain in place and active within the O&M Boundaries. These include ITS components and communications equipment. Further, the Concessionaire shall provide unimpeded access to these components. Major components that will be retained by the Department include:
 - a. Support facilities for Berkley Bridge and other activities.
 - b. Highway Advisory Radio ("HAR").
 - c. The Department maintains a low wattage HAR repeating station between I-264 and State Street. Power is fed from the tunnel ventilation building.
2. ITS, General: The Department has ITS equipment including conduit, communications cabling, electronic hardware, load centers, cameras, CMS, etc. within the O&M Boundaries. The following equipment is currently installed from I-264 at Frederick Blvd eastbound to & including the Existing Downtown Tunnels, and will be maintained by the Department:
 - a. 5 cameras (214 thru 218)
 - b. 2 CMS (264-E2 & 264-W1A)
 - c. 14 roadside Model 334 cabinets
 - d. Dynac computer w/ monitor
 - e. Fiber optic cables. In addition to land-based cable, there is a submarine crossing of the Elizabeth River for the HRTOC ATMS equipment.
 - f. Electrical supply to cabinets, cameras, and CMS. The supply includes electrical load centers that are metered.
 - g. Note: There is an empty ITS cabinet just west of the Berkley Bridge that the Department will keep in addition to all active HRTOC equipment and support structure. The cabinet is in the median to the west of the Berkley Bridge and adjacent to the west bound overhead sign structure preceding the tunnel.
3. HRTOC Equipment Interface: The Existing Project Assets support buildings currently have equipment racks that hold the HRTOC interface equipment. These spaces will be retained by the Department. In addition, equivalent space should be reserved to allow future technology upgrade installations without disrupting ongoing operations. It is anticipated that the additional space would be equivalent to that currently used and would be located adjacent to those locations.

4. The Department will retain responsibility for Downtown Tunnel East Vent Building rack mounted equipment, which currently includes:
 - a. FDM chassis with cards
 - b. Cisco router
 - c. Video switch
 - d. 3 fiber optic patch panels
 - e. 2 fiber optic splice cases
 - f. Similar equipment exists in the Midtown Tunnel complex and will also be retained by the Department.
5. Other Governmental Functions which are not the responsibility of the Concessionaire:
 - a. There are other equipment racks in the vent buildings but not associated with ITS or HRTOC. These include, but are not limited to, STARS Radio and security surveillance support electronics.
 - b. Security assets include electronics racks in the ventilation building and the existing tunnel operations center. There are also two monitors in the tunnel operations center that will remain in place under the Department's control and will be kept active.
6. Bridge Operations and Maintenance Support Facilities at the Downtown Tunnel complex
 - a. Berkley Bridge Tender Parking: The bridge tenders will continue to park at the ventilation building parking lot. The Concessionaire shall reserve four parking spaces (2 operator POV spaces, one Department bridge tender vehicle space, and one spare space) for this function.
7. Maintenance, repair and replacement activities
 - a. The Department equipment, facilities and operations shall not be impacted by the Concessionaire without prior approval.
8. Tolling construction and installation activities
 - a. The Department equipment, facilities and operations shall not be impacted by the Concessionaire without prior approval.

3.4.2. Land Use Permits

1. Cell Towers and other Commercial Interests. Numerous utilities hold existing permits within Department Right-of-Way (ROW). The Concessionaire shall abide by the requirements of those permits. Any new Land Use Permit request or any other type of requests to place equipment on, in or through any Department owned asset or within, over, or under Department owned ROW received by the Concessionaire will be forwarded to the Department's District Land Use Office for an appropriate review.

2. The Department’s Criminal History Records Check Policy (DPM 1-25) shall be followed, which may require background checks for those entities placing equipment on designated Critical Infrastructure and therefore needing access to said equipment.
3. Utilities through existing assets
 - a. Level 3 Communications and AT&T have cables through the ERTMT. Cox and Verizon have cable through ERTDT.

3.5. I-264/I-464 Interchange Bridge Inspections

The interchange between I-264 and I-464 on the Norfolk side of the Existing Downtown Tunnels consists of ramps carrying traffic to and from I-264 Eastbound and Westbound and I-464 Northbound and Southbound. In order to maintain the flow of traffic on both roads, there are twelve bridges carrying traffic over ramps, the tunnel boat sections, and other roadways at this interchange.

Three of the twelve bridges will be maintained and inspected by the Concessionaire and the remaining nine bridges will be maintained and inspected by the Department (see list below of bridges remaining with the Department and the bridges within the O&M Boundaries). Historically, all the bridges at this interchange were inspected at the same time over several nights in order to minimize the impact on the traveling public.

1. The Concessionaire shall coordinate the inspection of their bridges with the Department’s Structure and Bridge Section so all twelve bridges can be inspected during the same time period.
2. The Concessionaire shall provide the Department’s District Structure and Bridge Section at least two week’s notice as to when they plan on doing the bridge inspections.
3. The Concessionaire will provide the Department the necessary lane closure to perform the inspection of all twelve bridges and will make the appropriate notifications regarding the lane closures.
4. Bridges located within the interchange and inspection responsibility:
 - 122-2707 – I-264 EBL & I-464 NBL over Ramps to I-264 & I-464 (Concessionaire)
 - 122-2708 – I-264 WBL over Ramps of I-264 & I-464 (Concessionaire)
 - 122-2709 – I-264 & I-464 Ramps over I-264 EBL (Department)
 - 122-2710 – I-264 WBL Off-Ramp over I-264 WBL (Department)
 - 122-2711 – I-264 Ramps over Emergency Vehicle Ramp (Department)
 - 122-2712 – I-464 Off-Ramp over On-Ramp to I-464 SBL (Concessionaire)
 - 122-2713 – I-464 SBL over Ramps of I-264& I-464 (Department)

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122-2716 – I-264 EBL over I-464 SBL (Department)

122-2717 – I-464 NBL & Ramp over I-464 SBL & Ramps (Department)

122-2718 – I-264 WBL over I-464 SBL & Ramps (Department)

122-2719 – I-464 SBL over I-264 WBL On-Ramp (Department)

122-2720 – I-464 SBL & Ramp over Emergency Vehicle Ramp (Department)

