



Consultant Services Authorization

Firm	Carollo Engineers, Inc.
Master Agreement No.	18-064
CSA No.	18-064-04
Project Name	Utilities SCADA Master Plan Update
Project Description	Consultant will provide project management services, facilitate various workshops with staff, coordinate data collection and site visits, and deliver a final SCADA Master Plan Update.
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule (if applicable) Exhibit "D"-Insurance Documents
Duration (in days)	This authorization shall be in full force and effect until the Consultant completes all services as identified in Exhibit "A".
Compensation	\$ 146,800.00
Special Contract Conditions	NA
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0.00 Per Day
Budget Source/Availability	42011.650536150.5666000.6857023

IN WITNESS WHEREOF, the parties hereto have executed this CSA on this ____ day of _____, 20__.

Attest:

STACY M. BUTTERFIELD

POLK COUNTY, a Political subdivision
of the State of Florida

By: _____
Deputy Clerk

By: _____
Chairman
Board of County Commissioners

Date Approved by Board: _____

Review as to form and legal sufficiency


County Attorney's Office Date _____

Attest:

Corporate Secretary

SEAL

Date: _____



Carollo Engineers, Inc.

CONSULTANT COMPANY NAME

 

Authorized Corporate Officer
Victor Godlewski /
Vice President

Norman Anderson/
Associate V.P.

[Printed Name and Title]

Date: 8-19-2022

Exhibit A
Consultant Services Authorization
18-064-04
Polk County Utilities SCADA Master Plan Update

Carollo Engineers, Inc., (Consultant) entered into a Master Consulting Agreement (Agreement) with Polk County, Florida (County) on December 18, 2018. Pursuant to this Agreement, the County has requested that the Consultant provide certain professional services in support of Polk County Utilities SCADA Master Plan Update (Project) as further detailed in this Consultant Services Authorization.

A. Project Background and Description

Polk County Utilities utilizes a Supervisory Control and Data Acquisition (SCADA) system to monitor and control its infrastructure for water treatment and distribution and wastewater collection and treatment. SCADA systems are highly technical and computerized systems that include technology and software that continues to change and evolve. The previous SCADA Master Plan was completed in 2015 to address issues in the SCADA system, implement new technologies, and further harden overall system security. The Project will update the County's existing SCADA master plan by reviewing progress against the previous plan, evaluating previous recommendations and projects that are no longer needed, reviewing the current SCADA system against new technologies to provide new recommendations, and assess the SCADA system's risk to cybersecurity threats.

The County has requested that the Consultant provide professional services in support of the Project.

B. Scope of Services

Upon authorization to proceed from the County, the Consultant will provide the following identified services. The Consultant or their subconsultants shall produce design, bid, and construction documents for the County that are consistent with the Polk County Utilities Standards and Specifications Manual (USSM), latest edition, and other County requirements. This authorization shall be in full force and effect until the Consultant completes all services as described in the Consultant Services Authorization and any subsequent modifications hereto.

Phase 100 – Project Management

Task 101 – Project Management

This task consists of overall management of the Project including contract administration, budget management, invoicing, monthly status reports, scheduling, and coordination with the County and Consultant's subconsultants.

Task 102 – Kick-off Meeting and Review Meetings

The Consultant will attend one kickoff meeting with the County. The Consultant will prepare a meeting agenda and meeting minutes. Meeting minutes shall be distributed within three working days of the date of the meeting.

- Project Kickoff Meeting
 - The Consultant will facilitate a project Kickoff Meeting with County staff to develop and define the County goals and objectives for the SCADA Master Plan and to re-assess the strategic vision of the County's SCADA System. This will be a working meeting with participation from key County staff and stakeholders to discuss the County's strategic vision for SCADA implementation and understand staff preferences. Additionally, the Consultant will review the overall scope, schedule, and budget for preparation of the SCADA Master Plan Update.
- SCADA Hardware and Software Review Workshop
 - This workshop will focus on review of the County's existing SCADA hardware and software to document current standards, review staff issues with current systems, and review status of system replacements and upgrades.
- Cybersecurity and Communications Network Review Workshop
 - This workshop will focus on review of the County's existing SCADA system cybersecurity implementations and overall network communications systems. The status of communication between facilities will be reviewed along with current cybersecurity solutions being used, communication issues, and remote system access.
- Enterprise Data Integration and Reporting Workshop
 - This workshop will focus on the use of SCADA data for reporting, key performance indicators, and engineering and management decision making.

