Dear TAC members,

I hope you are in great health and life is good

First, I want to thank you again for agreeing to serve as a member of the Technical Advisory Committee tasked as a subject matter expert on this Transportation Pooled Fund Study titled “Web-based Traffic Data Visualization and Analysis Tools” solicitation number TPF-5(280).

Your role as a TAC member may include but not limited to drafting and approving the project work statement, selecting the best qualified researchers to conduct the project, review of project progress reports and annual reports, acceptance of project deliverables and final reports and completing implementation activities. If vacancies occur in the TAC the project partner from which the vacancy occurred is to appoint a new technical expert within 30 days of the vacancy occurring.

TAC members should expect to participate in all project-related meetings and briefings. Advanced communication technologies (i.e., conference calls, webinars, and videoconferences) are to be used to the greatest extent possible to participate in meetings and briefings, and reduce the need for unnecessary travel. I anticipate the TAC members will have a minimum of two paid in person meetings to be held in Washington, D. C. for the Kick-Off in October or November this year and in Chicago, Illinois at NATMEC June 29, 2014 at 8:00 am. Please let me know ASAP the travel status within your state and what is required to accommodate your needs and obligation.

I’ve attached the final draft statement of work proposed with your comments addressed in the version of the SOW for you to review and comment. I want to have this finalized and in the FHWA contracting office October 1. (If Gov. is open) If all goes well, I expect to have the Kick-Off meeting with the selected contracted within 3-week after it is approved for release by our contracting office.

Again, I want to thank you for taking time from your busy schedule to help with this unique traffic data visualization work.

Again, thank you for agreeing to serve on the Technical Advisory (TA) panel in this Transportation Pooled Fund Study titled “Web-based Traffic Data Visualization and Analysis Tools” solicitation number TPF-5(280). I’ve attached the SOW for your review.

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