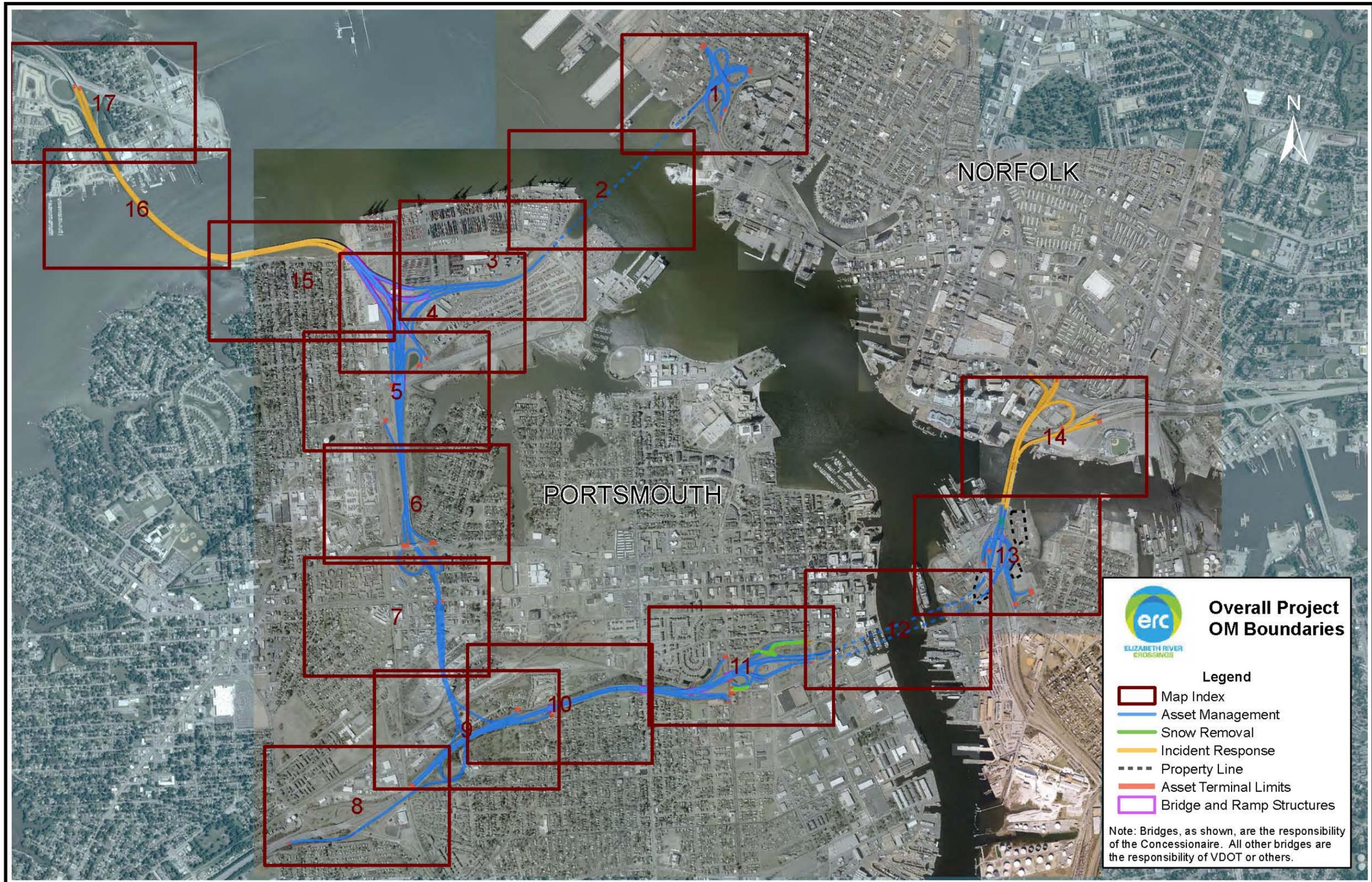
APPENDIX A – O&M Boundaries Maps

The following graphics illustrate the O&M Boundaries as agreed between the Concessionaire and the Department. These graphics will serve as the basis for which both parties perform their operations and maintenance activities. In the process of defining the O&M Boundaries, it was determined that in addition to the full asset management responsibility of the Project area, the Concessionaire is best placed to perform additional works outside of these roadways. To clarify the color coding system:

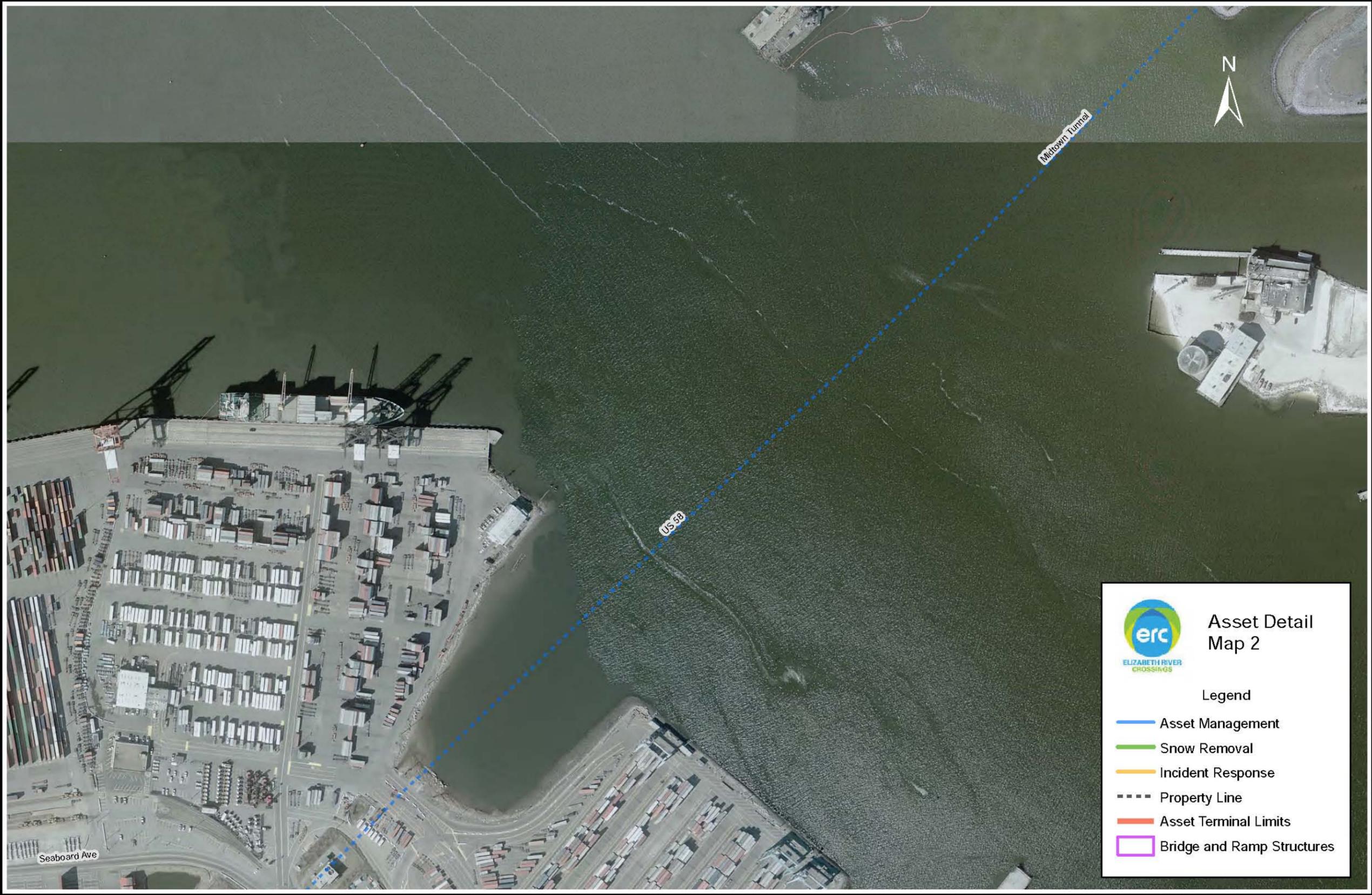
Blue – Asset Management: The Concessionaire is responsible for all operations and maintenance with respect to these assets within the right-of-way, including regular inspections, incident management, and snow removal.