Solutions for SCADA data integration with asset management and GIS systems will be discussed along with solutions for reporting, dashboarding, and analytics.

- SCADA Governance Workshop
 - This workshop will focus on the County's current SCADA group organization, policies and procedures, asset management, document control, and general SCADA system functionality and support.
- Recommendations Review Meeting
 - An evaluation of the current SCADA system will be presented. This evaluation will compare the current state of the SCADA system to the previous SCADA Master Plan to assess progress towards its completion. Additional recommendations will be identified for implementation over the next five years so that the SCADA system remains updated and secure for reliable operation.
- SCADA Master Plan Update Review Meeting
 - The SCADA Master Plan Update will be presented and reviewed in this meeting to summarize new recommended projects and initiatives. Comments from this meeting will be incorporated into the final Master Plan document.
- SCADA Master Plan Summary Meeting
 - This meeting will provide a summary of the final SCADA Master Plan report and review the projects recommended.

Phase 200 – Support Services

No services provided under this phase.

Phase 300 – SCADA System Analysis and Documentation

Task 301 – Data Collection / Site Visits

Consultant will review and use the following SCADA system documentation provided by the County to assess the present state of the SCADA system, compare to the previous SCADA Master Plan, and to assess the condition of SCADA system assets:

- Relevant system maps, GIS maps, and facility site plans
- P&IDs
- Typical Control Panel layout and wiring diagrams
- Network Block Diagrams (LAN, WAN)
- Control System O&M manuals

- HMI System Screen Shots or files
- Standard PLC programs
- Documented process control narratives
- Network documentation to address system communication issues
- County SCADA USSM chapters and any current revisions in process
- Standard Operating Procedures
- SCADA Standards and specifications
- Organizational Charts
- SCADA work order and change management systems and procedures
- Cyber security plans and standards
- Asset lists

The Consultant will develop a Microsoft Teams site for the Project and provide the County access to share documentation on this site. The extent of documentation provided will be determined during the Project kick-off meeting based on documents available and the level of detail necessary to develop the SCADA Master Plan update. An additional site visit will be completed by the Consultant to fill in gaps where necessary information is not completely documented and to review actual installation and site conditions. The site visit will include the following locations at a minimum: Base 1, Northeast Regional Wastewater Treatment Facility (WWTF), Central Water Production Facility (WPF), and a typical residential lift station installed to the County's current USSM standards.

Task 302 – Present State Report

This task consists of the preparation of a Present State Report for the Project. Three (3) hard copies and one (1) electronic copy in Portable Document Format of the report shall be submitted to the County. This report will be an initial draft of the SCADA Master Plan update containing the following chapters:

1. System Visioning
2. Governance
3. PLC and Hardware Assessment
4. SCADA Software Assessment
5. OT Systems Assessment
6. Enterprise Data Integration

7. Cyber and Physical Security Assessment

The System Visioning chapter will include review of the County's existing SCADA system vision and updates to system goals. An updated Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis and improvement themes will be developed. This chapter will also include a review of current SCADA system status versus the existing SCADA master plan projects and recommendations to develop a summary of the current state of the SCADA system.

The Governance chapter will include a review of the following SCADA group aspects:

- Current SCADA group staffing and organization
- Policies and Procedures developed
- Policy and Procedure management
- Change Management
- Work Order Management
- Asset Management

The PLC and Hardware assessment chapter will focus on review of current County SCADA standards and equipment. The Consultant will review current standards to determine if products are current and to provide information on newer models of similar equipment and instruments or new industry trends. Recommendations will be provided to update standards and optimize technology use. Current standards not documented in the USSM will be summarized in this section for future implementation into the County USSM. A summary of the current state of hardware replacements and standardization compared to the recommendations of the previous master plan will be included.

The SCADA software assessment will focus on the current VTScada platform and associated software technologies such as Hach WIMS and MDT Autosave. SCADA system platform alarming, trending, and historical data use will be analyzed to determine whether system capabilities are in line with industry standards and meet operational needs. Supplementary software systems related to the SCADA system and its data will also be analyzed to determine if systems are up to date and provide the County with all desired functionalities. SCADA graphics will be reviewed, and recommendations made in regards to standardization, ease of use, and current industry best practices. Accessibility of the SCADA system will also be reviewed to determine if all users have the access necessary to perform their job functions. A summary of

the current state of SCADA software deployment and standardization compared to the recommendations of the previous master plan will be included.

Operational Technology (OT) systems include servers, network switches, firewalls, operating systems, and other common computer and software technologies that support the SCADA system infrastructure. These systems will be assessed to determine if versions and models of software and equipment are current, determine if all system requirements are being met, and plan future upgrades. A summary of the current state of OT system deployment and standardization compared to the recommendations of the previous master plan will be included.

The Enterprise Data Integration chapter will summarize the County's current use of SCADA system data and potential data integrations. Potential integrations will focus on the need for SCADA data to better perform maintenance, engineering planning, and overall utility management. Current key performance indicators (KPIs) used by the County will be reviewed along with current dashboarding and planning strategies in order to determine how SCADA data can best benefit the County. Current data connections between the SCADA system and other data systems will be reviewed along with other County software platforms to determine strategies for data exchange and overall data visualization. Recommendations will be made on how to exchange data between platforms, develop reports for system maintenance and management, develop KPIs for management, and utilize SCADA data for engineering studies and planning.

The Cyber and Physical security assessment will look at the overall security posture of the SCADA system and physical security aspects that the SCADA group also manages. The cybersecurity portion of the report will include a review of previous assessments such as the AWIA 2018 report and any previous penetration testing. An updated assessment will be performed using the ICS-CSET utility to provide a current assessment. Recommendations will be developed to reduce the overall SCADA system attack surface, implement mitigation solutions, and enhance cybersecurity planning and governance. For physical security, the current installation compared to the recommendations of the previous master plan will be summarized as well as the overall completeness of the physical security implementations. Recommendations will be provided to enhance physical security and to develop security guidelines related to the SCADA system.

Phase 400 – Master Plan Report

Task 401 – Recommendations and Projects

Consultant will summarize all proposed recommendations and projects in a presentation document. A draft schedule and engineer's estimate of probable cost will be established to build an initial project implementation plan and budget covering the next 5 years. This plan will be reviewed with the County to determine if the plan is manageable under current staff workloads and fits within the County's operating and CIP budget expectations. A workshop will be held by the Consultant to review all aspects of the proposed projects with the County. Consultant will then incorporate comments into the draft SCADA Master Plan report.

Task 402 – Draft SCADA Master Plan Report

The Consultant will prepare and submit draft SCADA Master Plan documents consisting of the following:

- One (1) copy of a tabular summary of the Consultant's responses to comments provided by the County for the Present State Report submittal;
- Draft SCADA Master Plan Report consisting of three (3) bound copies and one (1) electronic copy in Portable Document Format.
- One (1) copy of an updated Engineer's Opinion of Probable Construction Cost for each master plan project identified.

The SCADA Master Plan report for the County's water and wastewater infrastructure will be developed using the Present State Report as the initial report sections and incorporating all information from the project. A new chapter will be added to the report to summarize the recommended projects and outline other tasks to further upgrade the County's SCADA system. The SCADA Master Plan Report will be submitted to the County for review and comment. Consultant will facilitate a meeting with the County to discuss comments on the Draft Report.

Task 403 – Final SCADA Master Plan

The Consultant will prepare and submit Final SCADA Master Plan report consisting of the following:

- One (1) copy of a tabular summary of the Consultant's responses to comments provided by the County for the draft SCADA Master Plan submittal;

- SCADA Master Plan consisting of three (3) bound copies and one (1) electronic copy in Portable Document Format.

C. Deliverables

The Consultant shall prepare and submit to the County, including electronic format when applicable, the following deliverables:

Task	Activity	Deliverable
102	Meetings	Meeting agenda and minutes
302	Present State Report	Three (3) hard copies and one (1) electronic copy
402	Draft SCADA Master Plan Report	Three (3) hard copies and one (1) electronic copy
403	SCADA Master Plan Report	Three (3) hard copies (one signed / sealed) and one (1) electronic copy (signed / sealed)

D. Schedule

Consultant will proceed with the services identified herein immediately upon receipt of an executed copy of this Consultant Services Authorization and a formal Notice-to-Proceed from the County. The projected schedule for the performance of services described herein is included as Attachment A-1. An updated electronic version of the Project schedule in Microsoft Project will be provided to the County within 10 working days from the issuance of the Notice-to-Proceed. Delivery of the schedule may be in other electronic formats so long as they accurately portray the approved scope of services with sufficient detail subject to staff approval.