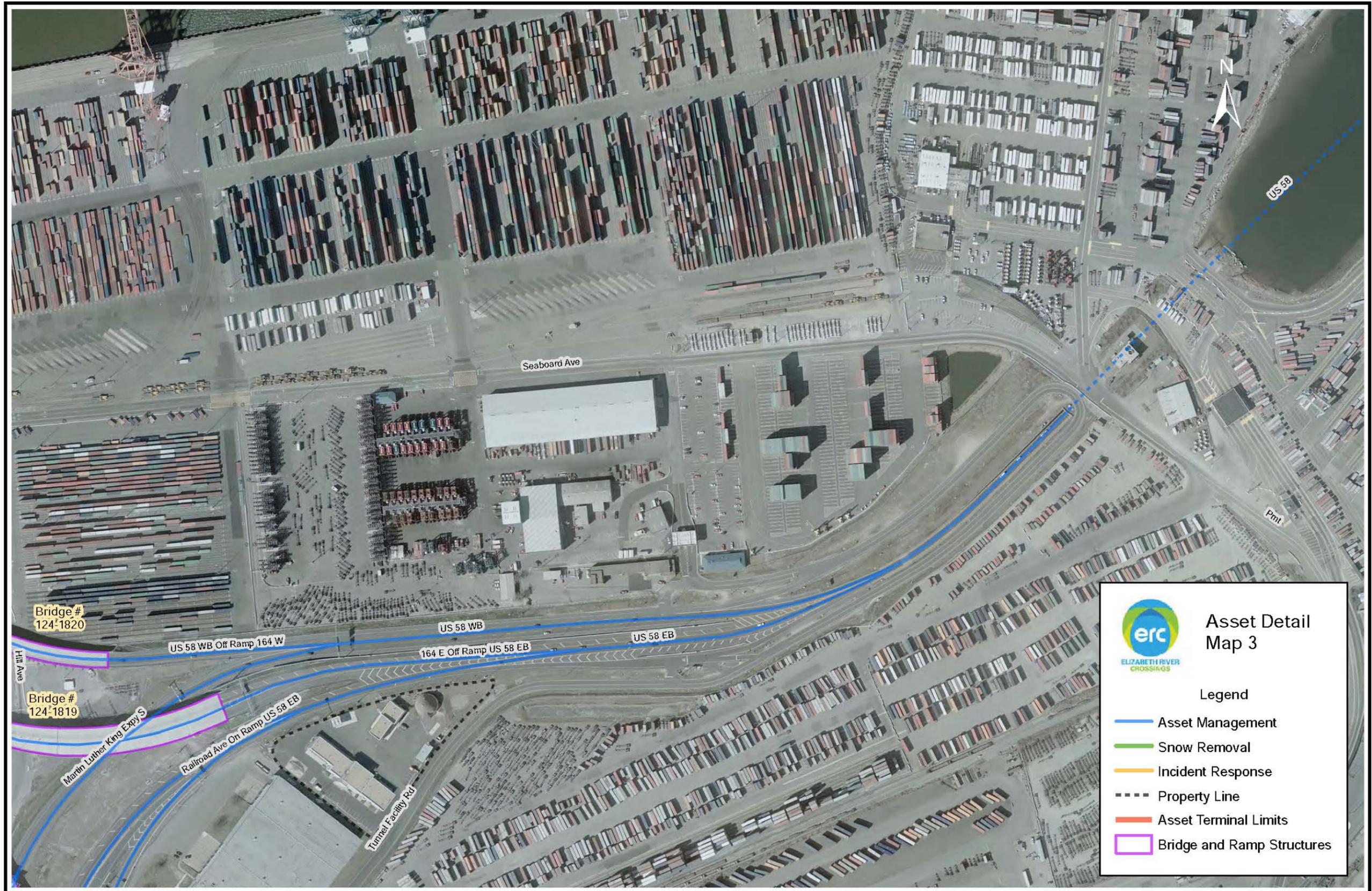
Green – Snow Removal: The Concessionaire is responsible for snow removal during winter storm events. Responsibility for operations and maintenance of these roadways and right-of-way remain with the Department.