E. Compensation

This Consultant Services Authorization establishes a not-to-exceed cost of \$146,800. Compensation for the services performed under this Consultant Services Authorization shall be on an hourly, not-to-exceed basis using the current hourly rate schedule as set forth in Master Consulting Agreement 18-064. Other direct costs or expenses incurred in connection with this Consultant Services Authorization will not be invoiced as these expenses have been accounted

for in the rate multiplier associated with the Master Consulting Agreement referenced above. A summary of the estimated labor costs is provided in Attachment A-2 for reference only. Each invoice submittal shall include a tabular summary of the originally estimated labor costs by phase in accordance with Attachment A-2, fees invoiced to date, and the balance remaining per phase. The transfer of funds between defined phases is not permitted unless approved in advance in writing by the County Utilities Director. To request consideration for such a transfer, the Consultant must submit satisfactory written justification to transfer unused funds from phases with completed tasks or tasks clearly tracking under budget to phases with tasks requiring additional funding. In addition, the transfer of funds shall not exceed the total authorized fee for the Project.

The not-to-exceed cost for this Consultant Services Authorization includes contingency funds in the amount of \$10,000. The contingency funds authorized for use on this Consultant Services Authorization may only be expended upon written approval from the County's Utilities Director. Adequate justification must be provided by the Consultant for the release of contingency funds. Any out-of-scope services performed requiring the release of contingency funds will be considered at-risk and may not be compensated until, or if, written approval is granted by the County's Utilities Director.

The Consultant will minimally provide a consultant invoice summary with each invoice, based on a mutually agreed-upon breakdown of phases and tasks in Attachment A-2 that reflect the effort and deliverables submitted to the County. The summary will depict the overall phases, associated budgets, amounts invoiced to date, and balance remaining. Invoices for compensation submitted by the Consultant will include the reviewed and approved consultant invoice summary, an updated Project schedule, notarized affidavits, and the monthly status report.

Invoices for not-to-exceed projects shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documentation may be requested by the County and, if so requested, shall be furnished by the Consultant to the County Auditor's satisfaction. In addition, all invoices shall be submitted with the Consultant Services Authorization number, purchase order number, and the Polk County Utilities Project and Records Room numbers on the invoice.

F. County's Responsibilities

The County will provide the following information to the Consultant and / or perform the following services related to the Project:

- The County shall provide all previous reports, O&M documents, and other readily available information as requested.
- The County will provide all required information within the period established in the schedule contained in this Scope of Services. The schedule is based on timely receipt of data from the County.
- The County shall attend all meetings to maintain the progress of the project according to the schedule.
- The County shall review draft deliverables and provide comments to the consultant within a 21 day period.

G. Services Not Included

The following services are not included in the Scope of Services for the Project:

- Detailed design services such as contract drawings and specifications.

H. Assumptions

The Scope of Services and compensation arrangement outlined in this Consultant Services Authorization are based on the following assumptions:

- Project is an update to the County's existing SCADA Master Plan.
- Consultant shall be entitled to use and reasonably rely upon information and services provided by the County or others in performing Consultant's services hereunder.
- Current County standards and SCADA hardware and software platforms are current and correct and do not require an evaluation or new selection.
- In providing opinions of cost, financial analyses, economic feasibility projections, schedules, and quantity and/or quality estimates for potential projects, Consultant has no control over cost or price of labor and material; unknown or latent conditions of existing equipment or structures that may affect operation and maintenance costs; competitive

bidding procedures and market conditions; time or quality of performance of third parties; quality, type, management, or direction of operating personnel; the incoming water quality and/or quantity; the way County's plant(s) and/or associated processes are operated and/or maintained; and other economic and operational factors that may materially affect the ultimate project elements, including, but not limited to, cost or schedule. Therefore, Consultant makes no warranty that County's actual project costs, financial aspects, economic feasibility, schedules, and/or quantities or quality realized will not vary from Consultant's opinions, analyses, projections, or estimates and Consultant will not be liable to and/or indemnify County and/or any third party related to any inconsistencies between Consultant's projections and estimates and actual costs and/or quantities realized by County and/or any third party in the future, except to the extent such inconsistencies are caused by Consultant's negligent performance hereunder.

- The services to be performed by Consultant are intended solely for the benefit of the County. No person or entity not a signatory to this Services Authorization shall be entitled to rely on Consultant's performance of its services hereunder, and no right to assert a claim against Consultant by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Services Authorization or the performance of Consultant's services hereunder.

The remainder of this page is intentionally left blank.

Attachement A-1: Schedule

ID	Task Name	Duration	Start	Finish	October	November	December	January	February	March	April	May	June
1	Task 100 - Project Management	240 days	Mon 10/17/22	Tue 6/13/23									
2	Task 101 - Project Management	240 days	Mon 10/17/22	Tue 6/13/23									
3	Task 102 - Kickoff Meeting and Review Meetings	240 days	Mon 10/17/22	Tue 6/13/23									
4	Kickoff Meeting	1 day	Mon 10/17/22	Mon 10/17/22									
5	SCADA Hardware and Software Review Works	1 day	Mon 11/14/22	Mon 11/14/22									
6	Cybersecurity and Communications Network Review Workshop	1 day	Tue 11/15/22	Tue 11/15/22									
7	Enterprise Data Integration and Reporting Wo	1 day	Wed 11/16/22	Wed 11/16/22									
8	SCADA Governance Workshop	1 day	Thu 11/17/22	Thu 11/17/22									
9	Recommendations Review Meeting	1 day	Fri 3/10/23	Fri 3/10/23									
10	SCADA Master Plan Update Review Meeting	1 day	Fri 5/12/23	Fri 5/12/23									
11	SCADA Master Plan Summary Meeting	1 day	Tue 6/13/23	Tue 6/13/23									
12	Task 300 - Analysis and Documentation	113 days	Mon 10/17/22	Mon 2/6/23									
13	Task 301 - Data Collection / Site Visits	45 days	Mon 10/17/22	Wed 11/30/22									
14	Task 302 - Present State Report	81 days	Fri 11/18/22	Mon 2/6/23									
15	Present State Report	60 days	Fri 11/18/22	Mon 1/16/23									
16	County Review	21 days	Tue 1/17/23	Mon 2/6/23									
17	Task 400 - Master Plan Report	125 days	Wed 2/8/23	Mon 6/12/23									
18	Task 401 - Recommendations and Projects	30 days	Wed 2/8/23	Thu 3/9/23									
19	Task 402 - Draft SCADA Master Plan Report	63 days	Fri 3/10/23	Thu 5/11/23									
20	Draft SCADA Master Plan Report	42 days	Fri 3/10/23	Thu 4/20/23									
21	County Review	21 days	Fri 4/21/23	Thu 5/11/23									
22	Task 403 - Final SCADA Master Plan	32 days	Fri 5/12/23	Mon 6/12/23									

Polk County Utilities
MASTER AGREEMENT FOR PROFESSIONAL SERVICES - AGREEMENT NO. 18-064
SCADA Master Plan Update
Carollo Proposal # 18-064-04
Attachment A-2

Table: Total Budget Summary

Task	Task Description	Labor Categories					Labor Hours	Carollo Totals	
		Senior Professional	Lead Professional	Project Professional	Assistant Professional	Word Processing		Labor Fee	Total Fee - Carollo
	Straight Time Billing Rate	\$240.00	\$185.00	\$160.00	\$115.00	\$100.00			
000	Contingency	40	0	0	0	4	44	\$10,000.00	\$10,000.00
000	Contingency	40				4	44	\$10,000.00	\$10,000.00
100	Project Management	116	24	44		16	200	\$40,920.00	\$40,920.00
101	Project Management	40				16	56	\$11,200.00	\$11,200.00
102	Kickoff Meeting and Review Meetings	76	24	44			144	\$29,720.00	\$29,720.00
300	Preliminary Design	112	56	80	56	32	336	\$59,680.00	\$59,680.00
301	Data Collection and Site Visits	28	16	40	32		116	\$19,760.00	\$19,760.00
302	Present State Report	84	40	40	24	32	220	\$39,920.00	\$39,920.00
400	Final Design Documents	88	24	40	16	24	192	\$36,200.00	\$36,200.00
401	Recommendations and Projects	32	8	16	8		64	\$12,640.00	\$12,640.00
402	Draft SCADA Master Plan Report	32	16	16	8	8	80	\$14,920.00	\$14,920.00
403	Final SCADA Master Plan Report	24		8		16	48	\$8,640.00	\$8,640.00
								Project Total	\$146,800.00



CERTIFICATE OF LIABILITY INSURANCE

7/4/2023

DATE (MM/DD/YYYY)