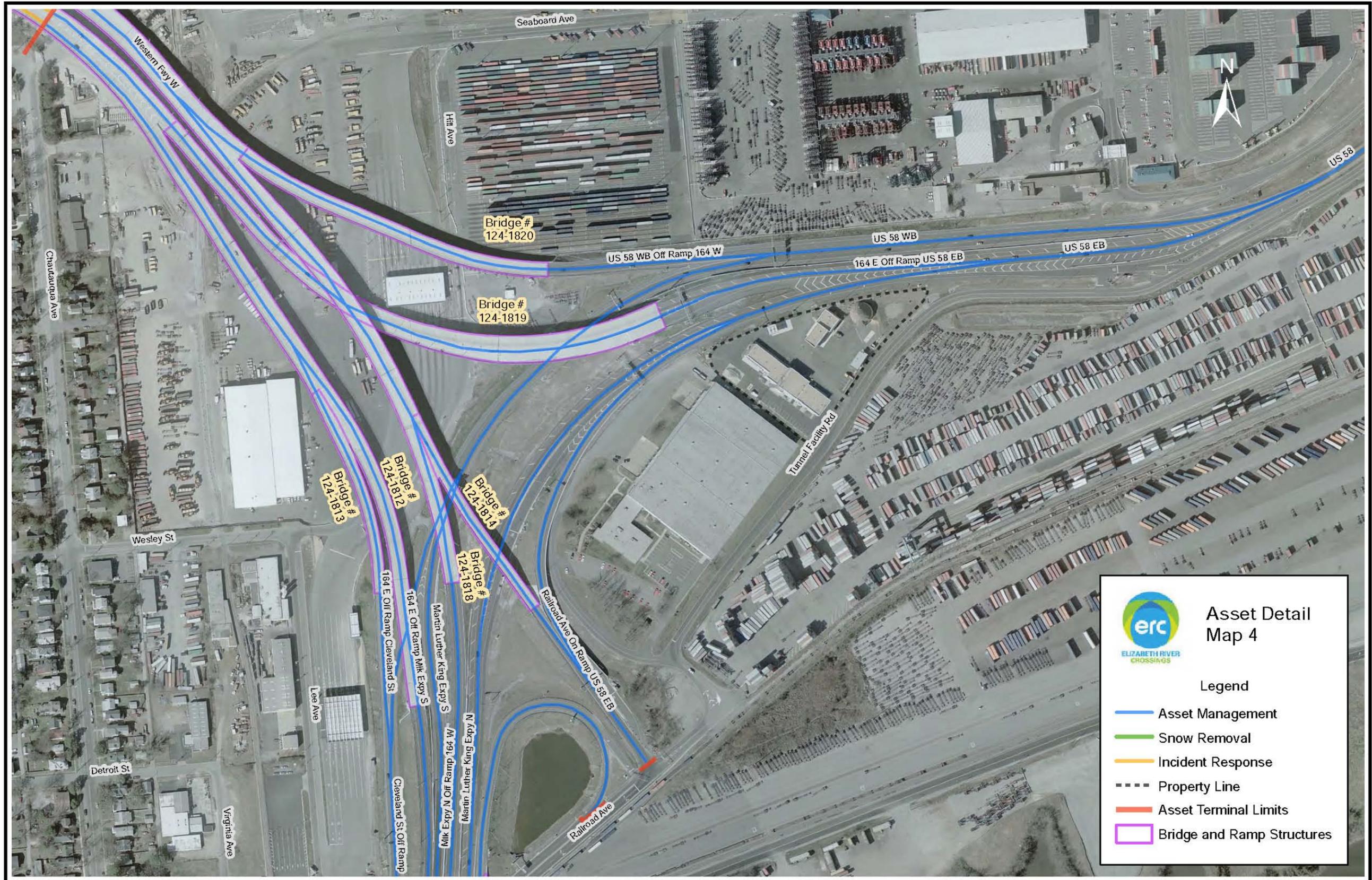
Amber – Incident Management: The Concessionaire is responsible for incident management; removing vehicles and clearing the incident to the standards set forth in the Technical Requirements. Responsibility for operations and maintenance of these roadways and right-of-way remain with the Department.

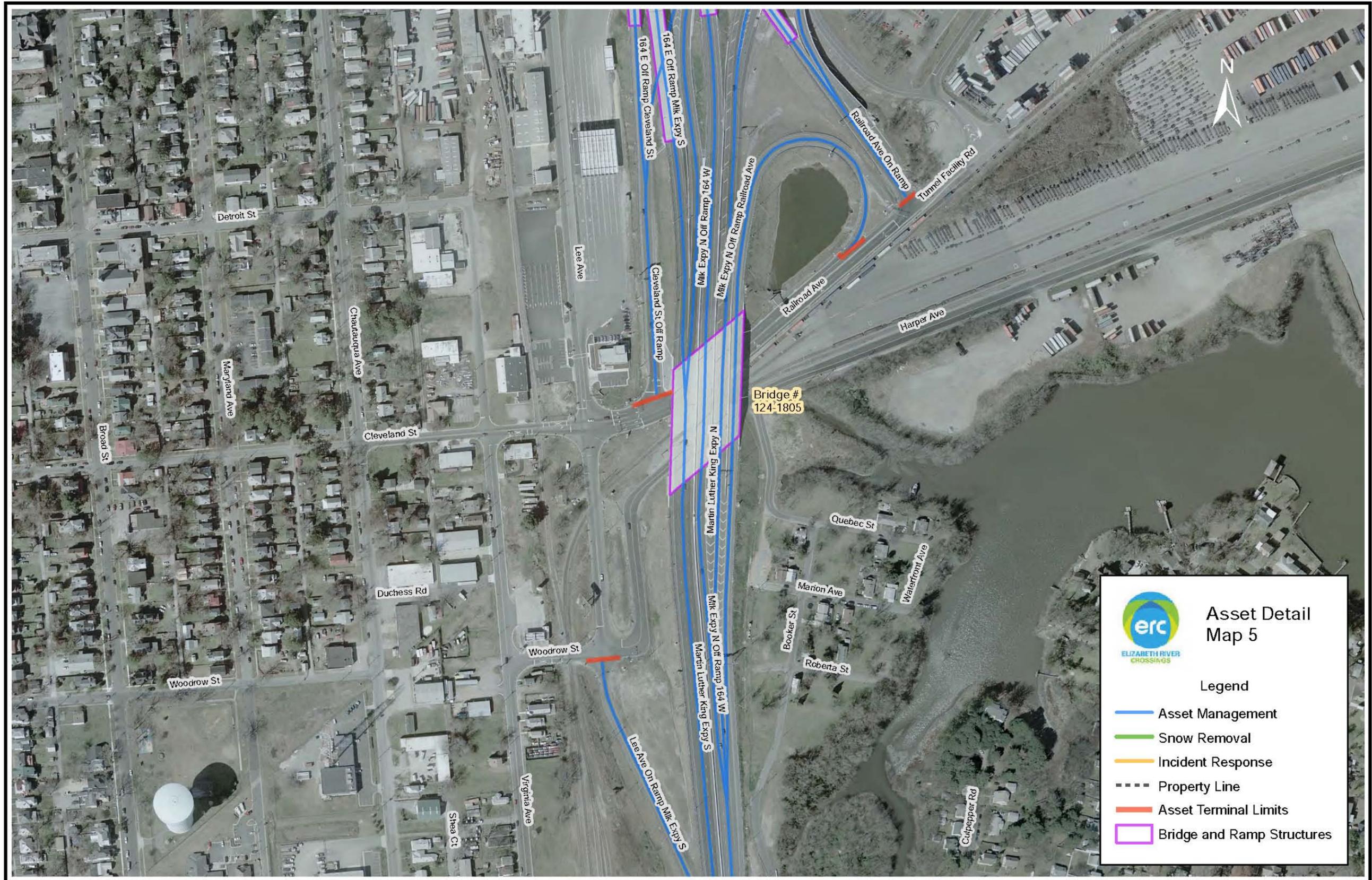








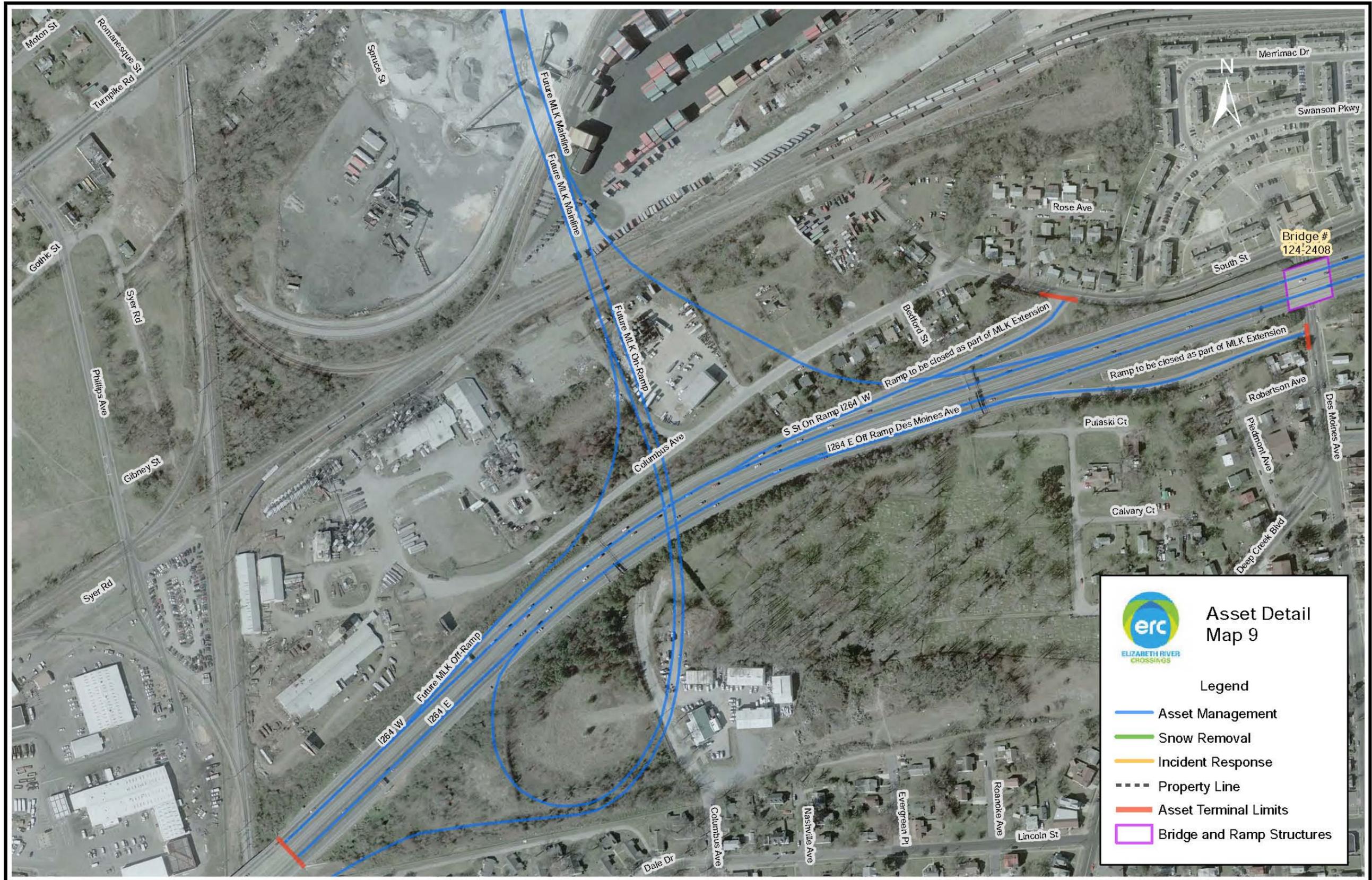




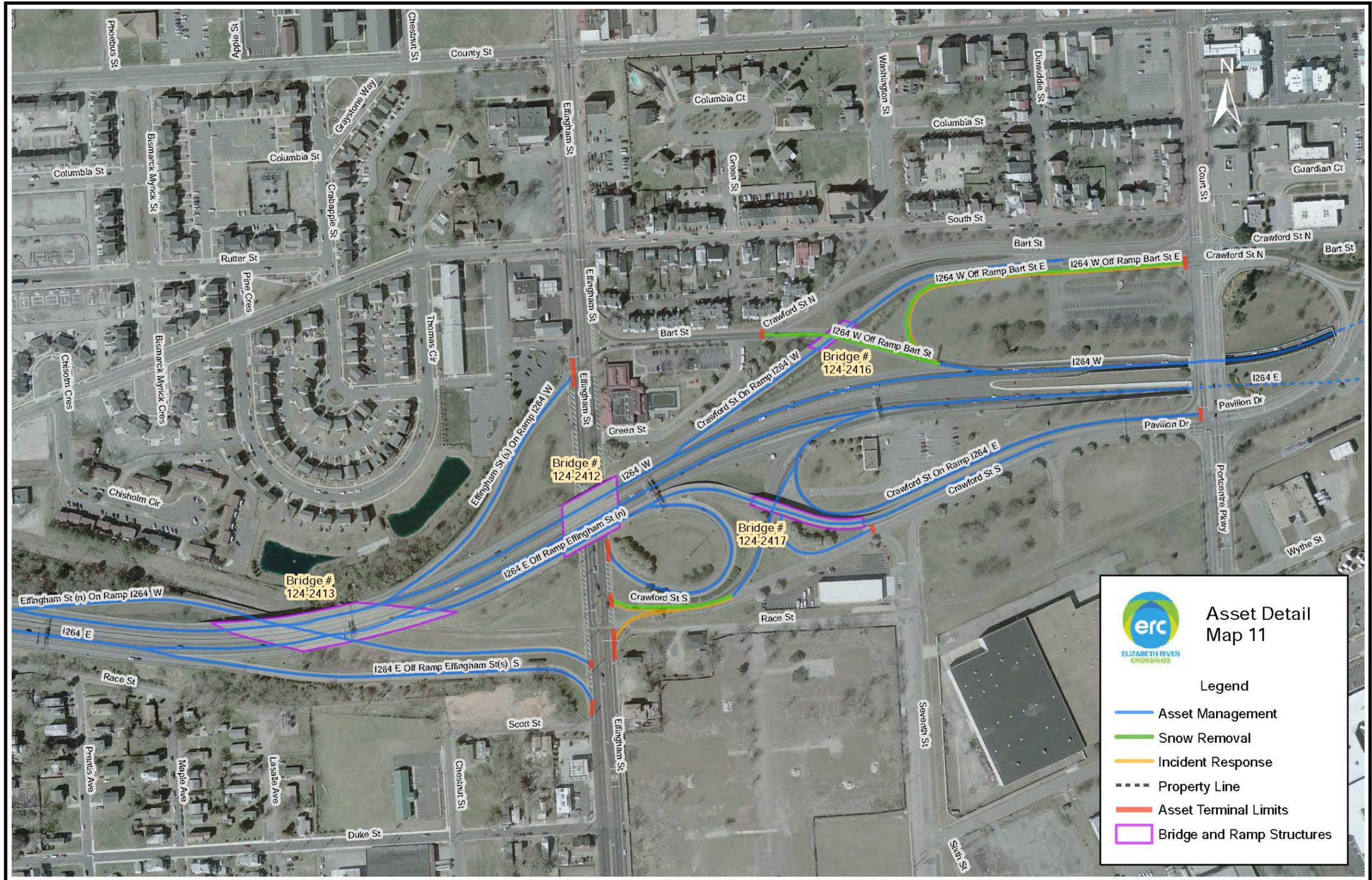




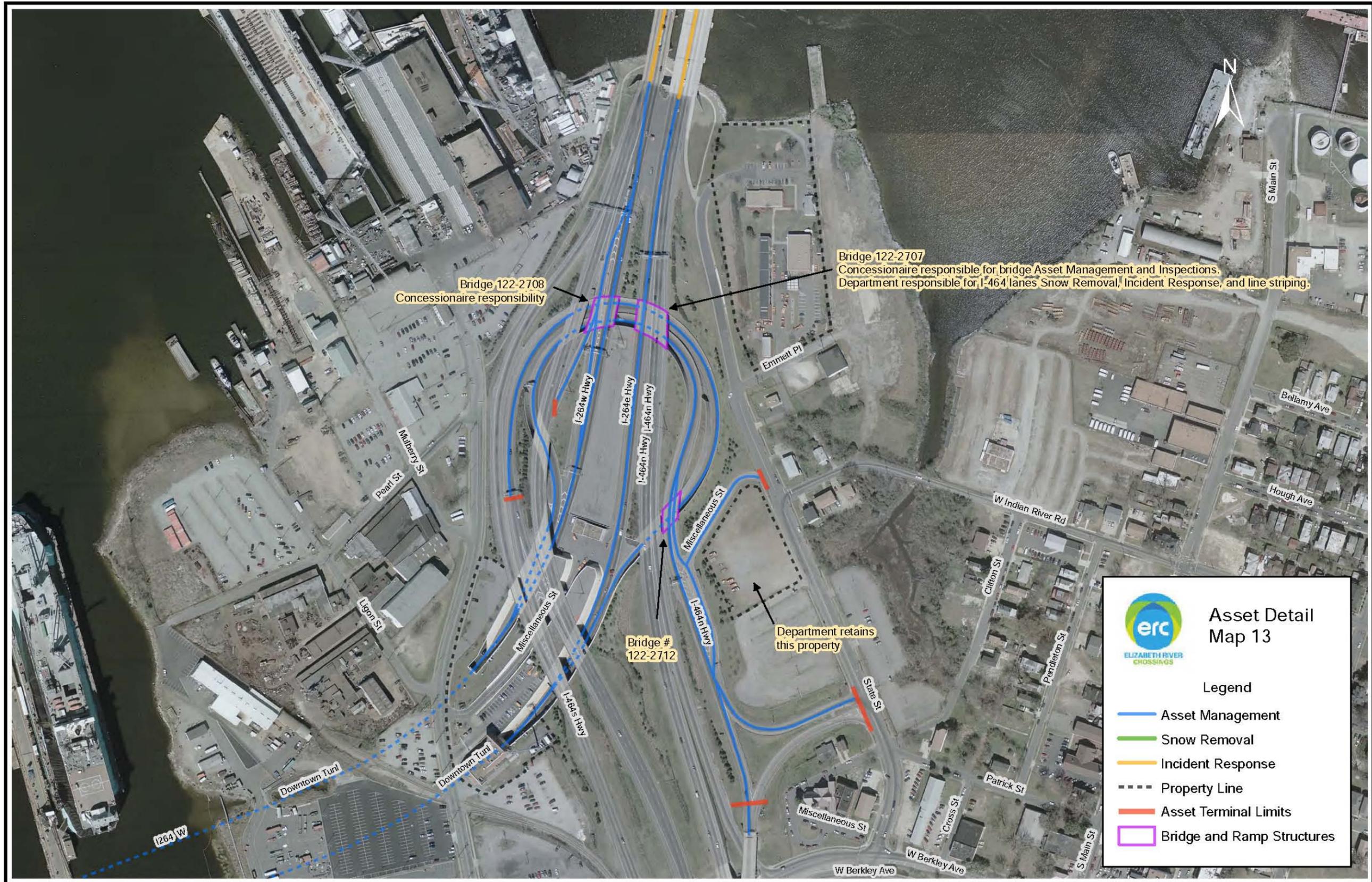


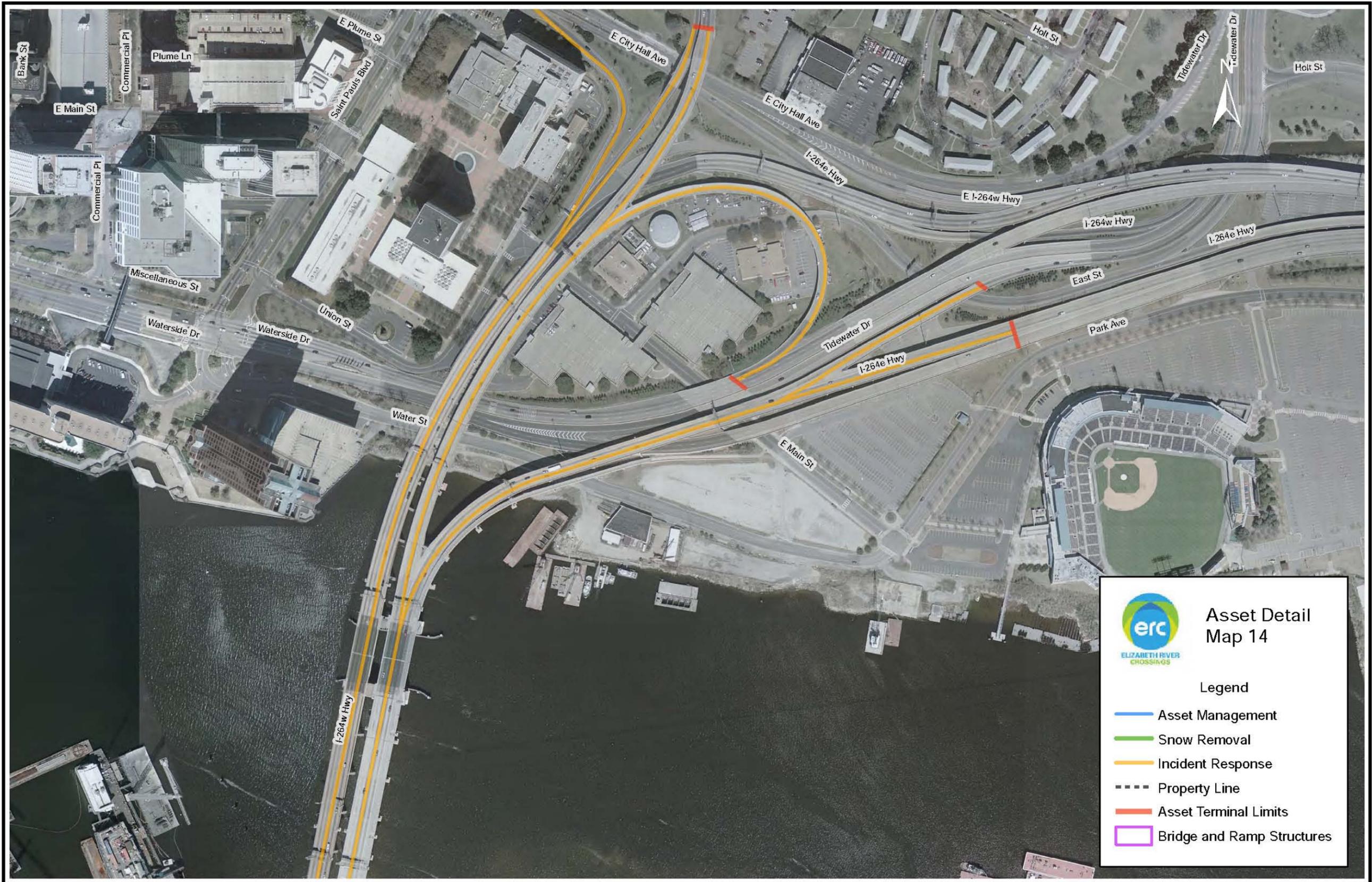




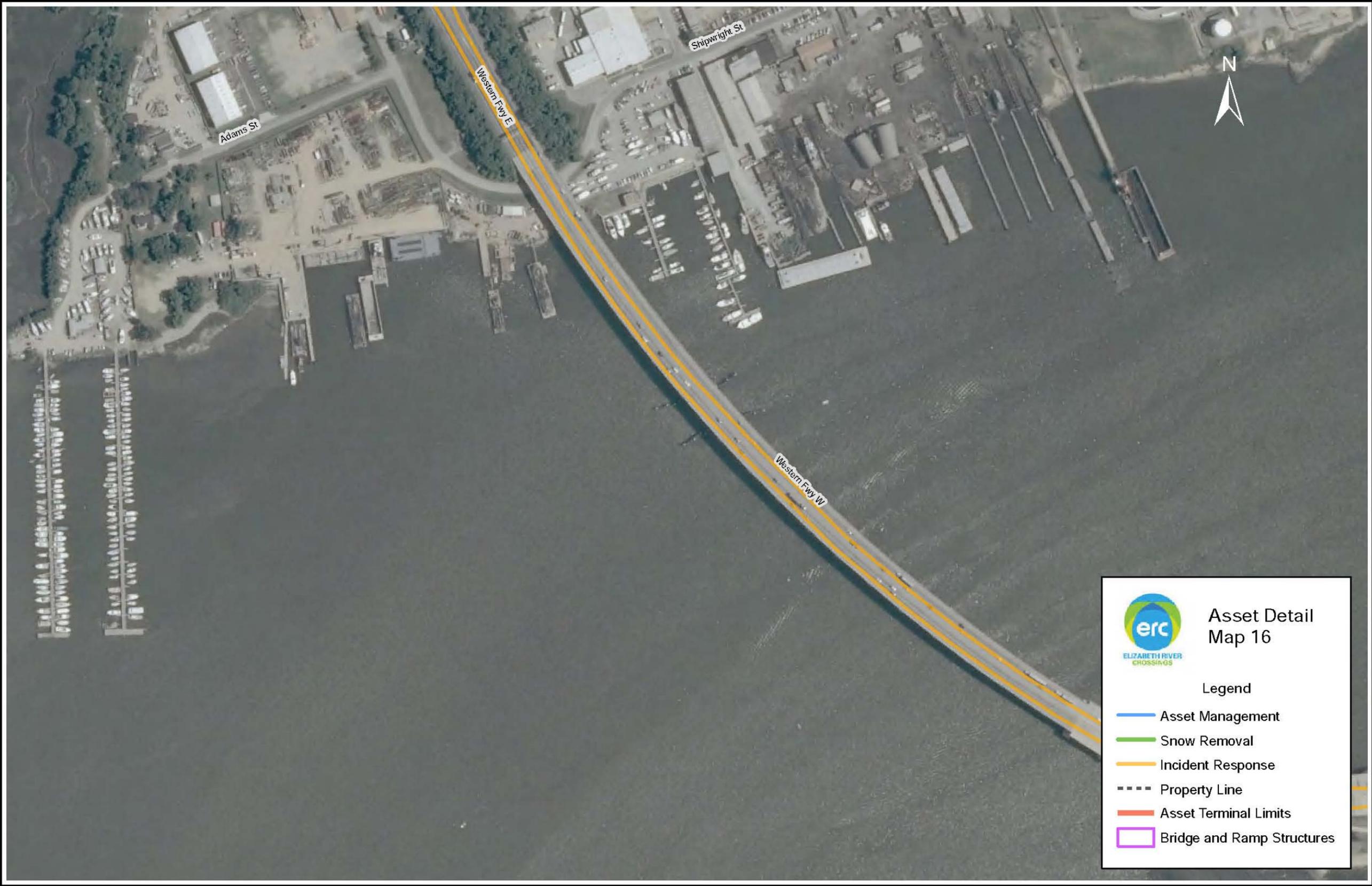






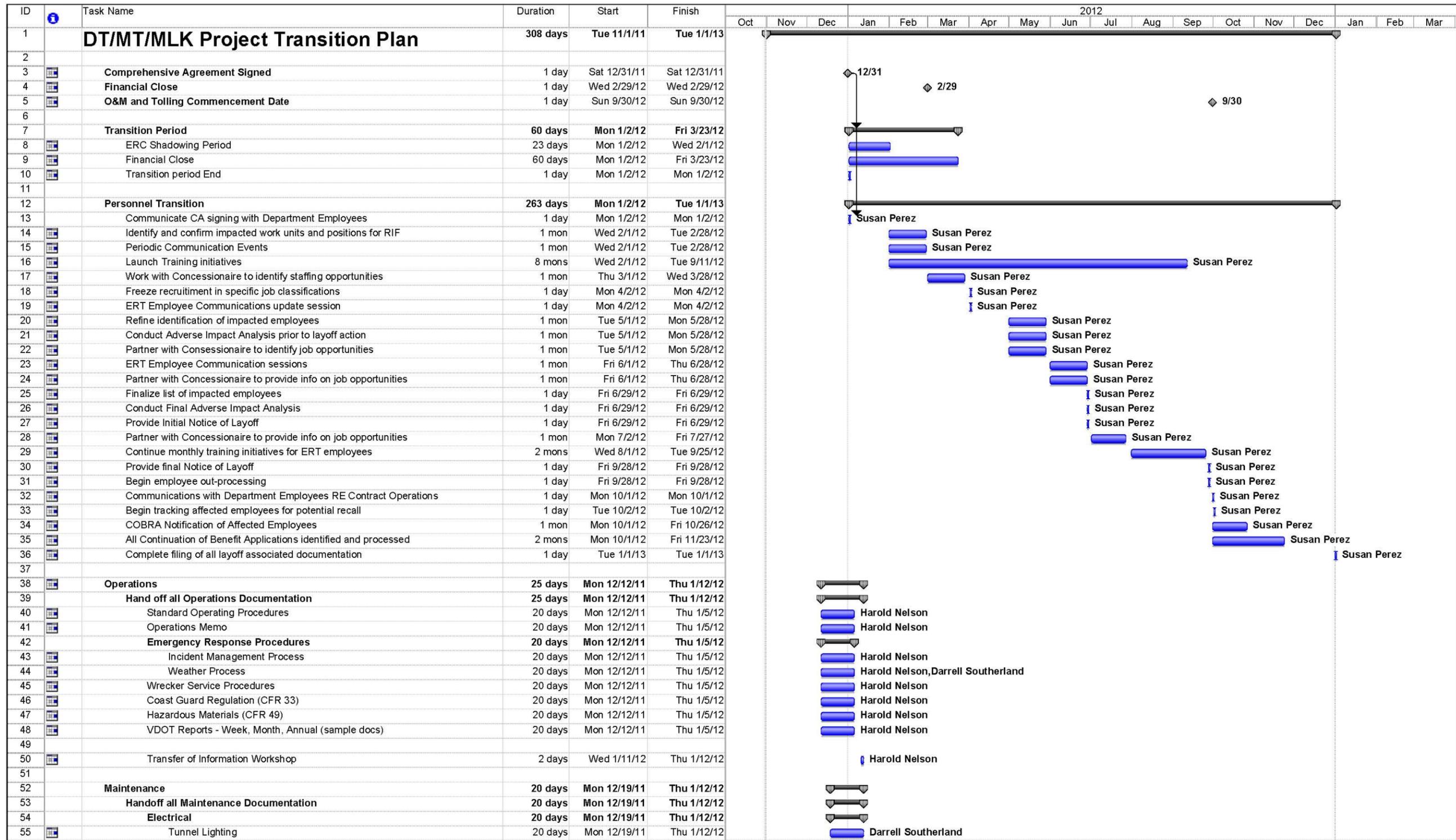








APPENDIX B - Transition Plan Gantt Chart



Project: Transition Plan Final_201110; Date: Mon 10/31/11

Task: [Blue Bar] Progress: [Grey Bar] Summary: [Grey Bar] External Tasks: [Grey Bar] Deadline: [Green Arrow]

Split: [Dotted Line] Milestone: [Diamond] Project Summary: [Grey Bar] External Milestone: [Diamond]

**APPENDIX C – DT/MT/MLK PPTA Reorganization – Internal
Communications and Human Resources Implementation Timetable
(CONFIDENTIAL)**