8/17/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kctsu@lockton.com	CONTACT NAME:	FAX (A/C, No):	
	PHONE (A/C, No, Ext):	E-MAIL ADDRESS:	
INSURED 1472725 CAROLLO ENGINEERS, INC. 2795 MITCHELL DR. WALNUT CREEK CA 94598-1601	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Zurich American Insurance Company		16535
	INSURER B: Travelers Property Casualty Co of America		25674
	INSURER C: Continental Casualty Company		20443
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** 18800249 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	Y	Y	GLO 9730569	7/4/2022	7/4/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	BAP 9730571	7/4/2022	7/4/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX DED: COMP/COLL \$ 1,000
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$	Y	Y	CUP-1S956429-22-NF	7/4/2022	7/4/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☒ N/A		Y	WC 9730570	7/4/2022	7/4/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	PROFESSIONAL LIABILITY UNLIMITED PRIOR ACTS	N	N	AEH 288354410	7/4/2022	7/4/2023	EACH CLAIM: \$2,000,000; AGGREGATE: \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
SEE ATTACHED

CERTIFICATE HOLDER**CANCELLATION** See Attachments

18800249
POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
330 W. CHURCH STREET MC #AS05
BARTOW FL 33830

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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RE: Utilities SCADA Master Plan Update, CSA No. 18-064-04. POLK COUNTY IS AN ADDITIONAL INSURED AS RESPECTS GENERAL LIABILITY, AUTO LIABILITY AND UMBRELLA/EXCESS LIABILITY, AS REQUIRED BY WRITTEN CONTRACT. WAIVER OF SUBROGATION APPLIES TO GENERAL LIABILITY, AUTO LIABILITY, UMBRELLA/EXCESS LIABILITY, AND WORKERS COMPENSATION/EMPLOYER'S LIABILITY WHERE ALLOWED BY STATE LAW AND AS REQUIRED BY WRITTEN CONTRACT. CONTRACTUAL LIABILITY IS INCLUDED IN THE GENERAL LIABILITY SUBJECT TO THE POLICY TERMS, CONDITIONS AND EXCLUSIONS. XCU COVERAGE IS INCLUDED UNDER THE GENERAL LIABILITY COVERAGE SUBJECT TO THE POLICY TERMS, CONDITIONS AND EXCLUSIONS. GENERAL LIABILITY INCLUDES SEVERABILITY OF INTERESTS. THE EXCESS LIABILITY IS CONSIDERED FOLLOW FORM OVER THE GENERAL LIABILITY, AUTO LIABILITY AND EMPLOYERS LIABILITY SUBJECT TO THE POLICY TERMS, CONDITIONS AND EXCLUSIONS.

POLICY NUMBER
BAP 9730571

COMMERCIAL AUTO
CA 04 44 10 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: Zurich American Insurance Company

Endorsement Effective Date: 7/4/2022

SCHEDULE

Name(s) Of Person(s) Or Organization(s):

Any person or organization you are required to waive your rights of recovery in a written contract, agreement or permit with the named insured.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

Waiver Of Subrogation (Blanket) Endorsement

Policy No. GLO 9730569

Eff. Date of Pol. 7/4/2022

Exp. Date of Pol. 7/4/2023

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

The following is added to the Transfer Of Rights Of Recovery Against Others To Us Condition:
If you are required by a written contract or agreement, which is executed before a loss, to waive your rights of recovery from others, we agree to waive our rights of recovery. This waiver of rights applies only with respect to the above contract(s) and shall not be construed to be a waiver with respect to any other operations in which the insured has no contractual interest.

U-GL-925-A CW (12/01)

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WC 00 03 13
(Ed. 04-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Any person or organization you are required to waive your rights of recovery in a written contract, agreement or permit with the Named Insured.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Policy No. WC 9730570

Insured CAROLLO ENGINEERS, INC.

Insurance Company Zurich American Insurance Company

WC 00 03 13

POLICY NUMBER: GLO 9730569

COMMERCIAL GENERAL LIABILITY
CG 20 37 12 19**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
Any person or organization, other than an architect, engineer or surveyor, whom you are required to add as an additional insured under this policy under a written contract mark or written agreement executed prior to loss.	Any Location or project, other than a wrap-up or other consolidated insurance program location or project for which insurance is otherwise separately provided to you by a wrap-up or other consolidated insurance program
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance.

POLICY NUMBER: GLO 9730569

COMMERCIAL GENERAL LIABILITY
CG 20 10 12 19**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Any person or organization, other than an architect, engineer or surveyor, whom you are required to add as an additional insured under this policy under a written contract or written agreement executed prior to loss.	Any Location or project, other than a wrap-up or other consolidated insurance program location or project for which insurance is otherwise separately provided to you by a wrap-up or other consolidated insurance program
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- C.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance.