

## **MASTER CONSULTING AGREEMENT**

**THIS AGREEMENT** is entered into as of the Effective Date (defined in Section 1.1 below) by and between Polk County (the “County”), a political subdivision of the State of Florida, situated at 330 West Church Street, Bartow, Florida 33830, Carollo Engineers, Inc. (the “Consultant”) a Delaware corporation, located at 2795 Mitchell Drive, Walnut Creek, California 94598, and whose Federal Employer Identification Number is 86-0899222.

**WHEREAS**, County owns and operates a variety of public facilities and improvements; and,

**WHEREAS**, County requires certain professional services in connection with the planning, design, permitting, and construction phase engineering services for water, wastewater, and reclaim water facilities and professional services to support regulatory permitting, planning, and compliance for the County’s potable water, wastewater, and reclaim water systems; and

**WHEREAS**, the County has solicited for these services via RFP 23-448, an advertised request for proposals (the “RFP”), and has received numerous responsive proposals thereto; and

**WHEREAS**, pursuant to the RFP, the County has selected the Consultant and the Consultant remains agreeable to providing the County the professional services described herein, and the Consultant represents that it is capable and prepared to do so according to the terms and conditions stated herein.

**NOW, THEREFORE**, in consideration of the mutual understandings and covenants set forth herein, the parties hereby agree, as follows:

1.0 **Term**

1.1 This Agreement shall take effect on the date of its execution by the County (the “Effective Date”).

1.2 The term of this Agreement shall be for a five (5) year time period, commencing upon the Effective Date and remaining in full force and effect thereafter, unless otherwise sooner terminated as provided herein.

2.0 **Services to Be Performed by Consultant**

2.1 Consultant shall perform the services as generally described in (i) the County’s Request for Proposals RFP 23-448, to include all attachments and addenda, and (ii) the Consultant’s responsive proposal thereto (collectively, (i) and (ii) are “RFP 23-448”) all of which are incorporated into

this Agreement by this reference, attached hereto as a composite Exhibit “A” and made a part of this Agreement, and as may be further specifically designated and authorized by the County, in writing (collectively, the “Services”). Such authorization will be referred to as a Consultant Services Authorization (“CSA”) or a Contract Purchase Order (“CPO”) and all provisions of this Agreement apply to the CSA/CPO with full force and effect as if appearing in full within each CSA/CPO. Each CSA/CPO will set forth a specific Scope of Services, maximum limit of compensation, schedule, liquidated damages and completion date, and shall become effective upon the due execution.

2.2 The Consultant is not authorized to undertake any project without a duly executed CSA/CPO, which shall specify the work to be performed and the time to be completed. Consultant recognizes that the County may employ several different consultants to perform the work described and that the Consultant has not been employed as the exclusive agent to perform any such services.

2.3 When the Consultant and the County enter into a CSA/CPO where the term of the CSA/CPO expires on a date that is later than the date that the Master Consulting Agreement (MCA) expires, the Consultant and the County agree that the terms of the MCA and any amendments, attachments or provisions thereof are automatically extended until the expiration (including any extension or amendment thereto) or full completion of the requirements of the CSA/CPO have been performed. Cancellation by the County of any remaining work prior to the full completion of the requirements of the CSA/CPO shall cause the terms of the MCA to terminate at the same time. This provision only applies when the expiration of the CSA/CPO extends beyond the expiration of the MCA. It does not apply when a CSA/CPO expires or is cancelled prior to the expiration of the MCA.

### 3.0 **Compensation**

#### 3.1 **General**

3.1.1 The County shall pay Consultant in accordance with Exhibit “B”, "Fee Schedule", which is attached hereto and incorporated by reference as part of this Agreement. The fee schedule identifies all job classifications, which will perform billable services pursuant to this Agreement and the fee for each job classification. Performance of work by personnel in job classifications not listed on the fee schedule will result in nonpayment for such services.

3.1.2 Upon the mutual agreement of the parties, the Fee Schedule, as set out in Exhibit "B" may be adjusted by a written Amendment to the Master Consulting Agreement annually beginning one year from the Effective Date of this Agreement. Such amendment must be executed by both parties and shall operate prospectively only and shall not alter fee schedules for CSA's/CPO's in effect at the time of the amendment.

3.1.3 Compensation may be negotiated as a not to exceed price or a lump sum amount on a per-project basis, on each individual CSA/CPO.

3.1.4 In the event a not to exceed price is negotiated, compensation shall be billed and paid based on and in accordance with the Hourly Rate Schedule attached hereto and incorporated herein as Exhibit "B". The Hourly Rate Schedule identifies all job classifications which will perform billable services pursuant to this Agreement and the fee for each job classification. Performance of work by personnel in job classifications not listed on the fee schedule will result in nonpayment for such services.

3.1.5 Invoices must reference the applicable CSA/CPO number, using an invoice form approved by the County Auditor.

3.1.6 Each individual invoice shall be due and payable forty-five (45) days after receipt by the County of correct, fully documented, invoice, in form and substance satisfactory to the County with all appropriate cost substantiations attached. All invoices shall be delivered, as applicable based on the particular project:

Polk County Utilities Division  
P.O. Box 9005, UT01  
Bartow, FL 33830  
Attention: Director

3.1.7 In order for both parties herein to close their books and records, the Consultant will clearly state "Final Invoice" on the Consultant's final/last billing to the County. This certifies that all services have been properly performed and all charges and costs have been invoiced to the County. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the Consultant.

3.1.8 Payment of the final invoice shall not constitute evidence of the County's acceptance of the work

3.1.9 Invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documents may be requested by County and, if so requested, shall be furnished by Consultant to County Auditor's satisfaction.

3.1.10 By submission of an invoice, the project manager or designated payroll officer is deemed to be attesting to the correctness and accuracy of time charges and requested reimbursements.

3.1.11 Pursuant to Section 3.1.4, if a not to exceed fee is negotiated, invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. Alternatively, if a lump sum amount is negotiated, invoices shall be made upon the completion of each phase of the work in proportion to the Services performed, as specifically set forth in the applicable CSA or CPO. Additional documentation may be requested by the County and, if so requested, shall be furnished by the Consultant to the County Auditor's satisfaction.

## 3.2 Reimbursable

3.2.1 All requests for payment of out-of-pocket expenses eligible for reimbursement per the negotiated CPO or CSA shall be reimbursed in accordance with the County's Reimbursable Schedule, Exhibit "C", and include copies of paid receipts, invoices or other documentation acceptable to the County's Auditor. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in this Agreement, CSA, or CPO.

3.2.2 Reimbursable Expenses are the actual, pre-approved, expenses incurred directly in connection with the applicable CSA or CPO, and include:

Sub-Consultant  
Special Consultants

3.2.3 Mileage and associated travel costs shall be reimbursed in accordance with F.S. 112.061 and County policy for pre-approved out-of-county travel (excluding travel from home offices located outside of Polk County to the Polk County line).

3.2.4 All assets, i.e. durable goods, purchased as reimbursable expenses become the property of the County upon completion of the work for which the asset was utilized. All such assets must be surrendered by delivery to the Polk County Utilities Division offices upon demand, termination of the Agreement, or the conclusion of the project, whichever occurs first.

3.2.5 Consultant shall maintain a current inventory of all such assets.

#### 4.0 **Insurance**

##### 4.1 **General Provisions**

4.1.1 Consultant shall maintain, at all times, the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below and provide the County with a Certificate of Insurance and an opportunity to inspect a certified copy of each policy applicable to this Agreement followed thereafter by an annual Certificate of Insurance satisfactory to the County to evidence such coverage before any work commences.

4.1.2 The County shall be named as an additional insured on all Consultant policies related to the project, excluding professional liability and worker's compensation. The Commercial General Liability and Worker's Compensation Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with an insurer having an A.M. Best Rating of a least the "A" category and financial size category of VIII.

4.1.3 The Consultant's self-insured retention or deductible per line of coverage shall not exceed \$25,000.00 without the permission of the County.

4.1.4 If there is any failure by the Consultant to comply with the provisions of this section, the County may, at its option, on notice to the Consultant, suspend the work for cause until there is full compliance.

4.1.5 County may, at its sole discretion, purchase such insurance at Consultant's expense provided that the County shall have no obligation to do so and if the County shall do so, it shall not relieve Consultant of its obligation to obtain insurance.

4.1.6 The Consultant shall not be relieved of or excused from the obligation to obtain and maintain such insurance amount and coverages.

4.1.7 All Consultant's subconsultants shall be required to include County and Consultant as additional insured on their General Liability Insurance policies.

4.1.8 In the event that subconsultants used by the Consultant do not have insurance, or do not meet the insurance limits, Consultant shall indemnify and hold harmless the County for any claim in excess of the subconsultants' insurance coverage.

4.1.9 The Consultant shall not commence work under this Agreement until all insurance required as stated herein has been obtained and such insurance has been approved by the County.

4.2 Comprehensive Automobile Liability Insurance. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired, and non-owned vehicles.

4.3 Commercial General Liability. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage, and personal injury resulting from any one occurrence, including the following coverages:

4.3.1 Premises and Operations:

Broad Form Commercial General Liability Endorsement to include Blanket Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted); and Broad Form Property Damage coverage.

4.3.2 Independent Contractors:

Delete Exclusion relative to collapse, explosion and underground; Property Damage Hazards; Cross Liability Endorsement; and Contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm)

4.4 Umbrella (Excess) Liability Insurance. Umbrella Liability with limits of not less than \$1,000,000.00, exclusive of defense costs, to be in excess of all other coverages. Such coverage shall be at least as broad as the primary coverages above, with any excess umbrella layers written on a strict following form basis over the primary coverage. All such policies shall be endorsed to provide defense

coverage obligations.

4.5 Professional Liability Insurance. \$2,000,000.00 for design errors and omissions, inclusive of defense costs. The Consultant shall be required to provide continuing Professional Liability Insurance to cover each project for a period of two (2) years after the project is completed. Insurance requirements may vary depending on projects as determined by the County Director of Risk Management and Insurance. The County may require the Consultant to provide a higher level of coverage for a specific project and time frame.

4.6 Performance, Payment and Other Bonds. The Consultant shall furnish Performance and Payment Bonds specific to each project if required and agreed to under the CSA or CPO for the project.

4.7 Worker's Compensation. The Consultant shall provide, pay for, and maintain worker's compensation insurance on all employees, its agents or subcontractors as required by Florida Statutes.

## 5.0 Standard of Care

5.1 The Consultant has represented to the County that it has the personnel and experience necessary to perform the work in a professional and workmanlike manner.

5.2 The Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Services as is provided by a professional of like experience, knowledge and resources, under similar circumstances.

5.3 The Consultant shall, at no additional cost to County, re-perform services which fail to satisfy the foregoing standard of care or otherwise fail to meet the requirement of this Agreement.

5.4 The Consultant warrants that all services shall be performed by skilled and competent personnel to the professional standards in the field.

## 6.0 Indemnification

6.1 General. Having considered the risks and potential liabilities that may exist during the performance of the Services and in consideration of the promises included herein, County and Consultant agree to allocate such liabilities in accordance with this Section.

## 6.2 Indemnification.

6.2.1 The Consultant, to the extent permitted by law, shall indemnify, defend (by counsel reasonably acceptable to County) protect and hold the County, and its officers, employees and agents harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses and expenses (including, without limitation, attorney's fees costs and expenses incurred during negotiation, through litigation and all appeals therefrom) whatsoever including, but not limited, to those pertaining to the death of or injury to any person, or damage to any property, arising out of or resulting from (i) the failure of the Consultant to comply with applicable laws, rules or regulations, (ii) the breach by the Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of the Consultant, its professional associates, its subcontractors, agents, and employees provided, however, that the Consultant shall not be obligated to defend or indemnify the County with respect to any such claims or damages arising out of the County's sole negligence.

6.2.2 The County review, comment, and observation of the Consultant's work and performance of this Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

6.2.3 The Consultant agrees that it bears sole legal responsibility for its work and work product, and the work and work product of subconsultants and their employees, and/or for Consultant's performance of this Agreement and its work product(s).

6.3 Survival. Upon completion of all Services, obligations, and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Agreement shall survive as if this Agreement were in full force and effect.

## 7.0 Independent Contractor

7.1 The Consultant undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance.

7.2 The County shall have no right to supervise the methods used, but the County shall have the right to observe such performance.

7.3 The Consultant shall work closely with County in performing Services under this Agreement.

7.4 The Consultant shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness and shall have no right to speak for or bind the County in any manner.

7.5 The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

#### 8.0 **Authority to Practice**

8.1 The Consultant hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

#### 9.0 **Public Records Law**

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Contractor acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon

completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

**(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:**

**RECORDS MANAGEMENT LIAISON OFFICER  
POLK COUNTY  
330 WEST CHURCH ST.  
BARTOW, FL 33830  
TELEPHONE: (863) 534-7527  
EMAIL: [RMLO@POLK-COUNTY.NET](mailto:RMLO@POLK-COUNTY.NET)**

**10.0 Compliance with Laws**

10.1 In performance of the Services, Consultant shall comply with applicable regulatory requirements including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria and standards, including those now in effect and hereafter adopted.

**11.0 Subcontracting**

11.1 The County reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractor.

11.2 If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the Consultant shall promptly do so, subject to acceptance of the new subcontractor by the County. Failure of a subcontractor to timely or properly perform its obligations shall not relieve the Consultant of its obligations hereunder.

**12.0 Federal and State Taxes**

12.1 The County is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the County will provide an exemption certificate to Consultant. The Consultant shall not be

exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the County, nor shall the Consultant be authorized to use the County's Tax Exemption Number in securing such materials.

**13.0 Public Entity Crimes**

13.1 The Consultant understands and acknowledges that this Agreement with the County will be voidable by the County, in the event the conditions under Section 287.133, Florida Statutes applies to the Consultant, relating to conviction for a public entity crime.

**14.0 County's Responsibilities**

14.1 The County shall be responsible for providing access to all County project sites, and providing information in the County's possession that may reasonably be required by the Consultant, including; existing reports, studies, financial information, and other required data that are available in the files of the County.

**15.0 Termination of Agreement**

15.1 This Agreement may be terminated by the Consultant upon thirty (30) days prior written notice to the County in the event of substantial failure by the County to perform in accordance with the terms of the Agreement through no fault of the Consultant.

15.2 This Agreement may be terminated by the County with or without cause immediately upon written notice to the Consultant.

15.3 Unless the Consultant is in breach of this Agreement, the Consultant shall be paid for services rendered to the County's satisfaction through the date of termination.

15.4 After receipt of a Termination Notice, as described in this Article 15.0, and except as otherwise directed by the County, the Consultant shall:

15.4.1 Stop work on the date and to the extent specified.

15.4.2 Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

15.4.3 Transfer all work in process, completed work, and other material related to the terminated work to the County.

15.4.4 Continue and complete all parts of the work that have not been terminated.

**16.0 Uncontrollable Forces (Force Majeure)**

16.1 Either party hereunder may be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its non-performance. An “Event of Force Majeure” is defined as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay. The non-performing party’s obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

**17.0 Governing Law and Venue**

17.1 This Agreement shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the

United States District Court, Middle District of Florida located in Hillsborough County, Florida. Each party shall be responsible for its own attorneys' fee and other legal costs and expenses.

**18.0 Non-Discrimination**

18.1 The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, gender, age or national origin.

**19.0 Waiver**

19.1 A waiver by either the County or the Consultant of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

**20.0 Severability**

20.1 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of this Agreement.

20.2 Any void provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.

20.3 The parties further agree to reform this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

20.4 The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of this Agreement be determined to be void.

**21.0 Entirety of Agreement**

21.1 The County and the Consultant agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein.

21.2 This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications between the County and Consultant pertaining to the Services, whether written or oral.

21.3 None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.

## **22.0 Modification**

22.1 This Agreement may not be modified unless such modifications are evidenced in writing signed by both the County and the Consultant. Such modifications shall be in the form of a written Amendment executed by both parties.

## **23.0 Successors and Assigns**

23.1 The County and the Consultant each binds itself and its partners, successors, permitted assigns, and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, permitted assigns, and legal representatives of such other party.

23.2 The Consultant shall not assign this Agreement without the express written approval of the County by executed amendment, which approval may be withheld in the County's sole discretion.

23.3 In the event of a merger, the surviving corporation shall be substituted for the contracting party to this Agreement and such substitution shall be affirmed by the County by executed amendment.

## **24.0 Contingent Fees**

24.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

**25.0 Truth-In-Negotiation Certificate**

25.1 Execution of this Agreement by the Consultant shall act as the execution of a Truth-in-Negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the Effective Date of this Agreement.

25.2 The said rates and costs shall be adjusted to exclude any significant sums should the County determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The County shall exercise its rights under this “Certificate” within one (1) year following payment.

**26.0 Ownership of Documents**

26.1 The Consultant shall be required to cooperate with other consultants relative to providing information requested in a timely manner and in the specified form. Any and all documents, records, disks, original drawings, or other information shall become the property of the County for its use and/or distribution as may be deemed appropriate by the County. The Consultant is not liable for any damages, injury or costs associated with the County’s use or distribution of these documents for purposes other than those originally intended by the Consultant.

**27.0 Access and Audits**

27.1 The Consultant shall maintain adequate records to justify all charges and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours at the Consultant’s place of business.

27.2 Misrepresentations of billable time or reimbursable expenses as determined by the Auditor to the Polk County Board of County Commissioners shall result in the recovery of any resulting overpayments. The County’s cost of recovery shall be the sole expense of the Consultant, including accounting and legal fees, court costs and administrative expenses.

27.3 Intentional misrepresentations of billable hours and reimbursable expenses will be criminally prosecuted to the fullest extent of the law.

27.4 All invoices submitted are subject to audit and demand for refund of overpayment up to three (3) years following completion of all services related to this Agreement.

**28.0 Notice**

28.1 Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by Federal-Express or by Certified Mail, postage prepaid as follows:

As to County: Polk County Procurement Division  
P.O. Box 9005, AS05  
Bartow, FL 33830  
Attention: Director

As to Consultant: Carollo Engineers, Inc.  
2795 Mitchell Drive  
Walnut Creek, CA 94598  
Attn: Amanda Bauner, PE, ENV SP

28.2 Notices shall be effective when received at the addresses as specified above. Changes in the respective addresses to which such notice is to be directed may be made from time to time by either party by written notice to the other party. Facsimile transmission is acceptable notice effective when received, however, facsimile transmissions received (i.e.; printed) after 5:00 p.m., or on weekends or holidays, will be deemed received on the next business day. The original of the notice must additionally be mailed as required herein.

28.3 Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Consultant and County.

**29.0 Service of Process**

As to County: County Attorney  
County Administration Building  
330 W. Church Street, 4th Floor  
Bartow, Florida 33830

As to Consultant: Carollo Engineers, Inc.  
Attn: Amanda Bauner, PE, ENV SP  
2795 Mitchell Drive  
Walnut Creek, CA 94598

### **30.0 Contract Administration**

30.1 Services of Consultant shall be under the general direction of the Utilities Division Director, or their successor, who shall act as the County's representative during the term of this Agreement.

### **31.0 Key Personnel**

31.1 The Consultant shall notify the County in the event of key personnel changes, which might affect this Agreement. To the extent possible, notification shall be made within ten (10) days prior to changes. The Consultant at the County's request shall remove without consequence to the County any subcontractor or employee of the Consultant and replace him/her with another employee having the required skill and experience. The County has the right to reject proposed changes in key personnel. The following personnel shall be considered key personnel:

Name: Victor Godlewski, PE

Name: Amanda Bauner, PE, ENV SP

### **32.0 Annual Appropriations**

32.1 The Consultant acknowledges that the County, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the County's performance and obligation to pay under this agreement is contingent upon annual appropriation.

### **33.0 Liquidated Damages**

33.1 The parties hereto agree that liquidated damages, in the amount specified in the applicable CSA/CPO, will be assessed against the Consultant for the Consultant's failure to meet the final deliverable date in the Performance Schedule in the Scope of Work, but only to the extent and in proportion to the Consultant's fault in causing the delay as compared to other causes, and to the extent the Consultant is not delayed by reasons beyond the Consultant's reasonable control.

**34.0 Employment Eligibility Verification (E-VERIFY)**

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

**35.0 Limitation of Liability.**

**IN NO EVENT, SHALL THE COUNTY BE LIABLE TO THE CONSULTANT FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND OR NATURE, INCLUDING LOSS OF PROFIT, WHETHER FORESEEABLE OR NOT, ARISING OUT OF OR RESULTING FROM THE NONPERFORMANCE OR BREACH OF THIS CONTRACT BY THE COUNTY WHETHER BASED IN CONTRACT, COMMON LAW, WARRANTY, TORT, STRICT LIABILITY, CONTRIBUTION, INDEMNITY OR OTHERWISE.**

**36.0 Scrutinized Companies and Business Operations Certification; Termination.**

A. Certification(s).

(i) By its execution of this Agreement, the Consultant hereby certifies to the County that the Consultant is not on the Scrutinized Companies that Boycott Israel List, created pursuant to

Section 215.4725, Florida Statutes, nor is the Consultant engaged in a boycott of Israel, nor was the Consultant on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.

(ii) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Consultant further certifies to the County as follows:

(a) the Consultant is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and

(b) the Consultant is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and

(c) the Consultant is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and

(d) the Consultant was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.

(iii) The Consultant hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Consultant for submitting a false certification to the County regarding the foregoing matters.

B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:

(i) The Consultant is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Consultant is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

(ii) The Consultant is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Consultant is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

### **37.0 No Construction Against Drafter**

37.1 The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

### **38.0 Unauthorized Alien(s)**

The Consultant shall not employ or utilize unauthorized aliens in the performance of the Services provided pursuant to this Agreement. The County shall consider the employment or utilization of

unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a) and a cause for the County's unilateral termination of this Agreement. When delivering executed counterparts of this Agreement to the County, the Consultant shall also deliver a completed and executed counterpart of the attached "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS" form.

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

**ATTEST:**

STACY M. BUTTERFIELD

**Polk County**, a political subdivision  
of the State of Florida

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_, Chairman  
Board of County Commissioners

Date Signed by County: \_\_\_\_\_

Review as to form and legal sufficiency

*Sandra B. Hoff* 12/1/23  
County Attorney's Office Date

**ATTEST:**

**Carollo Engineers, Inc.**  
a Delaware corporation

By: *Amanda Bauner*  
Amanda Bauner

By: *Vic Godlewski*

Vice President  
Title

Vic Godlewski

Vice President  
Title

DATE: December 5, 2023

DATE: December 5, 2023

SEAL



ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

The foregoing instruments was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ (Date) by \_\_\_\_\_ (Name of officer or agent) as \_\_\_\_\_ (title of officer or agent) of the Company on behalf of the Company, pursuant to the powers conferred upon him/her by the Company.

He/she personally appeared before me at the time of notarization, and  is personally known to me or  has produced \_\_\_\_\_ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ (Date) .

\_\_\_\_\_ (Official Notary Signature and Notary Seal)

\_\_\_\_\_ (Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF Florida County OF Orange

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this December 5, 2023 (Date) by Vic Godlewski (Name of officer or agent) as Vice President (title of officer or agent) of the Corporation on behalf of the Corporation, pursuant to the powers conferred upon him/her by the Corporation.

He/she personally appeared before me at the time of notarization, and  is personally known to me or  has produced \_\_\_\_\_ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this December 5, 2023 (Date) .

Teresa Boywid (Official Notary Signature and Notary Seal)

Teresa Boywid (Name of Notary typed, printed or stamped)

Commission Number HH 144069 Commission Expiration Date June 20, 2025

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

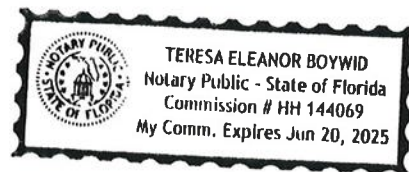
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ (Date) By \_\_\_\_\_

(Name of acknowledging) who personally appeared before me at the time of notarization, and  is personally known to me or  has produced \_\_\_\_\_ as identification and did certify to have knowledge of the matters in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ (Date) .

\_\_\_\_\_ (Official Notary Signature and Notary Seal)

\_\_\_\_\_ (Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_



## CERTIFICATION

This is to certify that the undersigned, Michael W. Barnes, as Corporate Secretary and General Counsel for **Carollo Engineers, Inc.**, is authorized to state and certify: That by corporate policy approved by the Board of Directors on 04/01/2019, Victor Godlewski, Vice President, and Amanda Bauner, Vice President, are authorized to execute engineering service agreements for the usual and customary engineering business of the company.

Dated: November 29, 2023



---

Michael W. Barnes  
Corporate Secretary & General Counsel



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Foreign Profit Corporation  
CAROLLO ENGINEERS, INC.

### Filing Information

<b>Document Number</b>	F00000003055
<b>FEI/EIN Number</b>	86-0899222
<b>Date Filed</b>	05/25/2000
<b>State</b>	DE
<b>Status</b>	ACTIVE
<b>Last Event</b>	AMENDMENT
<b>Event Date Filed</b>	04/18/2022
<b>Event Effective Date</b>	NONE

### Principal Address

2795 Mitchell Drive  
Walnut Creek, CA 94598

Changed: 03/05/2021

### Mailing Address

2795 Mitchell Drive  
Walnut Creek, CA 94598

Changed: 03/05/2021

### Registered Agent Name & Address

Munce, Lyle  
2056 Vista Parkway  
Ste. 400  
West Palm Beach, FL 33411

Name Changed: 07/02/2015

Address Changed: 02/16/2018

### Officer/Director Detail

#### **Name & Address**

Title Authorized Signatory, Secretary

Barnes, Michael W.  
2795 Mitchell Drive  
Walnut Creek, CA 94598

Title Director

Hart, Vincent S.  
101 East Kennedy Blvd.  
Ste. 700  
Tampa, FL 33602

Title Director

Wachter, Russell A.  
4600 Washington Street  
Suite 500  
Phoenix, AZ 85034

Title Director

Hagstrom, James P.  
870 Market Street  
Suite 728  
San Francisco, CA 94102

Title Director, Treasurer

Wason, Ashwani K.  
3150 Bristol Street  
Suite 500  
Costa Mesa, CA 92626

Title Director, President

Narayanan, Balakrishnan  
2795 Mitchell Drive  
Walnut Creek, CA 94598

Title Senior Vice President

Laura , Baumberger  
301 N. CATTLEMEN RD., STE. 302  
SARASOTA, FL 34232

Title Director

Sobeck, III, David C.  
4600 E. WASHINGTON ST., SUITE 500  
PHOENIX, AZ 85034

Title VP

LEE, CHARLES SCOTT  
 4720 SALISBURY RD  
 STE.117  
 JACKSONVILLE, FL 32256

Title VP

PARANJAPE, SUDHAN  
 200 E. ROBINSON ST.  
 STE. 1400  
 ORLANDO, FL 32801

#### Annual Reports

<b>Report Year</b>	<b>Filed Date</b>
2021	03/05/2021
2022	02/16/2022
2023	02/13/2023

#### Document Images

<a href="#">02/13/2023 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/18/2022 -- Amendment</a>	View image in PDF format
<a href="#">02/16/2022 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/10/2021 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/08/2021 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/05/2021 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">06/02/2020 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/20/2020 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/12/2020 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/11/2019 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">09/13/2018 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/20/2018 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/16/2018 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/06/2017 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/29/2016 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">07/02/2015 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/16/2015 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">07/08/2014 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">06/20/2014 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">06/16/2014 -- Reg. Agent Change</a>	View image in PDF format
<a href="#">05/15/2014 -- AMENDED ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/11/2014 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/08/2013 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/19/2012 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/24/2011 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">07/13/2010 -- Amendment and Name Change</a>	View image in PDF format
<a href="#">02/25/2010 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/19/2009 -- ANNUAL REPORT</a>	View image in PDF format

<a href="#">02/19/2008 -- ANNUAL REPORT</a>	View image in PDF format
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<a href="#">01/23/2006 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/14/2005 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/29/2004 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/14/2003 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/07/2002 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/11/2001 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">05/25/2000 -- Foreign Profit</a>	View image in PDF format

Florida Department of State, Division of Corporations

# Exhibit "A-i"

## RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal proposals from vendors that are interested in providing professional services for design, permitting and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division as described herein. Sealed proposals must be received in the Procurement Division, prior to the due date and time listed below.

**RFP Number and Title:** 23-448, Utilities Design Services & Regulatory Support Services

**Description:** Provide professional services for design, permitting and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division

**Receiving Period:** Prior to 2:00 p.m., Wednesday, July 19, 2023

**Bid Opening:** Wednesday, July 19, 2023, at 2:00 p.m. or as soon as possible thereafter.

This form is for RFP registration only. Please scroll down for additional information.

**Special Instructions:** A **MANDATORY** pre-proposal meeting will be held **Tuesday, June 20, 2023, 2:00 p.m.** at the Utilities Administration Building, Room 63, 1011 Jim Keene Blvd, Winter Haven, FL 33880. An authorized representative or agent of the Proposer must be present at this meeting in person as evidenced by their signature on the meeting's sign-in sheet, or the Proposers Proposal will be considered non-responsive.

Questions regarding this RFP must be in writing and must be sent to Ari Goldstein Senior Procurement Analyst, via email at [arigoldsteint@polk-county.net](mailto:arigoldsteint@polk-county.net) or via fax at (863) 534-6789. All questions must be received by, Friday, July 7, 2023, 4:00 p.m.

# RFP REGISTRATION

You **MUST** register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Polk County Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.

**RFP Number:** 23-448

**RFP Title:** Utilities Design Services & Regulatory Support Services

This form is for RFP registration. Please scroll down for additional information.

This form is for bid registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to [procurement@polk-county.net](mailto:procurement@polk-county.net) or fax (863) 534-6789. You must submit one form for each solicitation that you are registering for.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## PROPOSAL SUBMITTAL INSTRUCTIONS

Proposers must submit their proposal prior to 2:00 p.m. on the receiving date. Proposals must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Proposals will be publicly opened at 2:00 p.m. on the receiving date.

### **Sealed Parcel Submittal:**

If you are submitting a sealed parcel proposal submit one (1) original marked ORIGINAL and six (6) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “RFP #23-448, Utilities Design Services & Regulatory Support Services” and marked with the proposer’s name and address. The Proposals may be mailed or delivered to:

**Polk County Procurement Division  
330 West Church Street, Room 150  
Bartow, FL 33830**

To assist with labeling the sealed parcel, please cut along the outer border and affix this label. Be sure to include the name of the company submitting the proposal where requested.

<b>Sealed Proposal. DO NOT OPEN</b>	
<b>RFP Number</b>	23-448
<b>RFP Title</b>	Utilities Design Services & Regulatory Support Services
<b>Due Date/Time:</b>	July 19, 2023, prior to 2:00 pm
<b>Submitted by:</b>	
<b>Deliver To:</b>	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Proposals may be mailed, express mailed or hand delivered. It is the Proposers responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Proposals delivered at 2:00 p.m. or later will not be accepted.

***Electronic Proposals Submittal:***

All prospective Proposers that are interested in submitting their proposals electronically can do so via the County’s secure electronic submittal website, Kiteworks. Proposers must email [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net) at least 48 hours prior to opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for the Cost Tab, if applicable. Please use the name convention of your files as follow:

“RFP 23-448 Tab 1”

“RFP 23-448 Tab 2”

“RFP 23-448 Tab 3”

“RFP 23-448 Tab 4”

“RFP 23-448 Tab 5”

“RFP 23-448 Tab 6”

“RFP 23-448 Tab 7”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for RFP Submittals: [https://youtu.be/vkn\\_7AHgioE](https://youtu.be/vkn_7AHgioE). If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net).

Procurement recommends that Proposers submitting electronically double check the documents submitted into Kiteworks to ensure all requested tab information has been uploaded. Failure to upload the requested tab information may result in the proposal being deemed nonresponsive.

**POLK COUNTY**  
**Procurement Division**  
**Fran McAskill**  
**Procurement Director**  
**REQUEST FOR PROPOSAL 23-448**  
**Utilities Design Services & Regulatory Support Services**

Sealed proposals will be received in the Procurement Division, **Wednesday, July 19, 2023, prior to 2:00 p.m.**

Attached are important instructions and specifications regarding responses to this Request for Proposal (the "RFP"). The failure of a responding proposer (a "Proposer") to follow these instructions could result in Proposer disqualification from consideration for a contract to be awarded pursuant to this RFP.

This document is issued by Polk County (the "County") which is the sole distributor of this RFP and all addenda and changes to the RFP documents. The County shall record its responses to inquiries and provide any supplemental instructions or additional documents pertaining to this RFP in the form of written addenda to the RFP. The County shall post all such addenda, together with any other information pertaining to this RFP, on the County's website at <https://www.polk-county.net/procurement/bids>. It is the sole responsibility of each Proposer to review the website prior to submitting a responsive proposal (a "Proposal") to this RFP to ensure that the Proposer has obtained all available instructions, addenda, changes, supporting documents, and any other information pertaining to this RFP.

The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the Proposer should not rely on such sources for information regarding the RFP solicitation.

Questions regarding this RFP must be in writing and must be sent to Ari Goldstein, via email at [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net) or via fax at (863) 534-6789. All questions must be received by Friday, July 7, 2023, 4:00 p.m.

Proposers and any prospective Proposers shall not contact, communicate with or discuss any matter relating in any way to this RFP with any member of the Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated above. This prohibition begins with the issuance of the Request for Proposal and ends upon execution of a contract. Any such communication initiated by a Proposer or prospective proposer shall be grounds for disqualifying the offender from consideration for a contract to be awarded pursuant to this RFP and for contracts to be awarded pursuant to RFPs or Requests for Bid that the County may issue in the future.

A Proposer's responsive Proposal to this RFP may be mailed, express mailed, or hand delivered to:

**Polk County Procurement Division**  
**330 West Church Street, Room 150**  
**Bartow, Florida 33830**  
**(863)534-6757**

## **INTRODUCTION**

Polk County, a political subdivision of the State of Florida, seeks professional services for design, permitting, and construction phase engineering services for water, wastewater and reclaim water facilities as well as regulatory support services for Polk County Utilities Division (PCU), and as further defined in the Scope of Services below. Other County Divisions may also use these services.

Polk County's Selection Process for consultants' services is in accordance with Section 287.055, Florida Statutes, the Consultants' Competitive Negotiations Act ("CCNA"). The Professional Services Selection Committee will review the qualifications of all submitting firms.

It is the intent of the County to select and negotiate a Master Consulting Agreement with one (1) or more firm(s).

The County will negotiate fee schedules in accordance with the County's Procurement Procedures, with the goal of establishing standardized rates as part of "Selection Process", Elevation Level 4 Contract Negotiations.

Services under this contract will be in compliance with Section 287.055 of the Florida Statutes referred to as the "Consultants' Competitive Negotiation Act" (CCNA). Polk County's Procurement Procedure's Manual outlines the Procedures for Contracting for Professional Services Covered by CCNA. These procedures outline the process used for the selection of a consulting firm awarded through this RFP process.

All services must be performed in accordance with applicable Federal, State and Local regulations.

The Successful Proposer must register in our new Vendor Database if you have not already done so prior to award of this RFP. A purchase order cannot be issued to a vendor until they have registered. You may register by going to the following link: <https://www.polk-county.net/procurement/vendor-registration>. Registered vendors will receive a User ID and Password to access their company information. All registered vendors must provide their owner gender, owner ethnicity, corporate status, and a minimum of one (1) commodity code to be considered registered. It is the responsibility of all vendors to update their vendor information. Only registered vendors will receive notifications of future RFP's.

All services must be performed in accordance with applicable Federal, State and Local regulations.

## SCOPE OF SERVICES

The scope of services shall include, but not be limited, to design, permitting and construction phase engineering services for water, wastewater, and reclaim water facilities within Polk County, Florida. Additionally, the County requires professional services for environmental permitting, planning and compliance. Work will be done in conjunction with the Utilities' Community Investment Program (CIP), which includes Expansion and Renewal and Replacement. In addition, the work may be performed for other Utility Sections including Environmental Permitting, Operations and Maintenance, and Customer Service. Successful Proposers must follow the Polk County Utilities Code while performing these services for the Utilities Division.

Additionally, this RFP is for professional engineering services and regulatory support services in conjunction with water, wastewater and reclaim water systems. Types of services include but are not necessarily limited to design of water, wastewater and reclaim plants/facilities; pipeline design; construction observation; utility relocation; GIS support; utility infrastructure security measures; hydraulic and water quality modeling; permitting of new or existing water, wastewater, and reclaim water facilities for construction and operation; assistance with information requests by regulatory agencies; water, wastewater and groundwater monitoring; well field sampling; hydrogeologic and surface water modeling; evaluation of technical and water quality data as required by federal, state and/or local regulations; preparation of appropriate documents, reports or maps as related to design, permitting and regulatory information requests; land surveying and geotechnical services; well construction and abandonment-related engineering services; well head protection, water quality and environmental assessments; technical assistance for preparation of public information; water conservation education; feasibility studies for developing, improving and maintaining water, wastewater or reclaim water systems; implementation of compliance projects or preparation of reports; utility system master planning; information systems development & implementation; review of water, wastewater, and reclaim development submissions for system capacity and hydraulic compatibility with master plans; and other utility-related professional engineering and consulting services.

Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields, but more capabilities identified will enhance the scores:

- Civil engineering
- Utility master planning and hydraulic modeling
- Water quality master plans and water conservation plans
- Water quality engineering, modeling, and evaluation
- Wastewater engineering, treatment, and evaluation
- Biosolids management design and operation
- Regulatory compliance and permitting for water and wastewater facilities
- Utility environmental affairs

- Land surveying
- Hydrology and surface water modeling
- Hydrogeologic modeling and evaluation of water quality data
- Well construction and abandonment
- Well head protection, water quality and environmental assessments
- Feasibility studies for developing, improving and maintaining water, wastewater and reclaim water systems
- Geotechnical engineering
- Utility acquisition and evaluation
- Right-of-way and easement acquisition services
- Structural engineering as related to water, wastewater and reclaim water facilities
- Electrical engineering as related to water, wastewater and reclaim water facilities
- Mechanical engineering related to water, wastewater and reclaim water facilities
- Constructability plan review/value engineering
- Instrumentation and controls engineering and programming for SCADA systems
- Construction administration and construction observation-related engineering services for water, wastewater, and reclaim water facilities
- Water, wastewater, and reclaim water facilities operational experience
- Public involvement services, including technical assistance for preparation of public information brochures
- Water conservation education and/or enforcement
- Subsurface utility engineering and locating
- Architectural services
- GIS Analysis, SDE Management and GIS database maintenance and support capabilities
- CADD design capabilities
- Database & Information system development related to utility systems and management
- Energy audits
- Green Engineering Practices

The County shall request the services on an as-needed basis. There is no guarantee that any or all the services described in this RFP will be assigned during the term of the agreement. Further, the Consultant is providing these services on a nonexclusive basis. The County, at its option, may elect to have any of the services set forth herein performed by other consultants or County staff.

## **AGREEMENT**

The Master Consulting Agreement will be for five (5) years unless otherwise terminated in accordance with the master consulting agreement.

## **EVALUATION CRITERIA**

Proposals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this RFP are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired unless specifically requested. The Proposal responses shall be contained within a three-ring binder (original and each copy in separate binders). For the purposes of this RFP, one page equals a single sided page. It is requested that the responses be in the same order as the selection and evaluation procedures. The submittals should include the following:

### **Tab 1 Executive Summary**

(Items a-c: Maximum of two (2) pages)

- a) Name, company name, address, telephone number, and email address.
- b) State the number of years in business, as the same company/firm.
- c) State the number of full-time employees.
- d) Provide documentation showing proper incorporation by the Secretary of State.
- e) Provide a copy of the firm's applicable certification(s) from the State of Florida allowing them to provide the services as outlined in the Scope of Service as well as compliance with F.S. 287.055

### **Tab 2 Approach to the Project (35 points)**

(Maximum of four (4) pages)

- a) Describe in detail the components of how your firm proposes to manage assigned project(s), based upon the scope of services. Please identify the services your firm provides which make you qualified to perform the required services.
- b) Describe how the firm plans to maintain the project team and manage the project team members' time in order to ensure sufficient time to complete a project.
- c) Describe the firm's Quality Assurance and Quality Control program as it pertains to engineering services.

### **Tab 3 Experience, Expertise, Personnel and Technical Resources (40 points)**

- Identify a minimum of five (5) and a maximum of eight (8) projects in which the proposer her performed within the past five (5) years as the prime proposer which best illustrate the experience of the firm and current staff as related to the desired services. At least three (3) of the projects identified should be projects performed for public entities. (Maximum of one (1) page only per project).
  - For each project please provide:

- a) Name and location of the project;
  - b) Size and cost of the project;
  - c) Project representative name, address, phone number, and email address
  - d) Date project was completed or is anticipated to be completed, if completed provide the actual completion date;
  - e) The nature of the firm's responsibility on the project;
  - f) List of change orders, including dollar amount, which were the result of unforeseen circumstances or design errors/oversights; and
  - g) List of any time extensions created by item f above.
- Provide an organizational chart of the team highlighting the key individuals who will work on this contract.
  - Provide brief resumes of the firm's key personnel to be assigned to the master service agreement including, but not limited to, the items in the list below (One (1) page maximum per resume):
    - a) Name and current position held by the person
    - b) Name, title and project assignment
    - c) Experience:
      - (1) Types of projects.
      - (2) Size of projects (dollar value of project).
      - (3) What were their specific project involvements?
  - Identify any sub-consultants that may be involved throughout the duration of the agreement. For each sub consultant identified please provide:
    - A brief description of their experience outlining their qualifications to perform the intended services
    - A brief resume for each key personnel that will be assigned to perform the intended services

**Tab 4 Is the Firm a “Polk County Entity”? (5 Points)**

- There will be a maximum of five (5) points allocated for this Tab. If the Proposer is a Polk County Entity then five (5) points will be allocated. If the Proposer is not a Polk County Entity but is utilizing one or more sub-consultants that are a Polk County Entity to assist in performing the scope of work then the Proposal will be allocated one (1) point for each sub-consultant which is a Polk County Entity up to a maximum of five (5) points. The Polk County Entity sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Provide documentation of the Proposers' or sub-consultant's headquarters and local offices, if any, and the amount of time the firm has been located at each such local office. Please also indicate the number of employees at the local office.
- Proposers or sub-consultants will be allocated points if they meet the following Polk County Government definition of Polk County Entity.

- The term “Polk County Entity” means any business having a physical location within the boundaries of Polk County, Florida, at which employees are located and business activity is managed and controlled on a day to day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County. The County shall have the right, but not the obligation, to verify the foregoing requirements.
- In the event a Proposer lists one or more sub-consultants in Tab 4 which is a Polk County Entity and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Polk County Entity), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

**Tab 5 Is the Firm a “Certified Woman or Minority Business Enterprise” (5 Points)**

- Polk County Board of County Commissioners has a long standing commitment to encouraging the utilization of Women and Minority Businesses that do business with the County as vendors. To that end we encourage all of our prime and professional services vendors to utilize W/MBE vendors where at all possible, irrespective of a company’s certification status. Please explain how the submitting firm will encourage minority participation in the project. (Limit response to one page)
- There will be a maximum of five (5) points allocated for this tab. If the Proposer is a Woman or Minority owned business then five (5) points will be allocated. If the Proposer is not a Woman or Minority owned business but is utilizing one or more sub-consultants that are a Women or Minority owned business to assist in performing the scope of work, then the Proposal will be allocated one (1) point for each sub-consultant which meets the County’s certification criteria of Women or Minority owned, up to a maximum of five (5) points. The Woman or Minority owned business sub-consultant(s) must have been identified under Tab 3, Experience, Expertise, Personnel and Technical Resources in order to qualify for point allocation.
- Proposers or sub-consultants will be allocated points if they are a certified W/MBE as evidenced by providing the documentation described below.
  - If the Proposer or sub-consultant has a certified W/MBE status, provide documentation of the firms’ certified W/MBE status as defined by the Florida Small and Minority Business Act and as defined in Polk County’s

Purchasing Procedures. Polk County's Purchasing Procedures recognize the following to meet the requirement of a certified W/MBE status:

- Valid W/MBE Certification from one of the following
  - Florida Minority Supplier Development Council
  - Women Business Enterprise National Council
  - The State of Florida Office of Supplier Diversity
  - Florida Department of Transportation
  - U. S. Small Business Administration
  - Federal Aviation Authority
  - Other Florida governmental agencies

Certifications from other governmental agencies will be considered on a case-by-case basis.

- In the event a Proposer lists one or more sub-consultants in Tab 5 which is a Women or Minority owned business and receives point(s) as a result, and after the Proposer is awarded the project, if successful, it is determined that the listed sub-consultant does not assist in the performance of the scope of work (and is not replaced with an alternative sub-consultant which is a Women or Minority owned business), then the Proposer acknowledges and agrees that it may be suspended or debarred by the Procurement Director for failure to comply with the conditions, specifications or terms of a proposal or contract with the County or for committing a fraud or misrepresentation in connection with a proposal or contract with the County, in accordance with the Polk County Purchasing Ordinance and Procedures Manual.

**Tab 6 Interactions with County and Regulatory Agency Staff (5 Points)**

- Provide documentation supporting the specialized qualifications of the proposed staff in terms of meeting this scope of service. Qualifications should highlight experience with regulatory agencies, identifying specific agencies and the items being addressed, including construction permitting, water use permitting, consent orders, consultation, governing regulations; and other related activities. Describe the firm's ability to work with the Utilities Division or other Division staff in order to successfully fulfill the scope of service. Demonstrate the firm's knowledge of permitting process, as well as local regulatory agencies, including, but not limited to SWFWMD, FDEP, and the Polk County Health Department, if applicable. (Limit response to one (1) page)

**Tab 7 Surveys of Past Performance (10 Points)**

- Provide reference surveys from past clients for the projects identified under Tab 3.
- Completed surveys. (See Exhibit 1) Procurement will take the average of all surveys and score as follows:
  - Average Score between 9-10 (10 Points)
  - Average Score between 7-8 (8 Points)

- Average Score between 5-6 (6 Points)
- Average Score between 3-4 (4 Points)
- Average Score between 1-2 (2 Points)
- Average Score of 0 (0 Points)

**BID OPENING**

Proposers may attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all proposers will be posted to Procurement’s website as soon as possible after bid opening.

**Selection Process**

Proposals will be evaluated in accordance with this section and all applicable County procurement policies and procedures.

The County shall appoint a selection committee (the “Selection Committee”) that will be responsible for evaluating and scoring/ranking the Proposals in accordance with this Section.

The County will use a competitive selection process based on the Elevation Levels described in this Section. At Elevation Levels 2 and 3, the Selection Committee will score and/or rank the Proposals as applicable.

Selection of a final Proposal will be based upon the following steps and factors:

**Elevation Level 1 (Procurement Requirements Assessment):**

- The County Procurement Division shall review all Proposals for conformance with RFP guidelines and detailed submittal requirements. At the County’s discretion, non-conforming Proposals may be eliminated from further consideration and conforming Proposals shall be elevated to Elevation Level 2. Procurement will distribute Proposals and evaluation criteria to the Selection Committee.
- Procurement will also ensure all firms meet the requirement of certification as outlined in Florida Statute 287.055(3)(c).
- The Selection Committee may convene to review questions that arise during individual member review of submitted Proposals before Elevation Level 2 to allow for questions, clarifications, explanations, or other discussion to be held before the review of Proposals is completed.

**Elevation Level 2 (Scoring)**

- Procurement shall score each Proposal on the following evaluation criteria:
  - Local (Tab 4)-5 points
  - W/MBE Certification (Tab 5)-5 points
  - Surveys of Past Performance (Tab 7)-10 points

Subtotal Points-20 points

by the process stated under each corresponding Tab description as set forth on Pages 9-13.

- Each Selection Committee member shall score each Proposal on the following evaluation criteria:
  - Approach to the Project (Tab 2)-35 points
  - Experience, Expertise, Personnel and Technical Resources (Tab 3)-40 points
  - Interaction w/ County & Regulatory Agencies (Tab 6)-5 pointsSubtotal Points-80 points

Total Points – 100 points

by the following process:

- 1) Each Selection Committee member shall determine which of the following descriptions applies to each of the foregoing evaluation criteria:
  - EXCELLENT (1.0): Of the highest or finest quality; exceptional; superior; superb; exquisite; peerless.  
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited an exceptional and superior degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver far beyond expectation.
  - VERY GOOD (0.8): To a high degree; better than or above competent and/or skillful.  
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a very high degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver beyond expectation.
  - GOOD (0.6): Having positive or desirable qualities; competent; skilled; above average.  
The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a skillful and above-average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules,

etc.) demonstrate the Proposer's ability to perform and deliver at the expected level.

- FAIR (0.4): Average; moderate; mediocre; adequate; sufficient; satisfactory; standard.

The Proposer provided information for a given criteria that satisfied the requirements and described sufficiently how and what will be accomplished in a manner that exhibited an adequate and average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a level slightly below expectation.

- POOR (0.2): Inadequate; lacking; inferior in quality; of little or less merit; substandard; marginal.

The Proposer provided information for a given criteria that did not satisfy the requirements and described in an inadequate manner how and what will be accomplished. The information provided simply reiterated a requirement, contained inaccurate statements or references, lacked adequate information, or was of inferior quality. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a substandard and inferior level.

- UNACCEPTABLE (0.0):

The Proposer failed to provide any information for a given criteria, provided information that could not be understood, or did not provide the information for a given category as requested.

- 2) After a Selection Committee member has determined the description applicable for each evaluation criterion, the total points available for such criterion shall be multiplied by the factor associated with the applicable description to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies the "Experience and Expertise" criterion (which shall be worth 25 points for the purpose of this example) as "Very Good" (which is a description factor multiplier of 0.8). The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows: 25 available points x 0.8 applicable description factor multiplier = 20 points.
- 3) A Selection Committee member's total score for each Proposal shall equal the sum of the total points allocated for each evaluation criteria.
- 4) When all Selection Committee members have completed their Proposal evaluations, the individual Selection Committee member's total scores for each Proposal will be added together to produce a final score for each Proposal.
- 5) Procurement will confirm the calculations for the final score for each Proposal. Then, Procurement shall publish a rank-ordered listing of the Proposals to the

Selection Committee with the Proposal receiving the highest point as the highest-ranked Proposal.

- 6) In accordance with Section 287.055(4)(a), Florida Statutes, if there are three (3) or more Proposers in Elevation Level 2, the Selection Committee must elevate no fewer than the three highest scored of such Proposers to Elevation Level 3 for interviews. If there are only two Proposers in Elevation Level 2, the Selection Committee must elevate those two Proposers to Elevation Level 3 for interviews. If there is only one Proposer in Elevation Level 2, then the Selection Committee may collectively decide if they would like to elevate the Proposer to Elevation Level 3 for interviews or if they would like to recommend the Board authorize staff to enter into Contract Negotiations with the Proposer. In the latter case, after Board approval to authorize staff to negotiate a contract, the Proposer will then be elevated to Elevation Level 4 for contract negotiations.

### **Elevation Level 3 (Proposer Interviews)**

The Selection Committee are required to conduct interviews of the Proposers that it has elevated from Elevation Level 2 to Elevation Level 3.

During an interview, elevated Proposers may be requested to make a presentation focusing on their qualifications, approach to the project and the ability to furnish the required services. The Selection Committee members will have an opportunity to inquire about any aspect of the RFP and the Proposer's Proposal. After all elevated Proposer interviews, each Selection Committee member will individually rank the Proposers in numerical order beginning at number 1 for the Proposer deemed to be the most highly qualified to perform the required services. In accordance with Section 287.055(4)(b), Florida Statutes, in determining whether a Proposer is qualified, each Selection Committee member shall consider such factors as:

- Ability of Personnel
- Whether a Proposer is a certified minority business enterprise
- Past performance
- Willingness to meet time and budget requirements
- Location
- Recent, current, and projected workloads
- Volume of work previously awarded to each Proposer by the County

Procurement shall receive and compile each Selection Committee member's ranking of each Proposer, and then publish a rank-ordered listing of Proposers to the Selection Committee, based on the combined average rankings given each Proposer. The Selection Committee members will then collectively decide if they would like to recommend the Board authorize staff to enter into Contract Negotiations with all Proposers elevated to Proposer Interviews, starting with the highest-ranked Proposer(s). After Board approval to authorize staff to negotiate a contract, said Proposer(s) will then be elevated to Elevation Level 4 for contract negotiations.

#### **Elevation Level 4 (Contract Negotiations)**

If a Proposer is elevated to this level, the User Division, with the assistance of Procurement and the County Attorney's Office, shall negotiate an Agreement with the elevated Proposer(s) in accordance with Section 287.055(5), Florida Statutes.

If after negotiating for a reasonable time period the parties cannot agree on a contract, the County shall, in its sole discretion, terminate further contract negotiations with that Proposer(s). Procurement shall notify the Selection Committee that contract negotiations with the elevated Proposer(s) have terminated. The Selection Committee shall then determine whether to recommend to the Board to approve contract negotiations with the next-highest-ranked Proposer, and so on. If the Selection Committee decides not to recommend contract negotiations with the next-highest-ranked Proposer, or if the County determines there is no other Proposer with whom the County can successfully negotiate a contract, then the RFP Selection Process shall terminate.

After contract negotiations with a Proposer(s) are successfully completed pursuant to Elevation Level 4, the Selection Committee shall recommend to the Board of County Commissioners that it selects such Proposer(s) to provide the services as outlined in the Agreement. The Board of County Commissioners shall make the final decision whether to enter into an Agreement with a Proposer(s).

## **GENERAL CONDITIONS**

### **CONTACT**

After the issuance of any Request for Proposal, prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners, and any employee of Polk County, other than the Procurement Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon completion execution of a contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

### **INSURANCE REQUIREMENTS**

The selected firm, if any, shall maintain, at all times, the following minimum levels of insurance and; shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below. Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. Polk County, a political subdivision of the State of Florida, shall be an additional named insured on all policies related to the project; excluding workers' compensation and professional liability. The Workers' Compensation and General Liability policies shall contain a waiver of subrogation in favor of Polk County. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The firm's self-insured retention or deductible per line of coverage shall not exceed \$25,000 without the permission of the County. In the event of any failure by the firm to comply with the provisions; the County may, at its option, on notice to the firm suspend the project for cause until there is full compliance. Alternatively, the County may purchase such insurance at the firm's expense, provided that the County shall have no obligation to do so and if the County shall do so, the firm shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

Worker's Compensation and Employer's Liability Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer's Liability	\$100,000
All States Endorsement	Statutory
Voluntary Compensation	Statutory

Commercial General Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

Premises and Operations and Products/Completed Operations;

Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the Firm); Personal Injury (with employment and contractual exclusions deleted) and Broad Form Property Damage coverages;

Independent Contractors; Policy must include Separation of Insureds Clause.

Comprehensive Automobile Liability Insurance. \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including all owned, hired and non-owned vehicles.

Professional Liability Insurance. \$2,000,000 for design errors and omissions, inclusive of defense costs. Selected firm shall be required to provide continuing Professional Liability Insurance to cover the project for a period of two (2) years after the projects are completed.

### **INDEMNIFICATION**

To the maximum extent permitted by law, the Consultant shall indemnify, protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, reasonable attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, to the extent arising out of or resulting from (i) the failure of Consultant to comply with applicable laws, rules or regulations, (ii) the breach by Consultant of its obligations under this Agreement, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Consultant's performance or nonperformance of this Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Consultant or any persons or entities employed or utilized by Consultant in the performance of this Agreement. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.

### **PUBLIC ENTITY CRIMES STATEMENT**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submitting this proposal, the proposer hereby certifies that they have complied with said statute.

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

The County is an equal opportunity/affirmative action employer. The County is committed to equal opportunity employment effort; and expects firms that do business with the County to have a vigorous affirmative action program.

## **WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH**

The County hereby notifies all Proposers that W/MBEs are to be afforded a full opportunity to participate in any request for proposal by the County and will not be subject to discrimination on the basis of race, color, sex or national origin.

## **AFFIRMATION**

By submitting their proposal, the Proposer affirms that the proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham proposal; the Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a proposal; and the Proposer has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.

## **DEVELOPMENT COSTS**

Neither the County nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

## **ADDENDA**

The County may record its responses to inquiries and any supplemental instructions in the form of written addenda. The addenda will be posted on the County's website at <https://www.polk-county.net/procurement-bids>. It is the sole responsibility of the proposers to check the website to ensure that all available information has been received prior to submitting a proposal.

## **CODE OF ETHICS**

If any proposer violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this proposal, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from bidding on any future proposals for work, goods, or services for the County.

## **DRUG FREE WORKPLACE**

Preference shall be given to businesses with Drug Free Workplace (DFW) programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the County for the procurement of commodities or contractual services, a proposal received from a business that has provided a statement that it is a DFW shall be given preference in the award process.

## **APPLICABLE LAWS AND COURTS**

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, Florida or the United States District Court, Middle District of Florida, located in Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

## **CONTRACTUAL MATTERS**

A contract in substantially the same form as attached here to as Attachment "A" (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).

All contracts are subject to final approval of the Polk County Board of County Commissioners. Persons or firms who incur expenses or change position in anticipation of a contract prior to the Board's approval do so at their own risk.

## **PROPOSAL ACCEPTANCE PERIOD**

A proposal shall be binding upon the offeror and irrevocable by it for one hundred and twenty (120) calendar days following the proposal opening date. Any proposal in which offeror shortens the acceptance period may be rejected.

## **ADDITION/DELETION**

The County reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the County.

## **PROPRIETARY INFORMATION**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are required to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Proposers should provide a redacted copy of proposal with submittal, or must provide within thirty (30) days from the Proposal due date.

All proposals received from proposers in response to this Request for Proposal will become the property of the County and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the County.

## **REVIEW OF PROPOSAL FILES**

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for this Request for Proposal are exempt from review for thirty (30) days after the Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

**RFP PROTEST:** Any proposer desiring to file a protest, with respect to a recommended award of any RFP, shall do so by filing a written protest. The written protest must be in the possession of the Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All proposers who submitted a proposal will be sent a Notice of Recommended Award, unless only one proposal was received.

A copy of the protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/procurement/protest-procedures>.

**FAILURE TO FOLLOW PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED HEREIN AS ESTABLISHED BY POLK COUNTY, FLORIDA, SHALL CONSTITUTE A WAIVER OF THE PROPOSER'S RIGHT TO PROTEST AND ANY RESULTING CLAIM.**

**UNAUTHORIZED ALIEN(S)** The Consultant agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful consultant will complete and submit the form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

**EMPLOYMENT ELIGIBILITY VERIFICATION (E-Verify)**

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and

requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

### **LIMITATIONS**

This request does not commit Polk County to award a contract. Proposers will assume all costs incurred in the preparation of their response to this RFP. The County reserves the right to: 1) accept or reject qualifications and/or proposals in part or in whole; 2) request additional qualification information; 3) limit and determine the actual contract services to be included in a contract; 4) obtain information for use in evaluating submittals from any source and 5) reject all submittals.

**ATTORNEY'S FEES AND COSTS:** Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

### **PUBLIC RECORD LAWS**

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Consultant acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3)ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4)upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

**(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:**

**RECORDS MANAGEMENT LIAISON OFFICER**

**POLK COUNTY**

**330 WEST CHURCH ST**

**BARTOW, FL 33830**

**TELEPHONE: (863) 534-7527**

**EMAIL: [RMLO@POLK-COUNTY.NET](mailto:RMLO@POLK-COUNTY.NET)**

**Scrutinized Companies and Business Operations Certification; Termination.**

**A. Certification(s).**

- i. By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.
- ii. Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:
  - a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
  - b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and

- c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
    - d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
  - iii. The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.
- B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:
  - i. The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
  - ii. The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

## Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: \_\_\_\_\_

DBA/Fictitious Name (if applicable): \_\_\_\_\_

TIN #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: \_\_\_\_\_

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

# EXHIBIT 1

## DETAILED INSTRUCTIONS ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

The objective of this process is to identify the past performance of the Contractor submitting a proposal package. This is accomplished by sending survey forms to past customers. The customers should return the forms directly to the Contractor. The Contractor is to include all surveys in their proposal package.

### **Sending the Survey**

The surveys shall be sent to all clients for whom the Contractor has identified under Tab 3. Surveys should correlate to all projects identified under Tab 3.

If more surveys are included, then Procurement will only use those identified under Tab 3.

1. The Contractor shall complete the following information for each customer that a survey will be sent

CLIENT NAME	Name of the company that the work was performed for (i.e. Hillsborough County).
FIRST NAME	First name of the person who will answer customer satisfaction questions.
LAST NAME	Last name of the person who will answer customer satisfaction questions.
PHONE NUMBER	Current phone number for the reference (including area code).
EMAIL ADDRESS	Current email address for the reference.
PROJECT NAME	Name of the project (Professional Engineering Services for Hillsborough County Fire Station), Etc.
COST OF SERVICES	Cost of services (\$3,000,000)
DATE COMPLETE	Date when the services were completed. (i.e. 5/31/2020)

2. The Contractor is responsible for verifying that their information is accurate prior to submission for references.

3. The survey must contain different services/projects. You cannot have multiple people evaluating the same job. However, one person may evaluate several different jobs.

4. The past projects can be either completed or on-going.

5. The past client/owner must evaluate and complete the survey.

## **Preparing the Surveys**

1. The Contractor is responsible for sending out a performance survey to the clients that have been identified under Tab 3. The survey can be found on the next page.
2. The Contractor should enter the past clients' contact information, and project information on each survey form for each reference. The Contractor should also enter their name as the Contractor being surveyed.
3. The Contractor is responsible for ensuring all references/surveys are included in their submittal under Tab 7
4. Polk County Procurement may contact the reference for additional information or to clarify survey data. If the reference cannot be contacted, there will be no credit given for that reference.

## Survey Questionnaire – Polk County

### RFP 23-448, Utilities Design Services & Regulatory Services

To: \_\_\_\_\_ (Name of Person completing survey)

\_\_\_\_\_ (Name of Client Company/Contractor)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Subject: Past Performance Survey of Similar work:

Project name: \_\_\_\_\_

Name of Vendor being surveyed: \_\_\_\_\_

Cost of Services: Original Cost: \_\_\_\_\_ Ending Cost: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	
3	Quality of workmanship	(1-10)	
4	Professionalism and ability to manage	(1-10)	
5	Close out process	(1-10)	
6	Ability to communicate with Client's staff	(1-10)	
7	Ability to resolve issues promptly	(1-10)	
8	Ability to follow protocol	(1-10)	
9	Ability to maintain proper documentation	(1-10)	
10	Appropriate application of technology	(1-10)	
11	Overall Client satisfaction and comfort level in hiring	(1-10)	
12	Ability to offer solid recommendations	(1-10)	
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	

Printed Name of Evaluator \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

Please fax or email the completed survey to: \_\_\_\_\_

# AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ (*name*) as \_\_\_\_\_ (*title of officer*) of \_\_\_\_\_ (*entity name*), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

**EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION**

(Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

The undersigned, as an authorized officer of the Consultant identified below (the “**Consultant**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subconsultant under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subconsultant. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subconsultants to provide an affidavit attesting that the subconsultant does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subconsultant knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**ATTEST:**

**CONSULTANT:**

By: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
Its: \_\_\_\_\_

June 27, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM # 1  
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.**

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

# RFP 23-448, Utilities Design Services and Regulatory Services

## ADDENDUM # 1

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### QUESTIONS AND ANSWERS

Question 1: Can you please provide the sign-in sheets from the pre-proposal meeting held on June 20, 2023?

**Answer 1: The Pre-Proposal Meeting Attendance list was posted on our website and can be found here: <https://www.polk-county.net/procurement/bids/bid-details/utilities-design-services-regulatory-support-services>.**

Question 2: Who are the firms that are currently under contract with the County for these services?

**Answer 2: Black & Veatch, Carollo Engineers, CHA Consulting, CivilSurv Design Group, Dewberry Engineers, Hazen & Sawyer, Jones Edmunds & Associates, Pennoni Associates, Tetra Tech, Wood Environmental & Infrastructure Solutions, Wright-Pierce, and WSP USA.**

Question 3: We have recently responded to a few Polk County proposals. Would the County consider allowing us to use Survey Questionnaires from previous submissions?

**Answer 3: Yes, so long as the questions are the same on both surveys and refer to projects that are referenced under Tab 3, Experience, Expertise, Personnel and Technical Resources.**

Question 4: Which Tab number would the County like us to include the proposal forms (Proposer's Incorporation Information, Affidavit Certification Immigration Laws, Employment Eligibility Verification)?

**Answer 4: These documents can be submitted under Tab 1, Introduction, after the items submitted under Tab 1, Items a-e.**

Question 5: On page 7 of the RFP package, it states "Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields..." Does that include subcontractors that may perform work on behalf of the prime proposers?

**Answer 5: The prime proposers submitting proposals must be able to perform a minimum of 10 of the listed capabilities found on pages 7 and 8 of the RFP package. There may be projects that require a prime proposer use subcontractors to complete a scope of work, but the intent of this solicitation is to award to prime proposers that can perform the multi-disciplinary capabilities listed in the RFP package.**

Question 6: Does the County prefer the proposals be delivered either as a sealed parcel or an electronic submittal?

**Answer 6: The County offers both options and does not have a preferred method of delivery for the proposals.**

Question 7: Have there been issues in the past when proposers tried to submit their proposals electronically?

**Answer 7: The County has extended receiving/due dates one week in the past when there was a temporary issue with the Kiteworks application website on a receiving date. This was an isolated incident only.**

July 3, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM # 2  
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Correction: The email address listed on page 1 of the RFP package to submit questions to is incorrect. Please email all questions to [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net). All questions must be received by 4:00 p.m., Friday, July 7, 2023.

To receive a copy of **Attachment “A”, Sample Master Consulting Agreement**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder **“RFP 23-448 Utilities Design Services and Regulatory Services.zip”**, select “Open” or “Save As” to download the sample agreement. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net).

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.**

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

## **RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 2**

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### **QUESTIONS AND ANSWERS**

Question 1: Are we allowed to submit project references/reference surveys for Polk County projects?

**Answer 1: Yes.**

Question 2: Will points be awarded in Tab 5 for a subconsultant that is a certified Service-Disabled Veteran-Owned Small Business (SDVOSB)?

**Answer 2: No. Points are awarded only to certified Women and Minority Business Entities under Tab 5.**

Question 3: Can Polk County disclose the selection committee members for this RFP?

**Answer 3: The anticipated selection committee members include Tamara Richardson, James Tully, Krystal Azzarella, Jason Jennings, and Sharon Mathis.**

Question 4: If the intent of the RFP is to select more than one consultant, is it necessary for the County to conduct proposer interviews per the selection process (Elevation Level 3 – Proposer Interview)?

**Answer 4: Yes. Interviews are necessary and shall take place in accordance with Florida Statute 287.055(4)(b).**

Question 5: On page 21, the RFP states, “A contract in substantially the same form as attached here to as Attachment ‘A’ (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).” Where can one find the Attachment “A” that includes the Master Consulting Agreement?

**Answer 5: Attachment “A”, Sample Master Consulting Agreement is available to on the County’s FTP site for download. Refer to page 1 of this addendum for directions on how to download Attachment “A”.**

July 11, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM # 3  
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.**

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

## **RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 3**

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### **QUESTIONS AND ANSWERS**

Question 1: Can you please clarify whether items d and e in tab 1 count toward the two-page limit?

**Answer 1: Items d) and e) under Tab 1, Executive Summary, do not count towards the two-page limit. Only items a) – c) count towards to the two-page maximum limit.**

Question 2: How are categories left blank on the performance survey questionnaire handled when averaging the survey scores?

**Answer 2: If questions are not answered on the performance surveys, the questions left blank will not be taken into consideration when calculating the overall score average when awarding points under Tab 7, Surveys of Past Performance.**

Question 3: Can front and back cover as well as dividers be included when submitting electronically via Kiteworks?

**Answer 3: Yes.**

Question 4: The FDOT no longer participates in client surveys and refers consultants to an online grading system (scaled 1 to 5 based on quality, scheduling, and management) that is updated on an annual basis. Would a screenshot of the online evaluation be an acceptable replacement for the required performance survey that accompanies projects write ups?

**Answer 4: No. The Survey Questionnaire on page 29 of the RFP package must be used and submitted by a proposer under Tab 7, Surveys of Past Performances so that each proposal is scored the same using the criteria outlined in the RFP package.**

## TAB 1

# Executive Summary

Carollo has provided **planning, design, and construction management** services for **water and wastewater** agencies serving populations ranging from less than 10,000 to more than 3 million.



DELIVERING WATER / WASTEWATER SOLUTIONS



INCLUDING 140+ EMPLOYEES IN FLORIDA



NATIONWIDE 7 IN FLORIDA



WORKING IN THE FLORIDA REGION



FOCUSING SOLELY ON WATER / WASTEWATER

## Firm Qualifications

Founded in 1933, Carollo Engineers, Inc., is one of the largest engineering firm in the United States dedicated solely to water and wastewater engineering—it's all we do.

This targeted expertise allows us to focus on developing best-value, innovative, and reliable solutions to help our clients protect public health and achieve their service goals. It also results in the recruitment of the brightest minds in the industry, a staff trained on issues impacting water and wastewater infrastructure, and pioneering ideas tailored to the specific needs of each client and project.

## Certificate of Incorporation

**State of Florida**  
**Department of State**

I certify from the records of this office that CAROLLO ENGINEERS, INC. is a Delaware corporation authorized to transact business in the State of Florida, qualified on May 25, 2000.

The document number of this corporation is F0000003055.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on February 13, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

**Carollo**  
**Engineers License**

Licensee	
Name:	CAROLLO ENGINEERS, INC. License Number: 8571
Rank:	Registry License Expiration Date:
Primary Status:	Current Original License Date: 06/26/2000

Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
65401	Current, Active	BAUMBERGER, LAURA B	Registry		Professional Engineer	02/28/2025

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Thirtieth day of February, 2023.

Secretary of State

Tracking Number: 954514977CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Flings/CertificateOfStatus/CertificateAuthentication>

## Company Name

Carollo Engineers, Inc.

## Address

200 E. Robinson Street, Suite 1400  
Orlando, FL 32801  
P: 407-478-4642

**Contact:** Amanda Bauner, PE, ENV SP  
abauner@carollo.com

## Years in Business

Carollo was established in Phoenix, Arizona, in 1933 as Headman, Ferguson and Carollo and was renamed John A. Carollo, Consulting Engineers in 1957. The partnership was reorganized in 1970 under the name of John Carollo Engineers, and was renamed Carollo Engineers in 1996. The firm was incorporated in 1998 under the name of Carollo Engineers, P.C. The firm then converted from an Arizona professional corporation to a Delaware corporation under the name of Carollo Engineers, Inc. on May 13, 2010.

## Number of Employees

1,374 Total

1,167 Full-time

**Carollo is a full-service firm that specializes solely in the planning, design, permitting, and construction of wastewater and water systems.**

Carollo has been in business for 90 years and our reputation is based upon client service and a continual commitment to quality. We currently maintain 52 offices across the US, including our seven Florida offices (Jacksonville, Orlando, Tampa, Sarasota, Coral Springs, Miami, and Palm Beach).



We bring the following key benefits:

- Water Focused.** At Carollo, water is our focus, our business, and our passion, allowing us to put all of our resources into projects encompassing all facets of the water, wastewater, and reclaimed water industry. Carollo is a dynamic team of more than 1,350 employees all dedicated to water. Carollo is not content to apply technology, we are on the forefront of advancing water technologies to meet emerging regulations. Carollo’s Applied Research Center (ARC) is dedicated to serving the strategic planning needs of our municipal clients. We have been involved in over 270 research and development (R&D) projects over the last 10 years with \$16 million in funded research over the last 5 years. We are in a position to keep Polk County Utilities updated on the latest trends in regulatory philosophies and treatment technologies for potable water, wastewater, direct potable reuse and biosolids.
- Florida Team, National Expertise.** Carollo’s Florida offices offer a valuable and comprehensive blend of talent, with over 140 Florida staff ranging from engineers-in-training to senior designers to nationally recognized experts. Our local Orlando, Tampa, and Sarasota offices provide a depth of expertise in the items requested in this RFP, including water and wastewater treatment, asset management, planning/modeling, facilities operation, and permitting. The proposed team, shown in the organization chart, maintains a sound understanding of issues of local importance. The people on the organizational chart are the people who will work on your projects. The team is supported by national-level expertise who are available as needed for your specialized projects.
- Client Understanding.** Carollo has been serving Polk County Utilities for the past eight years and we have established a good rapport with staff and developed a good understanding of many aspects of the County’s utility infrastructure. Among Carollo’s projects are the Dinner Lake Storage and Booster Pump Station, Gibson Oaks Water Production Facility, process engineering for the Cherry Hill Direct Potable Reuse Pilot and the SCADA Master Plan. Carollo understands that Polk County has a broad range of needs to be met. Our staff caters to the day-to-day needs of numerous similar clients throughout Florida. Our Florida growth has been fueled by our superior client service and the innovative solutions we consistently bring to the table. Our past successes are founded on our ability to listen and partner with our clients. This attribute will be especially valuable in on-call projects, where tight schedules are met by getting it right the “first time.” We are responsive to the needs of our clients, we customize our solutions to fit their needs (no cookie-cutter approach), and we listen carefully to learn from their experiences and to understand their preferences.
- Comprehensive Team.** We have assembled a comprehensive team of experienced and qualified professionals to address all 34 professional service categories included in the RFP. Our teaming partners are prepared to fulfill the County’s requirements for 14 of these service categories while Carollo has the staff resources and experience to fulfill the remaining 20 service categories. In keeping with Carollo’s commitment to support locally based and minority/women owned businesses, our teaming partners include five Polk County based firms and five firms that are women or minority owned businesses.



**WATER**  
**OUR FOCUS**  
**OUR BUSINESS**  
**OUR PASSION**

With this submittal, we provide our commitment and desire to continue to work with Polk County. We will continue to partner with Polk County staff and work hard and enthusiastically to provide quality, responsive engineering services. With our growing local team and national level expertise, we are committing our culture to the County, working as one team and delivering results. We are fully committed to performing the proposed services according to the requirements noted in the RFP. We look forward to working with you.

## Proposers Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: Carollo Engineers, Inc.

DBA/Fictitious Name (if applicable): N/A

TIN #: 86-0899222

Address: 200 E Robinson Street, Suite 1400

City: Orlando

State: Florida

Zip Code: 32801

County: Orange County

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: Amanda Bauner, PE, ENV SP

Phone Number: 813-906-4612

Cell Phone Number: 813-460-8257

Email Address: abauner@carollo.com

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: Delaware

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.



# AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Carollo Engineers, Inc.

Signature: [Handwritten Signature]

Title: VICE PRESIDENT

Date: 7-13-23

State of: Florida

County of: Orange

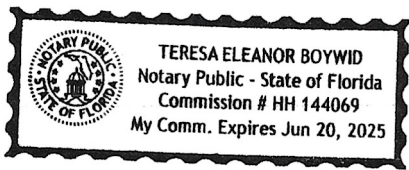
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 13<sup>th</sup> day of July, 2023, by VICTOR GODIENSKI (name) as VICE PRESIDENT (title of officer) of CAROLLO ENGINEERS, INC. (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: [Handwritten Signature]

Printed Name of Notary Public: Teresa Eleanor Boywid

Notary Commission Number and Expiration: June 20, 2025

(AFFIX NOTARY SEAL)



**EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION**

(Florida Statutes, Section 448.095)

RFP 23-448, UTILITIES DESIGN SERVICES & REGULATORY SERVICES

The undersigned, as an authorized officer of the Consultant identified below (the “**Consultant**”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “**County**”), by and on behalf of the Consultant in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Consultant and the County on or about the date hereof, whereby the Consultant will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “**Contract**”), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Consultant, and any subconsultant under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Consultant or subconsultant. The Consultant acknowledges and agrees that (i) the County and the Consultant may not enter into the Contract, and the Consultant may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Consultant becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subconsultants to provide an affidavit attesting that the subconsultant does not employ, contract with, or subcontract with, an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subconsultant knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Consultant, the Consultant may not be awarded a public contract for a period of 1 year after the date of termination. The Consultant shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

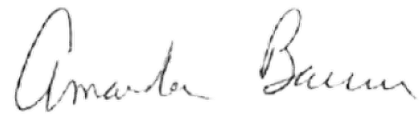
Executed this 30 day of June, 2023.

**ATTEST:**



By: \_\_\_\_\_  
 PRINTED NAME: Victor Godlewski, PE  
 Its: Vice President

**CONSULTANT:**



By: \_\_\_\_\_  
 PRINTED NAME: Amanda Bauner, PE, ENV SP  
 Its: Vice President

June 27, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM # 1  
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

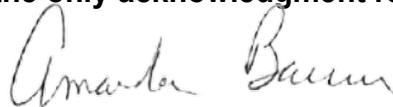
Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.**

Signature



Printed Name:

Amanda Bauner, PE, ENV SP

Title:

Vice President

Company:

Carollo Engineers, Inc.

## RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 1

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### QUESTIONS AND ANSWERS

Question 1: Can you please provide the sign-in sheets from the pre-proposal meeting held on June 20, 2023?

**Answer 1:** The Pre-Proposal Meeting Attendance list was posted on our website and can be found here: <https://www.polk-county.net/procurement/bids/bid-details/utilities-design-services-regulatory-support-services>.

Question 2: Who are the firms that are currently under contract with the County for these services?

**Answer 2:** Black & Veatch, Carollo Engineers, CHA Consulting, CivilSurv Design Group, Dewberry Engineers, Hazen & Sawyer, Jones Edmunds & Associates, Pennoni Associates, Tetra Tech, Wood Environmental & Infrastructure Solutions, Wright-Pierce, and WSP USA.

Question 3: We have recently responded to a few Polk County proposals. Would the County consider allowing us to use Survey Questionnaires from previous submissions?

**Answer 3:** Yes, so long as the questions are the same on both surveys and refer to projects that are referenced under Tab 3, Experience, Expertise, Personnel and Technical Resources.

Question 4: Which Tab number would the County like us to include the proposal forms (Proposer's Incorporation Information, Affidavit Certification Immigration Laws, Employment Eligibility Verification)?

**Answer 4:** These documents can be submitted under Tab 1, Introduction, after the items submitted under Tab 1, Items a-e.

Question 5: On page 7 of the RFP package, it states "Proposers must have in-house, multi-disciplinary capabilities in at least ten (10) of these fields..." Does that include subcontractors that may perform work on behalf of the prime proposers?

**Answer 5:** The prime proposers submitting proposals must be able to perform a minimum of 10 of the listed capabilities found on pages 7 and 8 of the RFP package. There may be projects that require a prime proposer use subcontractors to complete a scope of work, but the intent of this solicitation is to award to prime proposers that can perform the multi-disciplinary capabilities listed in the RFP package.

Question 6: Does the County prefer the proposals be delivered either as a sealed parcel or an electronic submittal?

**Answer 6:** The County offers both options and does not have a preferred method of delivery for the proposals.

Question 7: Have there been issues in the past when proposers tried to submit their proposals electronically?

**Answer 7:** The County has extended receiving/due dates one week in the past when there was a temporary issue with the Kiteworks application website on a receiving date. This was an isolated incident only.

July 3, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM # 2  
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Questions Received and Answers.

Correction: The email address listed on page 1 of the RFP package to submit questions to is incorrect. Please email all questions to [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net). All questions must be received by 4:00 p.m., Friday, July 7, 2023.

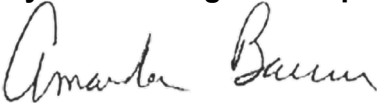
To receive a copy of **Attachment “A”, Sample Master Consulting Agreement**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevndor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder **“RFP 23-448 Utilities Design Services and Regulatory Services.zip”**, select “Open” or “Save As” to download the sample agreement. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at [arigoldstein@polk-county.net](mailto:arigoldstein@polk-county.net).

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.**

Signature	
Printed Name:	Amanda Bauner, PE, ENV SP
Title:	Vice President
Company:	Carollo Engineers, Inc.

## RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 2

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### QUESTIONS AND ANSWERS

Question 1: Are we allowed to submit project references/reference surveys for Polk County projects?

**Answer 1: Yes.**

Question 2: Will points be awarded in Tab 5 for a subconsultant that is a certified Service-Disabled Veteran-Owned Small Business (SDVOSB)?

**Answer 2: No. Points are awarded only to certified Women and Minority Business Entities under Tab 5.**

Question 3: Can Polk County disclose the selection committee members for this RFP?

**Answer 3: The anticipated selection committee members include Tamara Richardson, James Tully, Krystal Azzarella, Jason Jennings, and Sharon Mathis.**

Question 4: If the intent of the RFP is to select more than one consultant, is it necessary for the County to conduct proposer interviews per the selection process (Elevation Level 3 – Proposer Interview)?

**Answer 4: Yes. Interviews are necessary and shall take place in accordance with Florida Statute 287.055(4)(b).**

Question 5: On page 21, the RFP states, “A contract in substantially the same form as attached here to as Attachment ‘A’ (Master Consulting Agreement) will be executed between the County and the successful Proposer(s).” Where can one find the Attachment “A” that includes the Master Consulting Agreement?

**Answer 5: Attachment “A”, Sample Master Consulting Agreement is available to on the County’s FTP site for download. Refer to page 1 of this addendum for directions on how to download Attachment “A”.**

July 11, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM # 3  
RFP 23-448, Utilities Design Services and Regulatory Services**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

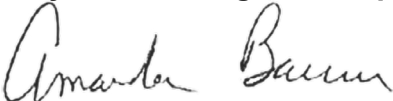
Contained within this addendum: Questions Received and Answers.

Ari Goldstein, CPP

*Ari Goldstein*

Senior Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your bid submittal. This is the only acknowledgment required.**

Signature:   
 Printed Name: Amanda Bauner, PE, ENV SP  
 Title: Vice President  
 Company: Carollo Engineers, Inc.

## RFP 23-448, Utilities Design Services and Regulatory Services ADDENDUM # 3

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### QUESTIONS AND ANSWERS

Question 1: Can you please clarify whether items d and e in tab 1 count toward the two-page limit?

**Answer 1: Items d) and e) under Tab 1, Executive Summary, do not count towards the two-page limit. Only items a) – c) count towards to the two-page maximum limit.**

Question 2: How are categories left blank on the performance survey questionnaire handled when averaging the survey scores?

**Answer 2: If questions are not answered on the performance surveys, the questions left blank will not be taken into consideration when calculating the overall score average when awarding points under Tab 7, Surveys of Past Performance.**

Question 3: Can front and back cover as well as dividers be included when submitting electronically via Kiteworks?

**Answer 3: Yes.**

Question 4: The FDOT no longer participates in client surveys and refers consultants to an online grading system (scaled 1 to 5 based on quality, scheduling, and management) that is updated on an annual basis. Would a screenshot of the online evaluation be an acceptable replacement for the required performance survey that accompanies projects write ups?

**Answer 4: No. The Survey Questionnaire on page 29 of the RFP package must be used and submitted by a proposer under Tab 7, Surveys of Past Performances so that each proposal is scored the same using the criteria outlined in the RFP package.**

# Approach to the Project

The Carollo team’s approach is **focused on collaboration, creativity, and responsiveness** to deliver successful projects for Polk County Utilities.

## Building on a Strong Record of On-Call Consulting

Carollo has executed thousands of on-call contracts nationwide, and has been trusted by more than 60 municipal utilities in Florida. Carollo’s on-call work combines decades of infrastructure planning and process knowledge with a proven track record of managing a variety of technical, economic, regulatory, environmental, and political issues to develop proven and cost-effective solutions for our clients.

On-call services contracts require a commitment to responsive service, as well as the flexibility to provide the necessary expertise required to address each project’s unique challenges quickly and efficiently. As your on-call consultant, we are available and committed to providing technical support ranging from technical evaluations to more complex design and specialty engineering services to address your specific needs. Our team has the experience and flexibility to handle a workload that may change from month to month, depending on the County's needs and scheduling requirements.

The Carollo Team is qualified to provide all 34 professional service categories included in the RFP. Our teaming partners are prepared to fulfill the County’s requirements for 14 of these service categories as annotated in the list below. Carollo has the staff resources and experience to fulfill the remaining 20 service categories.



### Engineering Services Provided by the Carollo Team

*Our Team Can Do It All!*

<ul style="list-style-type: none"> <li>▪ Civil engineering <b>S</b></li> <li>▪ Utility master planning and hydraulic modeling</li> <li>▪ Water quality master plans and water conservation plans</li> <li>▪ Water quality engineering, modeling, and evaluation</li> <li>▪ Wastewater engineering, treatment, and evaluation</li> <li>▪ Biosolids management design and operation</li> <li>▪ Regulatory compliance and permitting for water and wastewater facilities</li> <li>▪ Utility environmental affairs</li> <li>▪ Land surveying <b>S</b></li> <li>▪ Hydrology and surface water modeling <b>S</b></li> <li>▪ Hydrogeologic modeling and evaluation of water quality data <b>S</b></li> <li>▪ Well construction and abandonment <b>S</b></li> <li>▪ Well head protection, water quality and environmental <b>S</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Energy audits</li> <li>▪ Green Engineering Practice</li> <li>▪ Well head protection, water quality and environmental assessments <b>S</b></li> <li>▪ Feasibility studies for developing, improving and maintaining water, wastewater and reclaim water systems</li> <li>▪ Geotechnical engineering <b>S</b></li> <li>▪ Utility acquisition and evaluation</li> <li>▪ Right-of-way and easement acquisition services <b>S</b></li> <li>▪ Structural engineering as related to water, wastewater and reclaim water facilities <b>S</b></li> <li>▪ Electrical engineering as related to water, wastewater and reclaim water facilities</li> <li>▪ Mechanical engineering related to water, wastewater and reclaim water facilities</li> <li>▪ Constructability plan review/value engineering</li> <li>▪ Instrumentation and controls engineering and programming for SCADA systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ Construction administration and construction observation-related engineering services for water, wastewater, and reclaimed water facilities</li> <li>▪ Water, wastewater, and reclaimed water facilities operational experience</li> <li>▪ Public involvement services, including technical assistance for preparation of public information brochures <b>S</b></li> <li>▪ Water conservation education and/or enforcement</li> <li>▪ Subsurface utility engineering and locating</li> <li>▪ Architectural services</li> <li>▪ GIS Analysis, SDE Management and GIS database maintenance and support capabilities</li> <li>▪ CADD design capabilities</li> <li>▪ Database &amp; Information system development related to utility systems and management <b>S</b></li> </ul>
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**S** Service to be provided by a subconsultant team member.

## Project Work Plan

Our plan to respond to applicable requests for work includes the following action items:

- **Understanding of the Assignment.** Within the first 24 hours of being contacted, our project director, Amanda Bauner, will communicate with you to gain an understanding of the assignment scope, schedule, budget, and unique requirements. After review, she will clarify the assignment as necessary with your staff, either by phone or a site visit.
- **Key Team Members Assignment.** Identify consultant services authorization (CSA) project lead, technical experts, and additional staff needed for the work. Within 48 hours of initial contact, Amanda and our CSA lead will communicate with you to establish your expectations for our task order proposal:
  1. Proposed team members, leads, and subconsultants, along with a statement of understanding.
  2. Scope of work outline, including activities, deliverables, schedule, and level of effort.

- **Refining the Scope.** Following initial scope development, we anticipate meeting with County staff to refine concepts, incorporate comments and changes, and finalize details, typically within five days to a week.

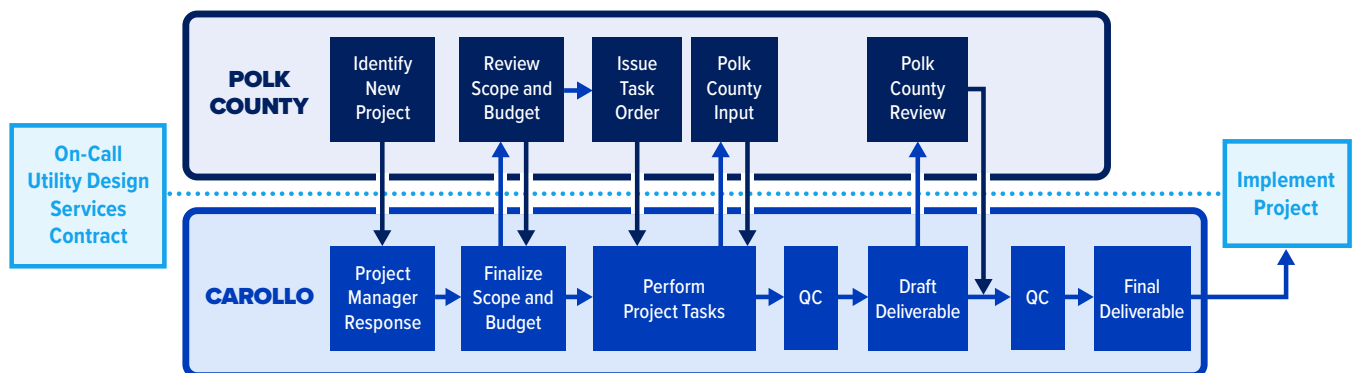
**CSA Initiation:** Upon notification of a CSA, Amanda will select the appropriate project manager and delineate resource goals for the assignment based on the specific scope of work. As noted in our organizational chart, we have several project managers to choose from depending on the specific project needs. The organization chart delineates our key specialists in the areas likely to be needed under this contract, however, we are able to mobilize virtually any technical or specialized skill on short notice. Amanda and our selected project manager will then meet with the County to discuss the project scope.

**Consultant Team Assembly, and Scope and Budget Development:** Following the scope meeting with your staff, we will select the remaining team members required to complete the work and prepare the CSA budget and schedule to achieve the project goals.

**Notice to Proceed:** Once a notice-to-proceed has been issued for the CSA, Amanda and the CSA project manager will assume the responsibility to direct the team and deliver the work products to the County.

**Controlling Costs:** Carollo understands the importance of cost control on every project. We also understand that cost control begins from the first day of the task order, to make sure costs stay within the approved budget. We will use every measure possible to help control and limit costs at the planning, engineering design, construction, and operations levels. Towards this end, we will apply and adhere to Carollo’s standard project management procedures.

**Our team is prepared to use well-established and proven Carollo procedures to provide the County with comprehensive services from permitting, through design, construction and commissioning.**



## Project Management

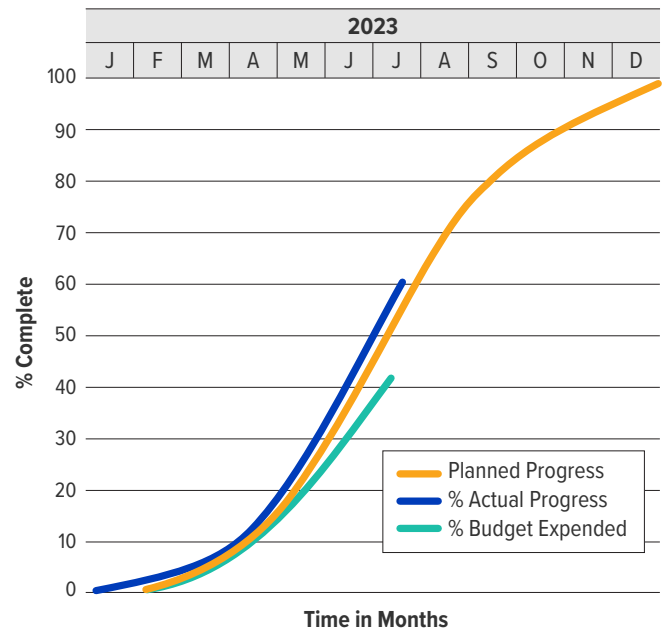
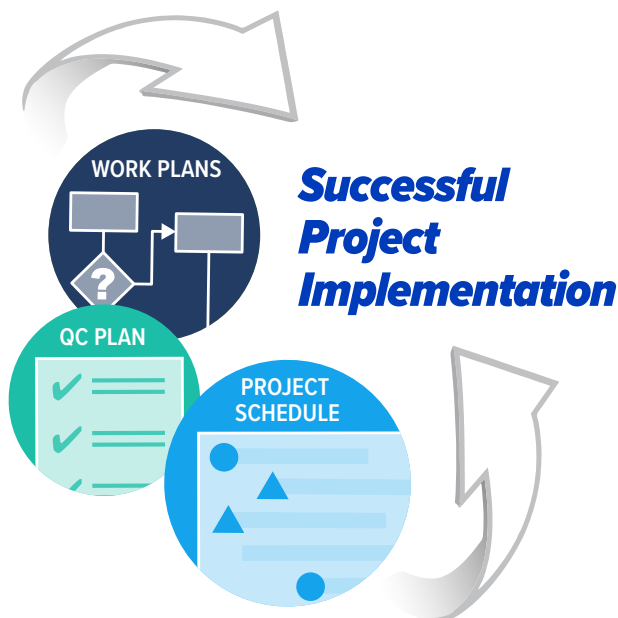
### Project Staffing Planning

The key to our approach is to assign a manager and engineers with the appropriate level of experience and skills to match the specific tasks to be completed. Successful completion of your projects will require a responsive and proven project management approach—and a project management team with the appropriate skill set. The project team leaders will have the right level of experience for the design, planning, modeling, financial, or construction management project. As a full-service water/wastewater consulting firm, Carollo offers the depth and breadth of talent to meet all the needs of your on-call assignments.

### Establishing and Maintaining Schedules

Schedules are established by identifying project milestones and determining when each task must be completed to meet the milestone dates. The schedule is reviewed to determine staff requirements to complete the project on time. If a project is needed on a fast-track, more staff may be assigned or working hours extended to meet our schedule commitments.

Monthly, the assigned project manager will assess the percent complete for the project. The percent complete is estimated on a per-task basis, in a defined manner, and is done independently of budget review. Budget status is provided to the project manager after the percent complete has been estimated. If the project is not on schedule, staffing adjustments or other corrective measures are implemented to get back on track.



- **Monitoring Progress.** To monitor project progress, the project labor-hour budget is plotted against the project schedule to form an S-curve. The S-curve is a graphical illustration of the project plan, showing how the project will be completed on time and within the labor-hour budget. Each month, the percent complete is plotted on the S-curve to compare actual project progress to planned progress. If the actual progress falls behind the planned progress, corrective measures are identified and implemented.
- **Monitor Budgets.** Each project manager has access to the labor-hours charged to each job and can monitor project budget daily. Using the cumulative hours, percent of budget used is calculated and plotted on the project S-curve. The project manager can then assess the following:
  - » Are percent complete and percent budget expended close to the planned curve?
  - » Are percent complete and percent budget expended curves parallel, converging or diverging?
  - » Does the rate of progress match the budget expenditure rate?
- **Recovery from a Slippage in Budget or Schedule.** Obstacles can occur that are beyond our control and cause delays or added costs. The most important element in resolving these problems when they occur is communication. We will inform you of potential delays and their potential impact on project completion before we get behind. We will also let you know if there will be a budget impact before work is started and expenses incurred.

## Effective Communication with Client

- Client’s Role and Expectations.** It is very important to establish your expected role and level of participation during the project. For instance, the frequency and required participants at key meetings should be established. The decision-making process, including who should be involved in making them, is another item. These issues should be finalized at the kick-off meeting. This final list of expectations should be reviewed regularly and modified as necessary to reflect changes to the project direction.
- Meetings and Conferences.** Our most direct way to communicate with you will be by meetings with the affected stakeholders. Regular progress meetings are scheduled approximately monthly, and an agenda is prepared. These meetings will be virtual, or in-person based on the situation and the County's preference. We typically forward the agenda one day in advance so staff are made aware of the issues to be discussed and the people required to make the necessary decisions can be in attendance. Meeting notes are prepared for each meeting to document the discussion including decisions made. We also anticipate meeting on a more frequent and informal basis with project team members, as required, to assist in the decision-making process. We would schedule informal meetings through your project manager to maintain proper communication channels.
- Monthly Progress Reports.** Our project manager for the CSA will prepare a monthly status report. The status report is prepared as part of our monitoring of planned versus actual schedule and budget. By monitoring this information on a regular and frequent basis, potential problems are immediately identified, and corrective action can be taken at the earliest possible time. The Progress Report will be submitted with the monthly invoice.



## Quality Assurance and Quality Control



### Back Up the Work with Standardized Quality Management Principles

Quality management in our project deliverables is one of the ways we have continued to provide our clients with excellent service and one of the many reasons repeat clients make up such a large percentage of our work. Control of project costs starts with the quality of deliverables, which in turn, sets the table for accurate and cost effective completion of subsequent project activities and phases. Before your project even begins, the project management team start the pre-contract planning. During this step we will prepare a quality management plan that outlines requirements and guidelines for the project team in identifying quality management steps and procedures to be completed by the Quality Managers for the particular task order. Vic Godlewski, who serves as the Quality Manager for the Orlando Office, will manage quality control activities for our deliverables to the County.



#### QUALITY ASSURANCE/QUALITY CONTROL PLAN

- Establishes procedures for a successful and quality project
- Includes both Quality Assurance and Quality Control
- Will be confirmed with you at the start of the project



#### QUALITY ASSURANCE

- Conducted as the project progresses
- Independent peer reviews to address critical issues
- Eliminates fatal flaws
- Conducted in early stages to avoid rework



#### RESULT

- Allows team to present highly evolved concepts in project workshops



#### QUALITY CONTROL

- Quality checks prior to submittals
- Internal QC workshops prior to major submittals
- Independent QC team
- Written affidavit attesting to review and identifying corrected deficiencies



#### RESULT

- Provides high-quality deliverables that save your staff time

**Quality services and deliverables at all project stages for a successful project.**

## TAB 3

# Experience, Expertise, Personnel, and Technical Resources

## Wastewater Program Manager

Orange County, Florida

Under continuing professional services contracts for Orange County Utilities (OCU), Carollo has provided planning, engineering, and program management services necessary to implement the County's capital improvement program (CIP) for water, wastewater, and reclaimed water facility improvements, as well as various projects necessary for facility planning, management, utility operation, compliance, permitting, and optimization. Over 125 task authorization projects have been issued to Carollo since May 2014. Major assignments performed by the Carollo team during the past five years include:

**Condition Assessment and Asset Management Evaluations for the South WRF (SWRF), Eastern WRF (EWRF), and Northwest WRF (NWRf).** Carollo developed an asset management methodology that can be used for estimating annual repair and replacement (R&R) funding requirements, asset condition, and replacement timing and prioritization. The methodology, developed for SWRF, was modified as needed for condition assessments at EWRF and NWRf.

**Facilities Plans for the SWRF, EWRF, and NWRf.** Carollo prepared facilities plans for each of the three water reclamation facilities that include a prioritized capital improvement program directed at meeting future growth needs, reducing operating costs, enhancing reliability, and incorporating the R&R requirements developed from the asset management evaluations.

**Condition Assessments and Water Facilities Plans for the South, East, and West/Southwest Water Service Areas.** The goal of these projects was to assess condition of facility assets and develop facilities plans that include a prioritized improvements directed at meeting future demands, optimizing treatment, improving treated water quality, reducing operating costs, and enhancing reliability. The plans define the near-term (5- and 10-year) and long-term (20- and 30-year) plans for development of a CIP.

**Consulting Engineer's Reports to Support Bond Issuance.** Carollo prepared reports to support OCU issuance of water and wastewater utility bonds in 2016 and 2020, along with annual update reports in 2017, 2018, 2019, 2021, and 2022.

**SWRF Advanced Wastewater Treatment (AWT) Evaluation.** Carollo completed an alternatives analysis of options for upgrading the 56-mgd SWRF treatment process to AWT quality, including recommendations and a basis of design for future improvements.

**Energy Sustainability Initiative Preliminary Feasibility Study.** The Carollo team provided a preliminary feasibility study for initiatives under the County's Energy Sustainability Initiative. The initiatives evaluated include biogas utilization from SWRF, installation of solar/photovoltaic (PV) panels at NWRf, and conversion of OCU's vehicle fleet to compressed natural gas or electric power.



### SIZE AND COST OF PROJECT

Project Size: N/A  
Project Cost: \$14.37 million (to date since May 2014)

### PROJECT REPRESENTATIVE

Charles "Tad" Parker, PE  
Assistant Division Manager  
Orange County Utilities  
9150 Curry Ford Road  
Orlando, FL 32825  
Ph: 407-254-9729  
charles.parker2@ocfl.net

### PROJECT DATES

2014 - Ongoing

### FIRM RESPONSIBILITY

Prime firm responsible for providing a variety of planning, engineering, and program management services for water treatment facilities, wastewater treatment facilities, and reclaimed water storage, pumping, and wet weather management facilities.

### CHANGE ORDERS

None

### TIME EXTENSION IF APPLICABLE

N/A

### KEY STAFF AND THEIR ROLE

D. Helms (Principal-in-Charge/Project Manager)  
E. Stone (Water/Wastewater Treatment)  
S. Paranjape (Water/Wastewater Treatment)  
V. Godlewski (Wastewater Treatment)  
M. Thomas (Permitting/Funding)  
L. Baumberger (Asset Management)  
N. Anderson (I&C)  
P. Kumar (Potable Reuse)

# Southeast Wastewater Treatment Plant (SEWWTP) Expansion

Pasco County, Florida

The SEWWTP requires improvements to correct operating and other deficiencies mainly due to aging infrastructure, and expansion to increase the plant capacity to meet current and future demands. The SEWWTP is being expanded from 3.0 to 6.0-mgd AADF.



Additionally, the project includes both new force mains and replacement of force mains feeding into the facility. The scope of services includes preliminary design, final design, permitting, bid services, engineering services during construction (ESDC), and construction management. Carollo provided Phase I engineering services for condition assessment, process evaluation, capacity analysis report, and facility plan for the expansion and improvements of the Southeast WWTP. Carollo completed Phase II final design for the following major components:

- New headworks facility with two coarse screens, two fine screens, two grit units, and odor control, designed for 6-mgd AADF and 15-mgd peak hour flow (PHF).
- Expansion of the existing biological treatment process with two new treatment basins, and conversion to the Anaerobic/Anoxic/Oxic (A2O) process.
- Conversion of the aeration from surface aerators to fine bubble pore diffusers.
- Addition of new aeration blowers and new blower structure.
- Construction of one new 80-foot diameter secondary clarifier and retrofit of three existing clarifiers.
- Additional return activated sludge (RAS) pumps and waste activated sludge(WAS) pumps.
- Expansion of the filtration system.
- Demolition of the existing chlorine contact chambers, and construction of two new chlorine contact chambers east of the existing reclaimed water storage tank.
- Replacement of four existing pumps, with five new lead and lag transfer pumps, at the effluent transfer pump station.
- Retrofit and expansion of the existing high service pump station, with additional pumps.
- Construction of one new sludge holding tank and coarse bubble diffuser system.
- Construction of one new open dewatering facility, with one belt filter press and provisions for future installation of a second belt filter press, and capabilities to load and haul away biosolids.
- Additional remote electrical buildings.
- Additional generator capable of handling all the facility load.
- Upgrade the existing SCADA system with new programmable logic controllers (PLCs), to support monitoring and control functions of all process equipment.

## SIZE AND COST OF PROJECT

Project Size: 6-mgd  
 Project Cost: \$10 million (Design & CEI)

## PROJECT REPRESENTATIVE

Ivan Martinez  
 Project Manager  
 Pasco County Utilities  
 19420 Central Boulevard  
 Land O'Lakes, FL 34637  
 Ph: 813-235-6189 x6679  
 imartinez@pascocounty.net

## PROJECT DATES

2019 - Ongoing (6/2025 Est.)

## FIRM RESPONSIBILITY

Prime for condition assessment, process evaluation, capacity analysis, facility plan, preliminary and final design, process engineering, permitting, bidding assistance, startup assistance, and construction services

## CHANGE ORDERS

None

## TIME EXTENSION IF APPLICABLE

N/A

## KEY STAFF AND THEIR ROLE

A. Bauner (Project Manager)  
 S. Richards (Pipeline)  
 J. Rozgony (Cost Estimates)  
 C. Green (HVAC)  
 M. Pellish (Electrical)  
 A. Gilmore (Principal-in-Charge)  
 G. Torres (Construction Manager)

# Polk Regional Water Cooperative Water Supply Program

Polk County, Florida

The Combined Projects Initiative involved evaluating the feasibility and costs for four possible water supply projects including:

- Two brackish RO facilities (the Southeast Water Production Facility and West Polk Water Production Facility).
- Two surface water sources (the Peace Creek Integrated Water Supply Project and Peace River Supply Project).

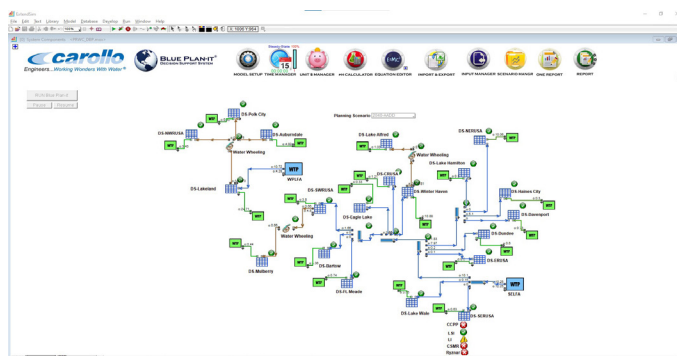
The feasibility phase involved the following tasks:

- Monitoring well construction and aquifer performance testing.
- Groundwater flow modeling analysis.
- Preliminary design reports of water production facilities.
- Hydraulic modeling for over 60 miles of pipeline.
- Water needs assessment.
- Investigation of water transmission alternatives and interim supply solutions.
- Preliminary rate analysis.
- Preparation of an Integrated Water Supply Plan.
- Funding and financing support.
- Outreach and education.

Once the feasibility phase concluded, the Carollo team was selected to move forward with final design and construction of the two brackish RO facilities.

Tasks included in this project include:

- **Overall program management.** This is an ongoing assignment.
- **Hydraulic and Water Quality modeling.** This is an ongoing assignment with draft hydraulic and water quality modeling reports submitted to PRWC.
- **Water Use Permitting and Compliance.** This is an ongoing assignment with the West Polk WUP now issued, the Southeast WUP modification underway, and compliance underway.
- **Outreach.** This is an ongoing assignment with several outreach meetings completed, and several outreach materials already developed.
- **Funding and financing.** This is an ongoing assignment with major loans now closed, and over \$268M in grants secured to date.
- **60% design of the two facilities and related transmission.** The Carollo Team delivered the 60% design drawings for the 7.5-mgd Phase 1 Southeast Wellfield Water Production facility and 61 miles of transmission pipeline in April of 2023. 60% design of the West Polk facility will kick off in the fall.
- **90% design, 100% design, and construction oversight** (future tasks).
- **Asset Management** (future task).



## SIZE AND COST OF PROJECT

Project Size: 10-mgd (SE & WP)  
Project Cost: \$75 million (Planning through design and construction oversight)

## PROJECT REPRESENTATIVE

Eric DeHaven  
Executive Director  
Polk Regional Water Cooperative  
330 W Church Street  
Bartow, FL 33831  
Ph: 813-323-7061  
ericdehaven@prwcwater.org

## PROJECT DATES

Phase 1: 2017 -2021 (Planning and Preliminary Design)  
Phase 2: 2022 - 2025 Est. (Final Design)

## FIRM RESPONSIBILITY

Prime firm, responsible for overall management, water use permitting, water production facility design, water quality modeling, funding and financing, outreach, construction oversight, and overall QA/QC.

## CHANGE ORDERS

None

## TIME EXTENSION IF APPLICABLE

N/A

## KEY STAFF AND THEIR ROLE

M. Thomas (Project Manager)  
E. Stone (Plant Hydraulics and Water Quality Advisor)  
S. Sethi (Preliminary Design Lead and Program Advisor)

*“Carollo has been the lead of a consortium of consultants providing design and support services to the Polk Regional Water Cooperative for over six years. In this capacity they have led the design of two alternative water supply production facilities and the associated transmission lines and wellfields that are vital to the future of the Polk County area. Their performance has been exemplary, and the projects would not be at the advanced design level without their ability to solve uncountable design, funding, coordination, and management issues. Even beyond those attributes, the staff assembled to work on these projects is a personable and dedicated group who are enjoyable to work with on a day-to-day basis!”*

– Eric DeHaven, PRWC Executive Director

# Toho Parkway Water Treatment Plant Disinfection Byproduct Mitigation Project

Kissimmee, Florida

Toho Water Authority (Toho) owns and operates the Parkway Water Treatment Plant (WTP) located in the Eastern distribution system. The Parkway WTP is an 11.2-mgd groundwater treatment plant consisting of four Upper Floridan Aquifer raw water wells, a tray aerator, a ground storage tank, sodium hypochlorite and fluoride addition, and high service pumping.



Toho has identified the Parkway WTP as the primary contributor to disinfection byproduct (DBP) issues in the Eastern distribution system. Carollo was selected to perform testing, evaluation, preliminary and final design, and construction administration for the Parkway WTP DBP Mitigation Project for DBP and/or DBP precursor mitigation so DBP levels in the distribution system are below Stage 2 DBP Rule limits.

Carollo worked closely with Toho staff to collect water quality data and identify low-cost operational modifications to the Parkway WTP prior to pursuing any large capital projects. Modifications to the ground storage tank operating levels and the location of the chlorine injection point resulted in significant reduction on DBP formation. However, DBPs were still slightly above the regulated levels.

Bench and pilot-scale tests were conducted with granular activated carbon and anion exchange technologies for removal of total organic carbon (TOC), a DBP precursor. Testing resulted in selection of an anion exchange process for implementation at the Parkway WTP. Carollo completed the preliminary and final design as well as the construction phase services for the construction manager at risk project. The project included upgrades to the existing well pumps and motors, addition of the anion exchange system and regeneration equipment, brine disposal piping to the nearby wastewater collection system, and paving and grading of the site.

## SIZE AND COST OF PROJECT

Project Size: 11.2-mgd  
Project Cost: \$9 million

## PROJECT REPRESENTATIVE

George Eversole, PE  
Project Manager  
Toho Water Authority  
951 Martin Luther King Boulevard  
Kissimmee, FL 34741  
Ph: 407-944-5025  
geversole@tohowater.com

## PROJECT DATES

2018 - 2023

## FIRM RESPONSIBILITY

Prime for condition assessment, process evaluation, capacity analysis, facility plan, preliminary and final design, process engineering, permitting, bidding assistance, startup assistance, and construction services.

## CHANGE ORDERS

None

## TIME EXTENSION IF APPLICABLE

N/A

## KEY STAFF AND THEIR ROLE

E. Stone (Project Manager)  
P. Kumar (Project Engineer)

# Wastewater Master Plan

## Daytona Beach, Florida

The City of Daytona Beach owns and operates an interconnected collection system which transfers wastewater from within its 90 square mile service area for treatment at two water reclamation facilities (WRFs): the 13-mgd Bethune Point WRF, and the 15-mgd Westside Regional WRF.

Even with ongoing repairs and expansions to the system and treatment plants, the system has begun experiencing capacity and other O&M related issues. To address challenges posed by aging infrastructure, finite resources, and an ever-growing populace, Carollo was selected to develop an integrated wastewater and collection system master plan. The Wastewater Master Plan was used to update Daytona Beach's Capital Improvement Plan (CIP) and provide and overall outlook of the system and plan for the future.

One critical master planning analysis tool that was developed was an accurate hydraulic model representing the system. The model provided a comprehensive approach to address deficiencies, predict impacts of future growth/flow increases, and assist in the approach to consolidate treatment facilities. In addition, the project required significant analysis and planning for the WRFs, including a capacity and process analysis, regulatory review, and a condition assessment.

Work associated with the development of the model included allocation of billing data, pumping data at lift stations, and collection of force main pressure and gravity flow data for diurnal pattern development and model calibration. Close coordination with operations staff was imperative to creating a hydraulic model reflective of the intricate collection system which has the potential to divert flows between facilities. Future flow projections were developed with a tool that is continually maintained and updated by the City. Both existing and future conditions were included in model scenario evaluations and recommendations for improvements were identified through 2040 based on dry weather and wet weather conditions.



### SIZE AND COST OF PROJECT

Project Size: 13 & 15-mgd  
 Project Cost: \$549,590.56

### PROJECT REPRESENTATIVE

Nichole Lloyd  
 Engineer II  
 City of Daytona Beach  
 125 Basin Street, Suite 124  
 Daytona Beach, FL 32114  
 Ph: 386-671-8813  
 LloydNichole@codb.us

### PROJECT DATES

2018 - 2020

### FIRM RESPONSIBILITY

Prime for condition assessment, process evaluation, capacity analysis, facility plan, and hydraulic and process capacity analysis.

### CHANGE ORDERS

None

### TIME EXTENSION IF APPLICABLE

N/A

### KEY STAFF AND THEIR ROLE

- L. Baumberger (Project Manager)
- B. Graham (WRF Facilities and Process Lead)
- K. Burns (Project Engineer)
- S. Richards (Pump Station Lead)

## Continuing Professional Services

Pasco County, Florida

Carollo has performed a variety of projects for Pasco County as part of a continuing services contract. Specific tasks include:



- **Engineer's Report for Issuance of Utility System Revenue Bonds.** The report included review of the utility system operations, water and wastewater treatment facilities, on-going projects that will increase treatment capacity or upgrade facilities, the County's capital improvements program, regulatory compliance requirements, population projections, and service obligations.
- **Utility SCADA Master Plan.** Carollo is developing a SCADA master plan for Pasco County infrastructure, to include water, reclaimed and wastewater treatment plants, and remote pump stations. The SCADA Master Plan will provide a summary of the County's existing SCADA system and will provide a comparison against current technology and standards. The master plan will identify system gaps, deficiencies, areas of improvement, and necessary upgrades, and will develop recommendations to further enhance and maintain the SCADA and security systems.
- **Master Reuse System Pump Station Size Optimization.** Carollo is completing a calibration and evaluation of the existing reclaimed water hydraulic model for the County's master reuse system. Tasks include data gathering and field testing, hydraulic model controls update and calibration, hydraulic model evaluation, and project deliverables including a summary report and final hydraulic model.
- **Wesley Center Wastewater Treatment Plant - Parking Lot Addition.** Carollo is providing construction engineering and inspection services for the addition of a parking lot at the recently expanded Wesley Center WWTP. Carollo provided preliminary and final design engineering services, as well as permitting services to develop the new parking and establish the new environmental resource permit (ERP) under the Wesley Center WWTP expansion project. Carollo is now providing bidding and construction engineering services for the parking lot addition.
- **Reclaimed Water Model Conversion.** Carollo updated and calibrated the 2017 hydraulic models to both dry and wet weather conditions prior to completion of a 20-year wastewater master plan expected to be completed next fiscal year. PCU has decided to change software providers and requires that the models first be converted from Innovyze's InfoSWMM software to Bentley's SewerGEMS software prior to the update and calibration of the models. Hydraulic model deliverables included in this task order will be provided in a file format that is usable in the SewerGEMS software.
- **Wastewater Collection System Model Conversion.** Project is to convert the County's existing wastewater hydraulic models from Innovyze to Bentley software. Following conversions, the model will be updated to current conditions and recalibrated to dry and wet weather conditions.

### SIZE AND COST OF PROJECT

Project Size: N/A  
 Project Cost: Total work to date \$874,000

### PROJECT REPRESENTATIVE

Sarah Rodriguez  
 Utilities Program Administrator  
 Pasco County  
 19420 Central Boulevard, 2nd Floor  
 Land O'Lakes, FL 34637  
 Ph: 727-847-8415 Ext. 897  
 srodriguez@pascocountyfl.net

### PROJECT DATES

2014 - Ongoing

### FIRM RESPONSIBILITY

Prime for water treatment, wastewater treatment, reclaimed water, hydraulic modeling, CIP development, and electrical/I&C/SCADA.

### CHANGE ORDERS

None

### TIME EXTENSION IF APPLICABLE

N/A

### KEY STAFF AND THEIR ROLE

A. Bauner (Project Manager)  
 L. Baumberger (Permitting)  
 S. Paranjape (Project Engineer)  
 R. Warner (Structural)  
 K. Burns (Project Manager, Infrastructure Master Planning)  
 N. Anderson (SCADA)  
 G. Torres (Construction Manager)  
 M. Al-Suleh (Project Manager, Stormwater)

# Water Master Plan

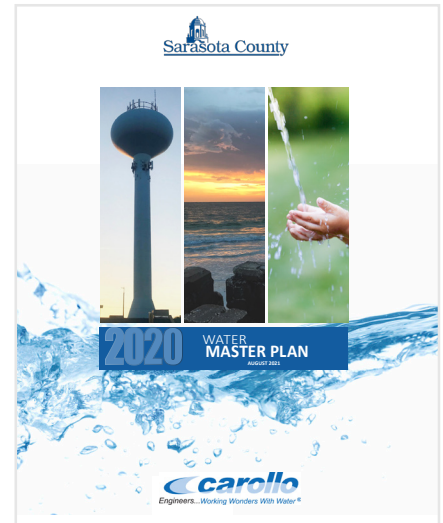
Sarasota County, Florida

Carollo prepared the County’s Water Supply Master Plans in 2006 and 2011. Since that time, changes in population growth rate, water supply sources and treatment facilities, and the regional water transmission system have altered the County’s water supply situation. The County asked Carollo to update the Water Supply Master Plan and to also incorporate distribution system hydraulic modeling and infrastructure project recommendations for a comprehensive 2020 Water Master Plan (WMP).

Water demand projections were updated utilizing the current version of the County’s water demand projection tool, which was developed by the County and Carollo more than a decade ago and continues to be updated to reflect current planning considerations. Potential future water supply sources were evaluated for feasibility, funding potential, capital costs, advantages and disadvantages, and reliability. The 2020 WMP Update incorporates the best project options to develop a plan to supply water to the customers of the County through 2050.

The 2020 WMP included the following major elements:

- **Reviewed the input parameters** of the County’s water demand projection tool and assessed historical water demand peaking factors.
- **Updated the inventory of existing County facilities** including water treatment plants, tanks, wellfields, pump stations, and water system interconnects.
- **Conducted interviews with County personnel**, including water treatment plant supervisors, to identify and document specific problems in the system, water supply weaknesses, and planned future capital improvement projects relevant to the County’s water supply.
- **Evaluated potential future water supply projects** to determine feasible options including expansion of existing County facilities and purchase from the regional wholesale provider. Water supply options were evaluated for overall feasibility permitting requirements, diversity in supply sources, cost, and other factors to determine a sustainable and resilient water supply through 2050.
- **Developed future scenarios in the County’s water distribution system hydraulic model** (previously updated by Carollo) to determine necessary infrastructure projects to serve the County’s existing and future customers.
- **Prepared cost estimates for the recommended projects** and developed a 20-year CIP consistent with the selected water supply scenario to best satisfy the County’s future water supply needs.
- **Created an Executive Summary document and PowerPoint presentation** for communication of the 2020 WMP to the County Commission and the public.



### SIZE AND COST OF PROJECT

Project Size: Existing Number of Customers (population): 270,000  
 Projected 2050 Max Day Demand: 42-mgd  
 Project Cost: \$148,936

### PROJECT REPRESENTATIVE

Brenda Bair  
 Project Manager  
 Sarasota County  
 1001 Sarasota Center Boulevard  
 Sarasota, FL 34240  
 Ph: 941-232-5076  
 bbair@scgov.net

### PROJECT DATES

2020 - 2021

### FIRM RESPONSIBILITY

Prime for master planning, hydraulic modeling, population growth changes, demand projections, water supply resources, and facilities inventory.

### CHANGE ORDERS

None

### TIME EXTENSION IF APPLICABLE

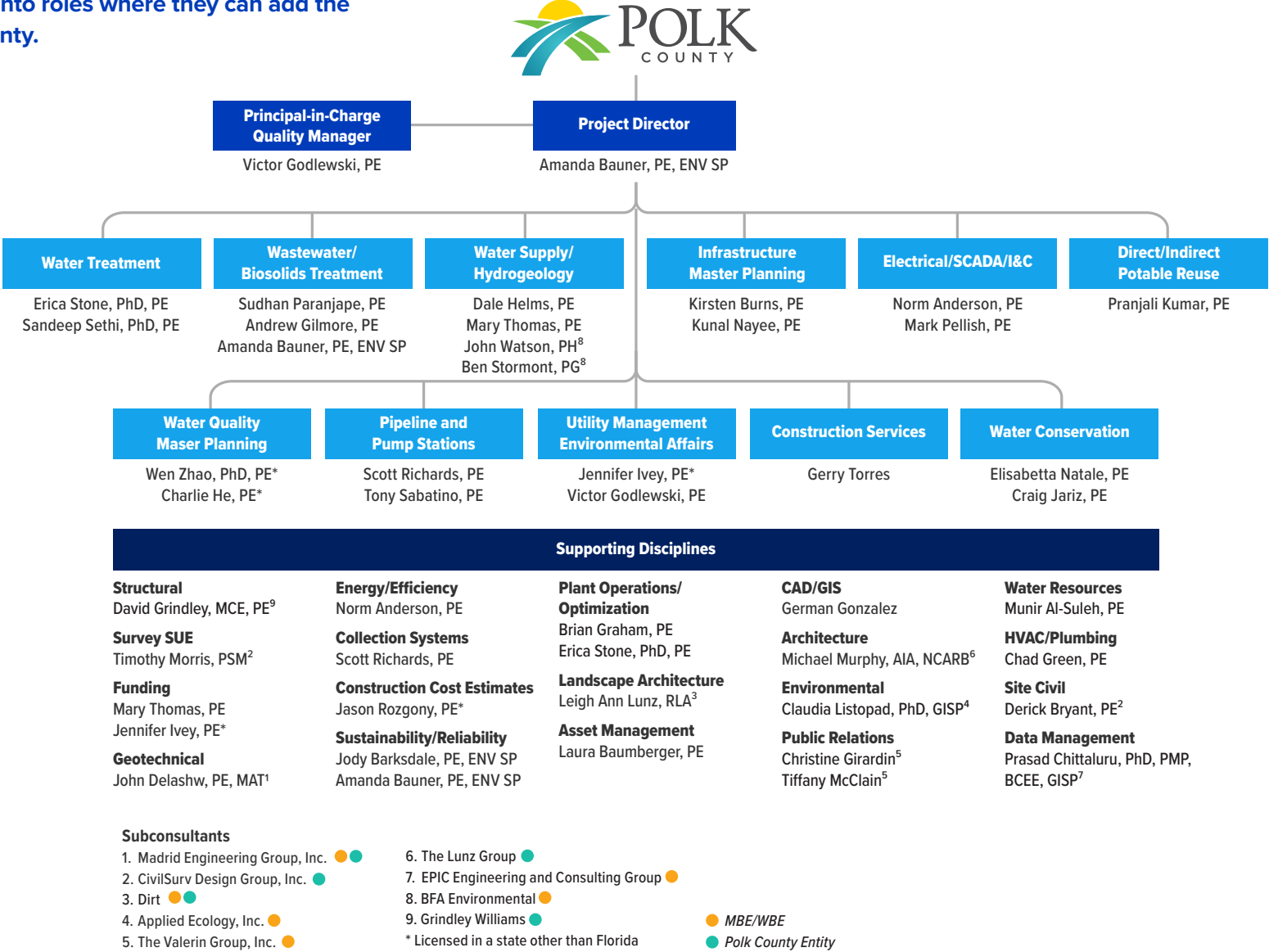
N/A

### KEY STAFF AND THEIR ROLE

L. Baumberger (Project Manager)

# Organizational Chart

Our integrated “one team” philosophy starts with assembling a comprehensive design team that brings a blend of proven experience, technical excellence, so we may continue to serve the County. Our team is built around a simple, yet powerful concept—**put the best individuals into roles where they can add the highest value to the County.**



POLK COUNTY // UTILITIES DESIGN SERVICE AND REGULATORY SUPPORT SERVICES



**Amanda Bauner, PE, ENV SP**  
Project Director

**Experience and Qualifications Relevant to Proposed Project**

» **Southeast Wastewater Treatment Plant Improvements and Expansion | Project manager | Pasco County, Zephyrhills, Florida | Project cost: \$84M**

Carollo is providing facility planning, preliminary design, final design, and construction-phase services for the improvements and expansion of the County's 3-mgd WWTP, expanding its capacity to 6-mgd annual average daily flow. The project also includes additional force mains.

» **Wesley Center Wastewater Treatment Plant Improvements and Expansion | Senior project engineer | Pasco County, New Port Richey, Florida | Project Cost: \$30.7M**

Carollo provided facility planning, preliminary design, and final design for the improvements and expansion of the County's Wesley Center WWTP, expanding its capacity from 6-mgd to 9-mgd AADF. Carollo also provided ESDC and construction management services during the plant's construction.

» **Gibson Oaks Water Production Facility (WPF) | Project manager | Polk County, Florida | Project Costs: \$1.9M**

Part 1 of the project included support services, preliminary design and permitting as well as bid construction phase services for a new potable production well. Part 2 of the project consisted of the final design, permitting, bidding, and construction phase services for the Gibson Oaks WPF upgrades to increase water system reliability/redundancy by providing a second potable water distribution system loop and additional WPF capacity to serve existing and future development. Improvements included off-site potable water and raw water main improvements associated with the project.

» **William E. Dunn WRF Reclaimed Water Meters | Project manager | Pinellas County Utilities, Palm Harbor, Florida | Project Cost: \$1.1M**

As part of the Pinellas County Continuing Services Contract, Carollo performed design engineering services to replace four reclaimed water meters and to install one new meter at the Dunn WRF. Design services included mechanical, electrical, and instrumentation and control design. Carollo coordinated with Pinellas County Utilities engineering staff and plant staff, as well as the contractor.

» **North County Reclaimed Water Feasibility Study | Project manager | Pinellas County, Florida | Project Cost: \$39,446**

Carollo completed an independent peer review of another consultant's feasibility study to identify any gaps in the analysis and to review for consistency between the study and the direction in the North County reclaimed water master plan update.

» **FY18 Facilities Review and Report and the FY18 Operations | Project manager | Hillsborough County, Florida | Project Cost: \$260,734**

Review and System Report, as part of Carollo's Bond Engineer contract. Responsibilities included performing facilities inspections for all County WWTP's assets; interviewing County staff regarding organizational changes, goals, challenges, and accomplishments; and overseeing completion of the Facilities Report and the System Report.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Vice President

**PROJECT ASSIGNMENT**

Project Director

**YEARS EXPERIENCE**

26 Years

**EDUCATION**

BS Civil Engineering, Purdue University, 1997

**ACTIVE REGISTRATION**

Professional Engineer, FL No. 86344



**Benefit to Polk County**

- Brings both consulting and utility experience to understand the County's concerns and drivers for successful project delivery.
- Serves as Florida's Resource Manager.
- Demonstrated commitment to the availability and continuity of team resources, to work cooperatively with County staff, and to make project decisions quickly and in the County's best interest.



**Victor Godlewski, PE**  
Principal-in-Charge/Quality Manager

**Experience and Qualifications Relevant to Proposed Project**

» **Northeast Regional Wastewater Treatment Plant Expansion 2.0-mgd to 3.0-mgd | Project manager | Polk County Utilities, Florida | Project Cost: \$2.7M**

Scope of services included expansion and upgrade of a wastewater treatment plant from 0.6-mgd to 3.0-mgd with advanced secondary treatment for reclaimed water quality. Treatment units included headworks, carousel aeration with internal denitrification, clarification, ABW filtration, chlorine contact, transfer pumping, ground storage, reclaimed water pumping, percolation ponds, bio solids thickening and aerobic digestion.

» **Sandhill Road Water Reclamation Facility Expansion from 6-mgd to 9-mgd | Technical Reviewer | Toho Water Authority, Kissimmee, Florida | Project Cost: \$33 million**

Expansion of the Sandhill Road WRF to treat up to 9-mgd. This project included replacing existing influent screens, grit removal, flow splitting basin, converting existing oxidation ditch to either a plug flow reactor with diffusers and blowers or replace existing 100-hp surface aerators with large 200-hp surface aerators, replacing diffusers in the A/OA/O train 2, adding one new secondary clarifier, adding new cloth disk filters, new chlorine contact basin, modifications to effluent transfer pumping and review of all effluent disposal alternatives.

» **5.0-mgd Hamlin WRF | Engineer-of-record | Orange County Utilities, Orlando, Florida | Project Cost: \$12.5M**

Responsible for the final design of the new Phase I high level disinfection and reclaimed water storage and pumping facilities. Responsible for the design of disk filtration system, chlorine contact tanks, transfer pump station, reclaimed water ground storage tank and high service pump station. The high service pump station was designed to simultaneously handle reclaimed water for public access reuse and substandard reclaimed water that must go to the Conserv II rapid infiltration basin system for alternative disposal.

» **Three Oaks Wastewater Treatment Plant | Project manager | Lee County, Florida | Project Cost: \$22M**

Responsible for the preliminary design, permitting, final design and construction phase for a contractor led design build project to expand the facility. The project expanded the WWTP from 3.0 to 6.0-mgd and included expansions and upgrades to preliminary treatment, biological nutrient removal system, secondary clarification, return activated and waste activated pump stations, deep-bed tertiary filtration, chlorine disinfection, sodium hypochlorite storage and feed system, on-site plant lift stations, and sludge dewatering.

» **WFR Facility Plans - Condition Assessment and Asset Management Plans | Project manager | Orange County Utilities, Orlando, Florida | Project Cost: \$1.07M**

Prepared facilities plans for each of the three water reclamation facilities that include a prioritized capital improvement program directed at meeting future growth needs, reducing operating costs, enhancing reliability, and incorporating the R&R requirements developed from the asset management evaluations.

» **South Water Reclamation Facility (SWRF) Advance Water Treatment (AWT) Evaluation and Cost Estimate | Project engineer | Orange County Utilities, Orlando, Florida | Project Cost: \$129,364**

Under Carollo's master service agreement, assisted Orange County Utilities in performing a conceptual evaluation of new improvements and modifications to existing processes to provide advanced wastewater treatment at the existing SWRF. OCU selected three alternatives for 5-stage biological nutrient removal including a conventional 5-stage approach, 5-stage with membrane bioreactors and 5-stage using intensifying ballasted media.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Vice President

**PROJECT ASSIGNMENT**

Quality Manager

**YEARS EXPERIENCE**

45 Years

**EDUCATION**

MS Environmental Engineering, University of Central Florida, 1980

BSE Environmental Engineering, University of Central Florida, 1978

**ACTIVE REGISTRATION**

Professional Engineer, FL No. 33139



**Benefit to Polk County**

- Has 45 years of experience in the planning, permitting, design, construction and operations of wastewater and reclaimed water facilities in Florida.
- Successfully designed 24 wastewater treatment facilities in Florida.
- Brings a unique perspective to the team as the former City of Orlando's Wastewater Division Manager.



**Erica Stone, PHD, PE**  
Water Treatment

**Experience and Qualifications Relevant to Proposed Project**

- » **Regional Water Quality Study | Project engineer | Tampa Bay Water, Florida | Project Cost: \$998,902**

The goal of this study is to define optimized solutions and an implemented plan to help Tampa Bay Water and its member governments achieve enhanced water quality.
- » **WRWSF Sulfide Treatment Alternatives Evaluation | Project engineer | Orange County Utilities, Florida | Project Cost: \$35,000**

Evaluate alternatives for treatment of sulfide at the OCU Western Regional WSP.
- » **Parkway WTP Disinfection Byproduct Mitigation Project | Project manager | Toho Water Authority, Florida | Project Cost: \$9M**

Project included testing, evaluation, preliminary, and final design for DBP precursor mitigation to help reduce DBP levels in the distribution system below stage 2 limits.
- » **Lake Manatee Water Treatment Plant Filter Upgrade Design and Construction Phase Services | Project engineer | Manatee County, Florida | Project Cost: \$3.4M**

Project included preliminary design, design, and construction phase services for the Lake Manatee Water Treatment Plant.
- » **Aquifer Storage and Recovery (ASR) Treatment Basis of Design Report | Project engineer | Orange County Utilities, Florida | Project Cost: \$99,884**

Assisted OCU to prepare a basis of design report for a new treatment system for OCU's ASR well.
- » **David L. Tippin Water Treatment Facility Water Master Plan | Project engineer | City of Tampa, Florida | Project Cost: \$10M**

The project involved all aspects of the plant from the raw water intake through finished water storage and pumping.
- » **Tampa Augmentation Project | QA/QC reviewer | City of Tampa, Florida | Project Cost: \$700,000**

The project studied using natural treatment systems (wetlands and soil aquifer treatment) to return highly treated reclaimed water from the Howard F. Curren Advanced Wastewater Treatment Plant to the regional raw water supply.
- » **Meadowbrook Water Treatment Plant Improvements Basis of Design Report | Project director | Clay County Utility Authority, Florida | Project Cost: \$82,308**

Evaluated alternatives to improve aging infrastructure and provide treatment solutions for total sulfide treatment.
- » **Brennan Water Treatment Plant Process Assessment | Project manager | Daytona Beach, Florida | Project Cost: \$204,200**

Project included an assessment of the critical process and electrical needs for reliably maintaining existing treatment capacity and meeting demands and regulations in the future.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Associate Vice President

**PROJECT ASSIGNMENT**

Water Treatment

**YEARS EXPERIENCE**

17 Years

**EDUCATION**

PHD Environmental Engineering, University of Central Florida, 2008

BS Environmental Engineering, University of Central Florida, 2006

**ACTIVE REGISTRATION**

Professional Engineer, FL No. 75487



**Benefit to Polk County**

- Provides expertise in the areas of water quality, water treatment, environmental studies, sampling, research, and data analysis.
- Has completed bench and pilot test studies, as well as process selection alternative analysis and feasibility studies. She has also been responsible for optimization studies at water treatment plants.
- Is currently working on several municipal water facility upgrade designs.



## Sudhan Paranjape, PE

Wastewater/Biosolids Treatment

### Experience and Qualifications Relevant to Proposed Project

» **Biosolids Improvements at the Buckman Water Reclamation Facility | Project manager and design manager | JEA, Jacksonville, Florida | Project Cost: \$74M**

There are five projects under this program including a new 3-story biosolids processing facility with four Gravity Belt Thickeners, thickened sludge pumps and liquid polymer storage and feed system, four High-speed centrifuges, feed pumps and liquid polymer storage and feed system, cake conveyors and piping, new dual drum thermal dryers, pellet storage silos, truck loading bay with scales. The project is at 75% design.

» **40-mgd Iron Bridge Dewatering System Improvements | Project manager | City of Orlando, Florida | Project Cost: \$13.8M**

The design included replacing the existing 2-belt filter presses and gravity belt thickener with 3-belt filter presses and associated sludge feed pumps and polymer feed system, replacing diffusers in the sludge conditioning basins, refurbish existing blowers and move blowers to near the sludge conditioning basins. Project is under construction with substantial completion of February 2023.

» **Centrifuge Study | Project manager | Toho Water Authority, Kissimmee, Florida | Project cost: \$27,569**

Prepared a study to compare commercially available centrifuge dewatering technologies and recommended three manufacturers for future bidding. The scope of work included a centrifuge technology evaluation and preparation of a report.

» **Westside Regional Wastewater Biosolids Dewatering System Improvements | Project manager and design engineer | City of Daytona Beach, Florida | Project Cost: \$40M**

This project included preliminary, final design and construction phase services for adding new 3-belt BFP dewatering facilities including new sludge feed pumps, polymer storage and feed system, cake conveyors and new truck unloading stations. The project substantial completion was Oct 2021.

» **Improvements to the Existing Biosolids Dewatering System at South Bermuda and Sand Hill Road WRFs | Project manager and design engineer | Toho Water Authority, Kissimmee, Florida | Project Cost: \$10.3M**

This project included preliminary, final design and construction phase services for adding new centrifuge dewatering facilities including new sludge feed pumps, polymer storage and feed system, cake conveyors and new truck unloading stations. The project was completed in April 2019.

» **Biosolids Dewatering System Improvements at Conserv II Water Reclamation Facility (25-mgd) | Project manager | City of Orlando, Florida | Project Cost: \$14.2M**

The facility has four 2-meter belt filter presses (BFP). A pilot study evaluated three dewatering technologies: new BFPs, centrifuges, and screw presses. Based on pilot test results, the three-belt BFPs were chosen as the dewatering technology. A preliminary design report was prepared that also evaluated sludge pumping, cake conveyance and storage facilities. Final design included design of three new three belt BFPs, new polymer storage and feed system, new cake conveyors, new WAS holding tank with diffusers and blowers, and replacement of RAS/WAS pumps at the existing secondary clarifiers. Project was completed in August 2019.

#### FIRM

Carollo Engineers, Inc.

#### FIRM TITLE

Vice President

#### PROJECT ASSIGNMENT

Wastewater/Biosolids Treatment

#### YEARS EXPERIENCE

30 Years

#### EDUCATION

MS Environmental Engineering, Old Dominion University, 1997

BSE Civil Engineering, University Pune, India, 1993

#### ACTIVE REGISTRATION

Professional Engineer, FL No. 64472



#### Benefit to Polk County

- Wastewater-related experience includes local treatment facilities up to 150-mgd.
- Wastewater experience includes process/detail design of nutrient removal processes, such as 4-stage Bardenpho™ and MLE process, and advanced treatment processes including various types of membranes.
- Worked on wastewater residuals treatment processes involving anaerobic digestion, sludge dewatering, and drying.



**Dale Helms, PE**  
Water Supply/Hydrogeology

**Experience and Qualifications Relevant to Proposed Project**

» **Polk Regional Water Cooperative Southeast Wellfield and West Polk Wellfield Hydrogeological Investigation, Conceptual Design, and Preliminary Design | Project engineer | Polk County, Florida | Project Cost: \$1.5M**

As part of the PRWC Phase 1 Combined AWS Projects Implementation Program, the planned Southeast Lower Floridan aquifer (LFA) brackish supply wellfield will provide 37.5-mgd of raw groundwater for a potential 30-mgd plus advanced water treatment facility; and the West Polk well-field will provide up to 18.75-mgd of groundwater for a potential 15-mgd plus advanced water treatment facility. Provided technical guidance and quality review on hydrogeological portions of the projects, including drilling plan development, design of initial test/production and monitoring wells, oversight of well construction and testing program, modeling and analysis of yield and water quality, investigation and planning for concentrate injection system, water use permitting, and conceptual and preliminary design of wellfields and raw water conveyance systems.

» **Water Conserv II FY 2022 Services | Principal-in-charge | City of Orlando, Florida | Project Cost: \$648,100**

Water resources, operations and maintenance, and engineering support for the Water Conserv II (WCII) reclaimed water irrigation and aquifer recharge facilities. Services may include as needed services such as project-related coordination, groundwater quality reporting, maintenance/support of the reclaimed water operations database system, the WCII GIS, and the WCII EOM; and capital improvement services (construction-phase support for realignment of the technical memorandum, final design/permit of WCII Reclaimed Water Reservoir).

» **Sandhill Water Reclamation Facility (WRF) Upgrade and Expansion Project | Project engineer | Toho Water Authority, Kissimmee, Florida | Project Cost: \$844,914**

This project involves the planning and design of an expansion of the Sandhill WRF from 6-mgd to 7.5-9-mgd in the near term and up to 12-mgd at buildout. Dale provided technical guidance and quality control on an initial re-use and reclaimed water management study for the plant expansion.

» **Hamlin Water Reclamation Facility Phase I Final Design | Project manager and engineer | Orange County Utilities, Orlando, Florida | Project Cost: \$110.6M**

Responsibilities included assisting the prime firm in preparing the final design documents for Phase I (5-mgd AADF) of the new Hamlin Water Reclamation Facility. The facility is master planned for future build-out of 15-mgd AADF. Responsibilities included tertiary filtration (design alternatives for each of the three pre-qualified manufacturers), disinfection (chlorine contact tank) facilities, transfer pump station, high service reuse pump station, surge control equipment and reclaimed water storage. Elisabetta also assisted the prime firm with the effluent management system. The services included design, permitting, and bidding phase support.

» **Lake Marion WRF Replacement and Expansion | Deputy project manager and project engineer | Toho Water Authority, Kissimmee, Florida | Project Cost: \$3M**

The 1.5-mgd AADF facility has been expanded to 3-mgd AADF and master planned for future build-out of 6-mgd AADF. The design included a new pretreatment structure, new biological nutrient reactor (BNR) based on the Authority's consultant's design, new blowers, new clarifiers, new disc filters, new disinfection system (chlorine contact tanks and sodium hypochlorite feed system), new ground storage tanks, various pumping systems (including high service reuse pumps, transfer pumps, RAS/WAS pumps, internal recycle pumps), new lined reject pond and pump station, and conversion of existing process steel tanks into sludge holding tanks with additional new coarse diffused air diffusers and new blowers. The services include planning, preliminary and final design, permitting, bidding phase support, and construction phase support.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Vice President

**PROJECT ASSIGNMENT**

Water Supply/Hydrogeology

**YEARS EXPERIENCE**

29 Years

**EDUCATION**

ME Civil Engineering, University of Florida, 1997

BS Civil Engineering, University of Florida, 1994

**ACTIVE REGISTRATION**

Professional Engineer, FL No. 56790



**Benefit to Polk County**

- Has 29 years of experience in civil and environmental engineering, including hydrogeology, hydrology, and hydraulics.
- Experienced in project management, design, permitting and construction and administration phases of new and re-rated water resource recovery facilities for reuse applications; climate change resilience and adaptation strategies; planning and permitting; reuse water system design; wastewater treatment design; and hydraulic modeling.



**Kirsten Burns, PE**  
 Infrastructure Master Planning

**Experience and Qualifications Relevant to Proposed Project**

» **Wastewater Master Plan | Project engineer | Daytona Beach, Florida | Project Cost: \$549,590**

Project responsibilities included data collection and assisting in field investigations as well as flow and pressure monitoring to collect data for model calibration. Also responsible for construction and calibration of the hydraulic model as well as existing and future analysis for improvements for both wet and dry weather conditions. Additional tasks included the development of future flow and population projects, cost estimating and model training for the City staff. The results of the analysis were combined with evaluation of the City's two treatment facilities and an integrated master plan and CIP was developed to address all the City's wastewater needs through 2040.

» **Reclaimed Water Master Plan | Project engineer | Manatee County, Florida | Project Cost: \$247,107**

Project responsibilities included water balance analysis and recommendations for the County's management of effluent wastewater through 2040 as well as hydraulic analysis. Tasks included development of a water balance model, existing and future reclaimed water demand analysis, analysis of larger users, hydraulic modeling for existing and future conditions based on dry weather conditions, and development of improvements, CIP, and master plan update report.

» **Wastewater Master Plan | Lead engineer | Cape Fear Public Utility Authority, North Carolina | Project Cost: \$200,000**

Project responsibilities included leading modeling related to the master planning efforts which included integrating system operations and sustainability to develop a comprehensive master plan to use to address system limitations and implement improvements. Tasks included development of flow projections and planning framework, update of existing hydraulic model and completion of capacity evaluations for existing and future scenarios, development of improvement alternatives and evaluation, and consideration of future reuse options.

» **North Williamson Boulevard Force Main Routing and Design | Project manager | Daytona Beach, Florida | Project Cost: \$292,972**

The City was experiencing extreme growth along the northwest and north section of LPGA Boulevard, where planning development flow projections exceeded what was estimated in earlier master planning efforts. Hydraulic modeling evaluations were conducted to confirm necessary sizing of a parallel force main along Williamson Boulevard in combination with a routing evaluation.

» **Master Reuse System (PCMRS) Pump Station Size Optimization | Project manager | Pasco County, Florida | Project Cost: \$168,236**

Kirsten led the work to develop a rehabilitation and replacement program through which the County plans to rehabilitate one HSPS per year in the PCMRS. This project included an update of the hydraulic model control logic to reflect current operating conditions, calibration of the existing model, and evaluations on various seasonal scenarios to appropriately determine the required improvements and optimize system operation.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Senior Engineer

**PROJECT ASSIGNMENT**

Infrastructure/Master Planning

**YEARS EXPERIENCE**

8 Years

**EDUCATION**

BS Environmental Engineering, University of Central Florida, 2015

**ACTIVE REGISTRATION**

Professional Engineer, FL No. 87900



**Benefit to Polk County**

- Has 8 years of experience, which includes master planning, hydraulic modeling, model calibration, and field data collection.
- Her primary focus includes hydraulic model development, integrated with GIS, where she has developed new or updated existing hydraulic models, including providing system calibration and model training.



**Norm Anderson, PE**  
Electrical/SCADA/I&C/Energy/Efficiency

**Experience and Qualifications Relevant to Proposed Project**

» **SCADA Master Plan | Project manager | Pasco County, Florida | Project Cost: \$205,000**

This project was to develop a SCADA master plan for Pasco County infrastructure to include water, reclaimed, and wastewater treatment plants, remote pump stations and sites. The project provided background information on the status of the utility's SCADA infrastructure and recommended prioritized project list for corrective actions and new system enhancements.

» **Oakridge Water Treatment Plant High Service Pump Replacement | Lead electrical and I&C engineer | JEA, Florida | Project Cost: \$1.2M**

Provided engineering services to upgrade the Oakridge water treatment plant high service pump station. The project provided the design to replace six high service pumps, motors and associated suction and discharge valves and piping, electrical system upgrades, piping for Well No. 1, auxiliary generator, and transfer switch, high service pump building renovation, site work, maintenance of operation during construction, and incorporating resiliency requirements.

» **Cherry Hill Water Production Facility Design | Lead electrical and I&C engineer | Polk County, Florida | Project Cost: \$381,797**

The project involved a new regional water production facility design including raw water wells, storage, high service pumping, sodium hypochlorite disinfection, and standby generator system. Electrical design included a new utility feed plant, switchgear with power distribution to the building, and process systems, design of a new standby generator system, and site lighting and grounding system. I&C design included instrumentation selection, SCADA system design, CCTV design, network design, control logic development, and construction support and testing services.

» **Bee Ridge Water Reclamation Facility Expansion and Advanced Water Treatment Upgrades | Senior instrumentation and SCADA engineer | Sarasota County, Florida | Project Cost: \$6M**

This project is for the expansion of the facility from 12 to 18-mgs capacity and conversion to advanced wastewater treatment.

» **Greenwood Lakes Water Reclamation Facility Rehabilitation and Replacement | Project manager | Seminole County, Florida | Project Cost: \$395,412**

The County along with Carollo, determined a list of the most pressing rehabilitation and replacement and SCADA improvements to be completed at the Greenwood Lakes Water Reclamation Facility through previous investigations. The purpose of this work was to provided preliminary and final design and construction phase services for the rehab and replacement and SCADA improvements.

» **Electrical and I&C Interdisciplinary Review for R&R Group | Project manager | Orange County Utilities, Florida | Project Cost: \$49,346**

Provided as-requested professional peer review of the electrical and instrumentation and controls disciplines for design documents submitted to OCU.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Associate Vice President

**PROJECT ASSIGNMENT**

Electrical/SCADA/I&C/Energy/Efficiency

**YEARS EXPERIENCE**

21 Years

**EDUCATION**

MS Electrical Engineering, Iowa State University, 2007

MS Physics, University of Florida, 2005

BS Electrical Engineering, Iowa State University, 2002

**ACTIVE REGISTRATION**

Professional Engineer, FL No. 71642



**Benefit to Polk County**

- Provides secure and reliable electrical, SCADA, I&C, and physical and cyber security solutions for water, wastewater, and environmental projects.
- Experienced in the planning, design, commissioning, and management of highly technical automation projects and able to generate innovative solutions to complex problems.



## Pranjali Kumar, PE

Direct/Indirect Potable Reuse

### Experience and Qualifications Relevant to Proposed Project

» **Cherry Hill Water Production Facility, Potable Reuse Feasibility Analysis I**  
**Project engineer | Polk County Utilities, Florida | Project Cost: \$381,797**

This project involved developing a conceptual plan for an Indirect Potable Reuse (IPR) program at Polk County's Cherry Hill site. Amongst the alternatives evaluated, an aquifer storage recovery (ASR) well, a potential future rapid infiltration basins (RIB) system, and an independent fully engineered treatment train were considered. Capital cost estimates for a potential 1-mgd facility were developed. Responsibilities included analyzing water quality data, performing gap analysis in terms of pathogens and chemical contaminants, and producing a project report. Pending favorable hydrogeological conditions for a future RIB system, this study recommended an IPR system utilizing soil aquifer treatment.

» **Altamonte Springs Regional Water Reclamation Facility (ASRWF) Local Limits Analysis 2021 | Project manager | City of Altamonte Springs, Florida | Project Cost: \$41,107**

The City of Altamonte Springs owns and operates the ASRWF, which has an approved industrial pretreatment program. As part of their permit, the City is required to conduct a full headworks loading and local limits evaluation. Carollo assisted the City to perform a new headworks loading analysis for the development of new local limits.

» **ASRWF Tertiary Filter Evaluation | Project manager | City of Altamonte Springs, Florida | Project Cost: \$29,162**

Tertiary filter inspection and assessment at the Altamonte Springs Regional Water Reclamation Facility. Conducted a desktop evaluation, field inspection, and laboratory analysis to develop an overall filter health and performance evaluation, along with restoration and improvement recommendations. Plant operators were engaged with the filter inspection activities to enable them to continue a routine filter surveillance program independently.

» **Potable Reuse Project - Potable Reuse Pilot Project | Project manager | Polk County, Florida | Project Cost: \$3M**

This project investigated the feasibility of soil aquifer treatment as a treatment barrier for indirect potable reuse in Polk County. Owing to unfavorable hydrogeology, this concept has now morphed into a direct potable reuse (DPR) project augmenting the raw water supply of a water treatment plant. Pranjali's role involved process design of advanced treatment required for pathogens, regulated and unregulated contaminants, and design of a pilot facility for successful demonstration of treatment. Pranjali assisted in the capacity of a consulting engineer on technological needs for potable reuse treatment schemes. She also assisted by authoring portions of the guidance document.

» **Indirect Potable Reuse Project - Pilot Study Investigations | Lead project engineer | Toho Water Authority, Kissimmee, Florida | Project Cost: \$400,049**

Building on a previously completed feasibility study by Carollo, this ongoing project aims at determining the increase in level of treatment for pathogen and contaminant removal by preozonating reclaimed water prior to discharge to rapid infiltration basins (RIBs) which ultimately will recharge the aquifer, hence adding to Toho's water supply portfolio. The pilot involves ozonating reclaimed water based on an O3:TOC operating ratio, and applying it to soil columns where the unsaturated and saturated zones of the subsurface at the RIBs site is simulated. Currently in operation, this pilot is being monitored for pathogens, regulated and unregulated contaminants for indirect potable reuse.

#### FIRM

Carollo Engineers, Inc.

#### FIRM TITLE

Senior Engineer

#### PROJECT ASSIGNMENT

Direct/Indirect Potable Reuse

#### YEARS EXPERIENCE

10 Years

#### EDUCATION

MS Civil Engineering, University of Colorado, 2015

BS Civil Engineering, Nagpur University, 2013

#### ACTIVE REGISTRATION

Professional Engineer, FL No. 88305



#### Benefit to Polk County

- Experienced in process design and operation of advanced water treatment systems.
- Has assisted multiple clients throughout Florida in developing, investigating, and testing treatability related to direct and indirect potable water reuse as an alternative water supply solution.
- Served as a field engineer for pilot- and demonstration-scale facilities for direct and indirect potable water reuse.
- Provides assistance to utilities exploring alternative water supply solutions, where she brings her expertise in navigating regulatory pathways and innovative solutions unique to each utility.



**Wen Zhao, PHD, PE**  
Water Quality/Master Planning

**Experience and Qualifications Relevant to Proposed Project**

» **Regional Water Quality Study | Staff engineer/water quality blending tool | Tampa Bay Water, Florida | Project Cost: \$998,902**

The goal of this study is to define optimized solutions and an implementation plan to help Tampa Bay Water and its member governments achieve enhanced water quality. The reduction of total organic carbon (TOC) is a primary objective, to facilitate lower disinfectant demand and increased stability, lower disinfection by-products, increased water conservation via reduced flushing volumes, lower nitrification potential, and better management of calcium hardness variability. Other water quality parameters that will be evaluated in this study include color, iron, sulfide, nitrate, calcium hardness variability, and pH.

» **Southeast and West Polk Water Supply Project | Project engineer | Polk Regional Water Cooperative, Florida | Project Cost: \$75M**

The combined projects involved evaluating the feasibility and costs for four possible water supply projects. Wen assisted with the water quality analysis using Blue Plan-it®.

» **Northeast Water Purification Plant (NEWPP) Expansion Solids Handling | Project engineer | City of Houston, Texas | Project Cost: \$1.8M**

Carollo was hired in 2012 to be an extension of the City’s staff, providing advisory and technical consulting services. Since then, Carollo has collaborated with the City, authorities, design-builder, and regulatory agencies to deliver this nearly \$2 billion project, which is now over 70% complete. Carollo provided the full range of services requested in the NEWPP Request for Qualifications, from planning and procurement through technical oversight of the design to construction and commissioning/startup auditing. Carollo also evaluated and optimized the existing conventional treatment process. The evaluation included investigating the impact of pre-oxidation with permanganate, chlorine dioxide, and monochloramine on the treatment process. Part of this project also evaluated the impact of water quality, pretreatment, and biofiltration on chloramines stability and disinfection byproduct formation (e.g., THMs and NDMA). Wen developed a solids mass balance model for a real time decision support workshop.

» **Wellhead Per and Polyfluoroalkyl Substances (PFAS) Treatment Evaluation Study | Project engineer | City of Tempe, Arizona | Project Cost: \$1M**

This study included a review of existing water quality data, collection of additional samples, evaluation of potential treatment options, and preliminary sizing and cost estimates for the selected treatment strategy. An allowance was also included to perform bench top testing of treatment medias at the Arizona State University (ASU) Water Quality Center. The purpose of the study was to analyze alternatives and develop recommendations for City Wells 1, 4, and 7. Perfluorooctane sulfonate (PFOS) and perfluorooctanoic acid (PFOA) were detected in these wells, at concentrations near or exceeding the US Environmental Protection Agency’s (EPA) recently revised (May 2016) health advisory level of 0.07 micrograms per liter.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Engineer

**PROJECT ASSIGNMENT**

Water Quality/Master Planning

**YEARS EXPERIENCE**

12 Years

**EDUCATION**

- PHD Engineering Science, University of South Florida, 2017
- MS Environmental Engineering, University of South Florida, 2013
- BS Civil Environmental Engineering, Shanghai University of Electrical Power, 2011

**ACTIVE REGISTRATION**

Civil Engineer, AZ No. 74745



**Benefit to Polk County**

- Has 12 years of experience in water treatment, water quality analysis and research, sludge dewatering evaluation, water treatment process design and modeling, kinetic modeling, distribution system, and collection system modeling.
- Has experience, including machine learning applications on drinking water coagulants, corrosion and stability analysis, modeling PFAS removal efficiency by various carbon or resins, conventional and industrial water treatment system operational assessment, and disinfection byproduct (DBP) prediction modeling.
- Is currently assisting with the research and development of Blue Plan-it®, an advanced water and wastewater system simulation and optimization tool.



## Scott Richards, PE

Pipeline and Pump Stations/Collection Systems

### Experience and Qualifications Relevant to Proposed Project

» **Subaqueous Force Main Permitting and Conceptual Design | Project engineer | Town of Longboat Key, Florida | Project Cost: \$700,928**

The Town of Longboat Key sends its wastewater from the island to the Manatee County Southwest Water Reclamation Facility. The wastewater is transported by a 20-inch ductile iron pipe that was in-stalled in 1973, and where approximately 11,000 linear feet of the pipeline route is subaqueous across the Sarasota Bay. This project consists of professional consulting services associated with the environmental permitting of the Town’s proposed subaqueous force main replacement. Permit application documents includes data collection, a routing study and preliminary design plans with construction methodology.

» **Oakridge Water Treatment Plant High Service Pump Replacement | Project manager | JEA, Florida | Project Cost: \$1.2M**

Provided engineering services to upgrade the Oakridge water treatment plant high service pump station. The project provided the design to replace six high service pumps, motors and associated suction and discharge valves and piping, electrical system upgrades, piping for Well No. 1, auxiliary generator and transfer switch, high service pump building renovation, site work, maintenance of operation during construction, and incorporating resiliency requirements. Engineering services included the final detailed design, permitting, bid phase assistance and engineering support during construction.

» **Jerry Seller Water Reclamation Facility Influent Internal Recycle and Transfer Pump Station Improvements | Principal-in-charge | City of Cocoa, Florida | Project Cost: \$371,445**

Carollo previously provided the design for the influent and transfer pump stations. The City could not move forward with the project until the restoration of the equalization aeration tanks, and the duplex BNR tank was completed. Due to a highly corrosive environment, the existing influent pump station and transfer pump station require rehabilitation and replacement. The existing transfer pump require replacement due to their condition, the rehabilitation of the headworks due to structural corrosion and degradation of mechanical components. The internal recycle pump station pumps require upgrades and piping modifications to meet the desired recycle rates for effluent treatment improvements.

» **North Williamson Boulevard Force Main Routing and Design | Principal-in-charge | City of Daytona Beach, Florida | Project Cost: \$292,972**

The City recently developed a wastewater master plan with identified collection system improvements to address hydraulic limitations of the existing system which is being impacted by rapid development in the Westside Regional service area. One area of extreme growth is along the northwest and north section of LPGA Boulevard, where planning development flow projections exceeded what was estimated in earlier master planning efforts. Hydraulic modeling evaluations were conducted to confirm necessary sizing of a parallel force main along Williamson Boulevard and to confirm necessary improvements to the collection system in this area, in combination with a routing evaluation.

#### FIRM

Carollo Engineers, Inc.

#### FIRM TITLE

Vice President

#### PROJECT ASSIGNMENT

Pipeline and Pump Stations/Distribution/Collection Systems

#### YEARS EXPERIENCE

21 Years

#### EDUCATION

BS Mechanical Engineering, University of Florida, 2002

#### ACTIVE REGISTRATION

Professional Engineer, FL No. 71505



#### Benefit to Polk County

- Specializes in pump stations and pipeline systems, including potable and reclaimed water transmission/distribution, and wastewater collection systems.
- Local project manager with more than 21 years concentrated on pipeline design in Central Florida.



**Jennifer Ivey, PE**  
Utility Management/Environmental Affairs/Funding

**Experience and Qualifications Relevant to Proposed Project**

» **Utilities Management Optimization Plan | Technical advisor | City of Boynton Beach, Florida | Project Cost: \$1.8M**

Contributed to the project by providing technical expertise for the development of a utility management “smart data dashboard” to visualize a wide array of data, which enabled dynamic rate planning and decision making for capital improvements and asset management.

» **Wholesale Wastewater Cost of Service Rate Study | Project manager | City of Fort Worth, Texas | Project Cost: \$67,556**

Managed the cost-of-service rate study for the City’s wholesale wastewater customers using the utility basis approach to determine the wholesale revenue requirements. Contributed to the project by inputting current test year data into the existing cost of service and rate model to determine the recommended wholesale wastewater rates for 2020. Prepared detailed report summarizing the results of the study and presented study findings and proposed rates to the Whole-sale Water and Wastewater Advisory Committee and Subcommittee.

» **Waterman Wash Integrated Master Plan | Financial technical lead | City of Goodyear, Arizona | Project Cost: \$149,735**

Evaluated the City’s utility ownership options and financing options for capital and operating expenses, including impact fees, taxing districts, developer funding, payback agreements, and partnerships.

» **Valley Water Supply Business Plan | Technical advisor | Central Iron County Water Conservancy District, Utah | Project Cost: \$24,800**

Provided oversight and technical expertise in the development of CICWCD’s Business Plan to consider the financial impacts of the Pine Valley Water Supply and Conservation project to CIC-WCD and other regional stakeholders. Prepared a model to facilitate the analysis of multiple scenarios, including capital costs, operating costs, and funding alter-natives. Projected cash flows for all stakeholder agencies to estimate the rate increases that would be needed under each scenario. Presented findings to stakeholders and prepared a summary report.

» **Cost-of-Service and Utility Rate Design Study | Project manager | Manatee County, Florida | Project Cost: \$64,318**

The project team analyzed the sufficiency and reasonableness of the County’s current water and wastewater rates. The scope of work included preparing a cost of service and water and wastewater utility rate design study and performing a peer review of the cost of service and rate design analysis for general accuracy and reasonableness on behalf of the County’s water and wastewater systems.

» **FY 2022 Financial Forecast and Revenue Sufficiency Update | Project manager | Manatee County, Florida | Project Cost: \$60,839**

The Financial Management Group staff will review financial plan and rate update by Raftelis Financial Consultants.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Vice President

**PROJECT ASSIGNMENT**

Utility Management/Environmental Affairs/  
Funding

**YEARS EXPERIENCE**

25 Years

**EDUCATION**

MBA Finance, Southern Methodist University, 2003  
BS Civil Engineering, University of Texas, 1998

**ACTIVE REGISTRATION**

Professional Engineer, TX No. 91127



**Benefit to Polk County**

- Has 25 years of extensive experience in civil and environmental engineering design projects, as well as numerous multi-year financial planning, impact fee, bond feasibility, and cost of service, rate, and charge studies.
- Has combined financial and engineering expertise, which crosses over to provide accurate financial results based on sound engineering and cost causation foundation.



**Gerry Torres**  
Construction Services

**Experience and Qualifications Relevant to Proposed Project**

» **Southeast Wastewater Treatment Plant Expansion - CEI Services | Construction inspection services | Pasco County, Florida | Project Cost: \$110M (Construction), \$5M (CEI)**

This project consists of engineering services during construction and on-site resident project representative and construction inspection services of the Southeast Wastewater Treatment Plant expansion from 3- to 6-mgd AADF, plus several thousand linear feet of force main replacement and addition outside the fence.

» **Oakridge Water Treatment Plant High Service Pump Replacement | Constructibility reviewer | JEA, Florida | Project Cost: \$1.2M**

Provided engineering services to upgrade the Oakridge water treatment plant high service pump station. The project provided the design to replace six high service pumps, motors and associated suction and discharge valves and piping, electrical system upgrades, piping for Well No. 1, auxiliary generator and transfer switch, high service pump building renovation, site work, maintenance of operation during construction, and incorporating resiliency requirements. Engineering services included the final detailed design, permitting, bid phase assistance and engineering support during construction.

» **David L. Tippin Water Treatment Plant Chemical System Improvements Project Package 1 & 2 - Engineering Services During Construction | Construction manager | City of Tampa, Florida | Project Cost: \$2.2M**

Providing engineering assistance and engineering support during construction.

» **Lake Manatee Water Treatment Plant Filter Upgrade | Resident project representative | Manatee County, Florida | Project Cost: \$3.4M**

Project included preliminary design, design, and construction phase services for the Lake Manatee Water Treatment Plant. The existing water treatment plant includes a conventional surface water treatment train comprising coagulation, flocculation, sedimentation, and filtration. The existing multimedia filters were approaching the end of their useful life and were retrofitted with a membrane ultra-filtration system. Responsibilities included resident project representative inspection and startup assistance.

» **Southeast Water Purification Facility and Pipeline | Constructibility reviewer | Polk Regional Water Cooperative, Florida | Project Cost: \$75M**

This project includes the final design and construction services of the Southeast Wellfield Test Production Well 3.

» **Wastewater Treatment Plant Improvements | Field investigation and data review | City of Sarasota, Florida | Project Cost: \$1.4M**

This project primarily is to renew and/or replace existing facilities, automate existing treatment processes, “harden” existing facilities against severe weather events and cyberattacks, evaluate electrical needs, and provide redundancy for critical infrastructure for the existing 10.2-mgd advanced wastewater treatment plant. Only relatively minor upgrades have been performed with the updating of reclaimed filters and the expansion of the headworks completed in 2019. Currently providing engineering services during construction.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Associate Vice President

**PROJECT ASSIGNMENT**

Construction Services

**YEARS EXPERIENCE**

17 Years

**EDUCATION**

AS Civil Engineering, University of Puerto Rico, 2006



**Benefit to Polk County**

- Has more than 22 years of experience in water and wastewater treatment projects, including estimating, preconstruction, and project operations on design-bid-build and integrated delivery (Design-Build and CMAR) projects.
- Has extensive construction experience, including interagency coordination; program development and implementation; successful program, project, and construction management; successful project close-out; daily direction of a team of highly-qualified managers and inspectors; budget controls and change order management; development and modification of resources to maintain schedules; dispute resolution; and regulatory/environmental compliance.
- Has proven experience and an extensive background in the cost-effective planning and buy-out of facilities and solid relationships with local and regional subcontractors and vendors.



## Elisabetta Natale, PE

Water Conservation

### Experience and Qualifications Relevant to Proposed Project

» **Demand Management Plan | Project manager | Polk Regional Water Cooperative, Florida | Project Cost: \$340,000**

This project estimated conservation savings for programs implemented by PRWC member utilities. Responsibilities included assisting with the development a long-term Conservation Plan, which included a needs assessment of regional water demands, potential water conservation measures, including both active and passive estimates and implementation strategies to meet long-term water supply goals in a cost-effective manner.

» **Environmental Compliance Support | Project manager | Toho, Florida | Project Cost: \$34,966**

Provided an assessment and support to the Authority’s environmental compliance team, and to assess the current environmental compliance procedures in an effort to find opportunities to improve Toho’s processes and facilitate the integration of the City of St. Cloud’s operations.

» **Water Conservation Opportunity Assessment | Project manager | Orange County Utilities, Florida | Project Cost: \$250,000**

Responsible for assisting in quantifying historical water usage, evaluating conservation successes resulting from existing programs, and identifying opportunities for additional expanded water conservation programs. The Water Conservation Opportunity Assessment document is an update of the Water Conservation Program Evaluation (2005) and Water Conservation Program Evaluation, Phase 2 (2007) documents previously prepared with the support of an MBE firm.

» **Energy Sustainability Initiative | Deputy project manager | Orange County Utilities, Orlando, Florida | Project Cost: \$62,913**

The initiatives evaluated biogas utilization from the South Water Reclamation Facility (SWRF), installation of solar/photovoltaic (PV) panels at the Northwest Water Reclamation Facility (NWRF), and conversion of OCU’s vehicle fleet to compressed natural gas or electric power.

» **Water and Flood Control Work Group of Resiliency | Co-Chair | Florida**

Ms. Natale co-chaired this non-profit organization aimed to advance resiliency-related legislation and promote ideas of action toward helping Florida prepare for and respond to natural disaster.

### FIRM

Carollo Engineers, Inc.

### FIRM TITLE

Associate

### PROJECT ASSIGNMENT

Water Conservation

### YEARS EXPERIENCE

13 Years

### EDUCATION

MS Civil Engineering, University of Pavia, 2010  
 ME Civil and Environmental Engineering, Massachusetts Institute of Technology, 2009

### ACTIVE REGISTRATION

Professional Engineer, FL No. 84993



### Benefit to Polk County

- Is experienced in project management, design, permitting and construction and administration phases of new and rerated water resource recovery facilities for reuse applications; climate change resilience and adaptation strategies; planning and permitting; reuse water system design; wastewater treatment design; and hydraulic modeling.
- Has technical background in floodplain analysis with flood wave propagation software, fluid mechanics, hydrology, water channel flow, water treatment, hydraulic modeling with computational fluid dynamics (CFD) codes, solid waste treatment and containment, life cycle assessment (LCA), and geographic information systems (GIS).



**Brian Graham, PE**  
Plant Operations/Optimization

**Experience and Qualifications Relevant to Proposed Project**

» **Bee Ridge Water Reclamation Facility Expansion to 18-mgd | Process engineer and operations liaison | Sarasota County, Florida | Project Cost: \$178M**

This project involves expansion of the facility from 12 to 18-mgd capacity and conversion to advanced wastewater treatment (AWT). The first phase of this project is for preliminary design services.

» **Edward C. Little Water Reclamation Facility | Engineering manager and process engineer | West Basin Municipal Water District, California | Project Cost: \$16M**

Mr. Graham oversaw daily production and performance of the facility that produces recycled water meeting state standards as well as producing boiler feed (low pressure and high-pressure feed) and cooling water for several refineries. Directed a staff of engineers and operators with ongoing filter and membrane pilot studies, chemical usage evaluations and filtration improvements; microfiltration and reverse osmosis performance and the evaluation of the performance of the Biofor™ biological aerated filtration nitrification processes located at the Mobil and Chevron refineries.

» **Aeration Basin Bypass System Support | Project manager | City of Boca Raton, Florida | Project Cost: \$23,460**

The primary key component of the aeration basin upgrades was the addition of flow bypass functionality which is needed to perform coating work in the aeration basin effluent trough and for future aeration basin isolation work. During construction, it was determined the proposed aeration basin by-pass system, which used a series of pipes and valves, would not operate as designed and that in lieu of piping, concrete channels would be required.

» **Babcock Ranch Water Reclamation Facility | Operations liaison | MSKP Town and Country, Florida | Project Cost: \$20.5M**

The project included the evaluation, design, and construction management services for Phase 2 expansion of the water reclamation plant. This phase increased flow to 0.75-mgd and converted the existing sequencing batch reactor treatment facility to a membrane bioreactor (MBR) system to reuse much of the existing treatment units. The project also includes the design and construction of a new headworks, MBR reactor tank, chlorine contact tanks, reject water storage tank, and sludge holding tanks.

» **Obispo County Los Osos Water Recycling Facility Expansion | Startup Assistance | San Luis Obispo County, California | Project Cost: \$41.3M**

Following construction and contractor turnover, Mr. Graham provided direction, process performance targets and operational strategy to improve the plant's performance and achieve compliance for effluent total nitrogen.

» **Ocotillo Water Reclamation Facility 5-mgd Expansion | Startup Assistance | City of Chandler, Texas | Project Cost: \$136M**

Provided operator training and assisted with seeding and monitoring of the new treatment train during the initial startup which achieved permitted effluent quality within five days from seeding.

» **Clean Water Facility 2.0-mgd MBR Treatment Plant | Startup and Operational Assistance | City of Oak Harbor, WA | Project Cost: \$120M**

The Clean Water Facility 2.0-mgd MBR treatment plant including solids handling, centrifuge dewatering and sludge drying, operator training and assistance in developing operating procedures.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Vice President

**PROJECT ASSIGNMENT**

Operations/Plant Optimization

**YEARS EXPERIENCE**

37 Years

**EDUCATION**

BS Environmental Engineering, University of Florida, 1986

**ACTIVE REGISTRATION**

Professional Engineer, FL No. 46683



**Benefit to Polk County**

- Has 37 years of experience in design, commissioning, and troubleshooting operations of water, wastewater, and reclaimed water treatment facilities.
- Is a Certified CA Grade III WWTP operator, so he offers an engineering view through operator goggles.
- Experienced in start-up support, owner training, and preparing O&M manuals.



**Munir Al-Suleh, PE, PMP**  
Water Resources

**Experience and Qualifications Relevant to Proposed Project**

» **Meadowbrook Water Treatment Plant (WTP) Improvements | Civil engineer | Clay County Utility Authority, Florida | Project Cost: \$3.8M**

Project includes designing site paving, grading, and stormwater management for the proposed improvements which consists of two ground storage tanks (GST) and disinfection facility. The proposed storm-water management system consists of a swales system to collect stormwater runoff and provide the required dry pretreatment and attenuation. Stormwater attenuation modeling will be conducted through Interconnected Channel and Pond Routing (ICPR) model. Stormwater runoff from the new tanks area will be diverted to a new stormwater conveyance swale system along the parameter of the property. Stormwater runoff will be dis-charged through existing outfall pipes on the northwest corner of the property into an existing roadside swale.

» **Wesley Center WWTP Parking Area Addition | Civil engineer | Pasco County, Florida | Project Cost: \$440,000**

The project consists of constructing approximately 37,000 ft<sup>2</sup> (0.85 ac.) of concrete/asphalt parking area to accommodate a minimum of 110 parking spaces with an appropriate stormwater system consisting of vegetative swales, drainage structures, and a retention stormwater treatment area (STA).

» **Brackish Groundwater Treatment Facility | Civil engineer | Peace River Manasota Regional Water Supply Authority, Florida | Project Cost: \$5.5M**

This project includes developing a general site layout showing major facilities, site grading, access roadways and parking areas, major yard piping, perimeter treatments, and horizontal and vertical controls, preliminary topographic drawings, site drain-age, and stormwater retention systems. Stormwater attenuation modeling will be conducted through Interconnected Channel and Pond Routing (ICPR) model. Verify that the Stormwater Pond is sized to accommodate the new brackish water treatment facility and the planned expansion of the surface water WTP.

» **Booster Pump Station | Civil engineer | Polk Regional Water Cooperative, Florida | Project Cost: \$0.75M**

Project includes designing project site layout, site access, paving, grading, and stormwater management plans for proposed two ground storage tanks (GSTs) at and booster pumps at two different sites. The project also includes yard piping for the booster pumps that connect to the interconnect piping system on both the influent and effluent side. The influent pipe will come from the interconnect system and will be routed northward into the GST. The effluent pipe will come from the GST and feed into the booster pump.

» **David L. Tippin Water Treatment Facility Design-Build Filter Improvements | Civil engineer | City of Tampa, Florida | Project Cost: \$55M**

This task order includes design of new filtration system Improvements at the David L. Tippin Water Treatment Facility for the City of Tampa.

» **South Mesquite Creek Regional Wastewater Treatment Plant | Civil engineer | North Texas Municipal Water District, Texas | Project Cost: \$150M**

Project includes designing process and yard piping to accommodate new and modified facilities in the plant as well as preparing site layout, access road, paving, grading, and stormwater management plans. This project also includes reviewing submittals, geotechnical and environmental assessment reports, and overseeing civil engineering services during construction.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Principal Civil Engineer

**PROJECT ASSIGNMENT**

Water Resources

**YEARS EXPERIENCE**

22 Years

**EDUCATION**

MBA Business Administration, Florida International University, 2019

MBA Environmental Engineering, Florida International University, 2003

BA Civil Engineering, Birzeit University, 2000

**ACTIVE REGISTRATION**

Professional Engineer, FL No. 67396



**Benefit to Polk County**

- Has 22 years of work experience feasibility studies and pipeline design for water, wastewater, stormwater, and reclaimed water projects.
- Has experience, including planning, scheduling, budgeting, design, estimating costs, permitting, bidding and construction engineering services for broad range of engineering projects.



**Chad Green, PE**  
HVAC/Plumbing

**Experience and Qualifications Relevant to Proposed Project**

» **Southeast Wastewater Treatment Plant Improvements and Expansion | Lead building mechanical engineer | Pasco County, Zephyrhills, Florida | Project cost: \$84M**

Carollo is providing facility planning, preliminary design, final design, and construction-phase services for the improvements and expansion of the County’s 3-mgd WWTP, expanding its capacity to 6-mgd annual average daily flow. The project also includes additional force mains.

» **Dinner Lake South Booster Pump Station and Storage Project | Lead building mechanical engineer | Polk County Utilities, Florida | Project Cost: \$442,248**

Design and construction of a small booster pump station with chemical feed and ground storage tank Supervised junior engineers for HVAC designs, calculations, code reviews, drawings, specifications, and construction services for the design of an electrical building.

» **Potable Water Storage Tanks and Pumping System | Lead building mechanical engineer | Broward County, Florida | Project Cost: \$2.6M**

Carollo was selected to study, design, and provide construction phase services for the addition of a new ground storage tank and the replacement of the existing high service pump station, including standby power and chemical storage and feed systems. The HVAC/plumbing part of the project entailed a pump room, sampling laboratory, restroom, electrical room, generator room, and chemical rooms.

» **1B1 High Service Pump Station | Lead building mechanical engineer | Broward County, Florida | Project Cost: \$1.6M**

Improvements to the facility included design of a new 1.5-MG finished water storage tank, new high service pump station, new chemical system for disinfection, electrical power improvements, and new 12- and 16-inch magnetic flow meters. Site work included pavement and grading, drainage improvements, and yard piping modifications. Provided HVAC/plumbing for the pump station, which houses a pump room, sampling laboratory, restroom, electrical room, generator room, and chemical rooms.

» **C-43 West Basin Storage Reservoir | Lead building mechanical engineer | South Florida Water Management District, Florida | Project Cost: \$18M**

The C-43 West Basin Storage Reservoir is part of a program to provide reservoir storage for the entire Caloosahatchee River basin as part of the Comprehensive Everglades Restoration Plan (CERP). The purpose of the project, as defined in the CERP, is to capture C-43 Basin high flows due to runoff and releases from Lake Okeechobee. The HVAC team provided services to the S-470 and S-476 pump stations; S-471, S-473, S-475, S-476, S-477, S-479, and S-481A pump stations control buildings, and IT communication equipment shelter.

» **Buckman Wastewater Treatment Facility HVAC Upgrades | Lead building mechanical engineer | JEA, Florida | Project Cost: \$52,279**

HVAC upgrades were provided to the existing sludge pump station. Carollo was selected for design of a roof mounted AC unit, enclosing the electrical gear, and providing air conditioning to this space on the MCC building at the JEA Buckman Wastewater Treatment Facility.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Associate Vice President

**PROJECT ASSIGNMENT**

HVAC

**YEARS EXPERIENCE**

14 Years

**EDUCATION**

BS Mechanical Engineering, University of Texas, 2009

**ACTIVE REGISTRATION**

Professional Engineer, GA No. 50445



**Benefit to Polk County**

- Supervises all aspects of design services and quality control for the building mechanical aspects of projects.
- Has extensive knowledge and experience in the design of HVAC systems, particularly with ventilation, plumbing systems, fire protection systems, odor treatment, and fuel systems.



**Mary Thomas, PE**  
Water Supply/Hydrogeology/Funding

**Experience and Qualifications Relevant to Proposed Project**

» **Polk Regional Water Cooperative Water Supply Improvements | Project manager and public outreach lead | Polk County, Florida | Project Cost: \$17M**

Responsible for the completion of a \$17M (design fee) feasibility study for three alternative waters supply projects for a planned, combined yield of 55-mgd. Responsibilities include facilitation of technical advisory committee meetings, public outreach to the board of directors, overall project management of over \$17M worth of well designs, groundwater and water quality modeling, Peace Creek watershed assessments, pipeline conceptual and preliminary design, and water treatment facility conceptual and preliminary design.

» **State and District Funding Initiatives, Florida | Project manager/engineer | Florida**

Over the course of over a decade, Mary has worked with utility clients to apply for, secure grants and loans for, and provide compliance responses on numerous water and wastewater projects. Funding programs have included State Legislative priority funding (e.g., Heartland Headwaters Act); St. Johns River Water Management District (SJRWMD), South Florida Water Management District (SFWMD), and Southwest Florida Water Management District (SWFWMD) cost-share agreements, EPA WIFIA letters of interest, and support to SRF loan application and compliance programs. Clients Mary has secured funding for have included the City of Deltona, Toho Water Authority, Orange County Utilities, and the Polk Regional Water Cooperative.

» **Grant Funding Support Services | Project manager | Orange County Utilities, Orlando, Florida | Project Cost: \$98,638**

Providing support to Orange County Utilities Engineering Division with various grant and loan funding application processes and ongoing administrative compliance.

» **South Central Regional Wastewater Treatment and Disposal Board Effluent Disposal Management Study | Project manager | Delray Beach, Florida | Project Cost: \$27,719**

Evaluated options for effluent disposal, plant currently discharges to a single deep injection well.

» **Water Conserv II Reclaimed Water Facilities Expansion Design | Project engineer | City of Orlando and Orange County Utilities, Florida | Project Cost: \$1.4M**

Performed civil engineering design of reclaimed water expansion facilities for the Water Conserv II system, including hydraulic design of distribution systems for new RIB sites and new reuse customers (e.g., pipe sizing, flow control design, pressure control design, etc.). Performed hydraulic network modeling of distribution systems for expansion facilities. The facility expansion resulted in increase in RIB system capacity from 16.9-mgd to over 27-mgd.

» **Camelot Water Reclamation Facility | Project manager | Toho Water Authority, Osceola County, Florida**

This project included the addition of new disk effluent filters, conversion of disinfection system (chlorine gas to bulk 12% sodium hypochlorite), expansion of chlorine contact tank (CCT), replacement of CCT effluent vertical turbine pumps, replacement of Pine Island (sprayfield) vertical turbine pumps, new augmentation pumps (pond water to headworks for re-treatment, pond intake structure including static screen, drainage improvements and blowers (turbo), aeration piping and diffusers for subconsultant designed process improvements. Construction services included shop drawing review, progress meetings, site visits, review, and response to RFIs, startup observation, substantial completion inspection, final inspection, and record drawing preparation. In addition, Operations and Maintenance manual preparation was included for Phases IA and IB. The project was constructed using TWA's unique construction manager at risk process. Mary's responsibilities included QA/QC of portions of the permitting and submittal process, and overall project performance.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Vice President

**PROJECT ASSIGNMENT**

Water Supply/Hydrogeology/Funding

**YEARS EXPERIENCE**

22 Years

**EDUCATION**

BS Civil Engineering, University of Missouri, 2001

**ACTIVE REGISTRATION**

Professional Engineer, FL No. 65602



**Benefit to Polk County**

- Experienced with permitting, projection analysis, water quality analysis, watershed investigation, database development, lake dredge planning, report writing, agency coordination, facilitation, and project management.
- Has helped utility clients to apply for, secure grants and loans for, and provide compliance responses on numerous water and wastewater projects.



**Jason Rozgony, PE**  
Cost Estimating

**Experience and Qualifications Relevant to Proposed Project**

» **Southeast Wastewater Treatment Plan Expansion - Phase 1 | Estimator | Pasco County, Florida | Project Cost: \$110M (Construction)**

The Phase 1 engineering services included a condition assessment, process evaluation, capacity analysis report, and facility plan for the expansion and improvements of the Southeast Wastewater Treatment Plant. The scope also included a force main and route analysis for two force mains coming into the plant.

» **Water Supply Improvements | Estimator | Polk Regional Water Cooperative, Florida | Project Cost: \$75M**

Project includes the conceptual and preliminary design of two RO water treatment plants (15-mgd and 30-mgd), routing studies, conceptual design of 120 miles of pipeline, and completion of an integrated water supply study of the Peace Creek Watershed.

» **Norwood Water Treatment Plant - Phase II Improvements | Estimator | City of North Miami Beach, Florida | Project Cost: \$30M**

Project includes the progressive design-build of a clearwell and transfer pumps, high service pump station, 5-million-gallon ground storage tank, and a pre-engineered storage warehouse.

» **Avon Wastewater Treatment Facility Nutrient Upgrades | Estimator | Eagle River Water and Sanitation District, Colorado | Project Cost: \$50M**

This project included improvements to the Avon Wastewater Treatment Facility secondary treatment process to meet Regulation 85 nutrient limits. The recommended process configuration included an Anaerobic/Anoxic/Oxic (A2O) process with flexibility to operate in the 5-Stage Bardenpho configuration. Design elements included expanded and modified aeration basins, secondary pumping, a new secondary clarifier, and condition assessment improvements to screening, grit removal, primary sedimentation, and equalization basins. The project was delivered via a CMAR delivery model to include construction sequence and constructability approach in the design process.

» **Water Quality Improvements Phase 1 & 2 and SCADA Master Plan | Estimator | City of Odessa, Texas | Project Cost: \$154M**

This 55-mgd surface water treatment project included a new 20-mgd high-rate flocculation/sedimentation facility which replaced existing facilities. This project included the Water Treatment Plant Rehabilitation and miscellaneous upgrades in which Carollo conducted a process evaluation to improve the water quality, which has high levels of hardness and total dissolved solids. The improvement project includes structural rehabilitation, new chemical, and electrical facilities with advanced water treatment in mind, city-wide SCADA upgrades, and the construction of new plate settlers in lieu of aging flocculation and sedimentation basins.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Vice President

**PROJECT ASSIGNMENT**

Cost Estimating

**YEARS EXPERIENCE**

28 Years

**EDUCATION**

BS Civil Engineering, South Dakota School of Mines and Technology, 1995

**ACTIVE REGISTRATION**

Professional Engineer, CO No. 35713



**Benefit to Polk County**

- Leads Carollo’s estimating team, which has completed more than 400 estimates to engineering and fixed-price construction projects.
- Provides independent, detailed costs estimates at each level of design for multiple clients, including the Cities of Denver, San Francisco, Dallas, Los Angeles, Portland, Oklahoma City, and Kansas City.
- Collaborates with design engineers, vendors, and subcontractors from preliminary through final design, providing discipline-level estimates on water and wastewater projects.



**Jody Barksdale, PE, ENV SP**  
Sustainability/Reliability

**Experience and Qualifications Relevant to Proposed Project**

» **Bee Ridge Water Reclamation Facility Expansion | Project manager | Sarasota County, Florida | Project Cost: \$23M**

Evaluated several treatment technologies for the design upgrades and requirements to expand the Bee Ridge WRF from 12-mgd MADF to 18-mgd MMADF and convert its process to meet Florida advanced wastewater treatment (AWT) requirements. The selected treatment process includes using membrane bioreactor (MBR) technology. This project includes the design and construction for expansion of the WRF, including all infrastructure and treatment processes to support the AWT process. This critical project is being implemented using the CMAR delivery method to meet the consent decree date. In addition, sustainability practices and Envision™ coordination will be used throughout design and construction.

» **South River Water Resource Center Compliance Upgrades | Technical advisor | Atlanta, Georgia | Project Cost: \$65M**

Master planning and design services to implement recommendations for energy management and sustainable biosolids projects at the 48-mgd South River WRC. A large component of the project included the design and construction of new thickening and dewatering centrifuges along with new sludge feed pumping, solids conveyance, polymer systems, and odor control. Polymer system design included bulk storage, batch system and aging tank for use by dewatering centrifuges to better control dosing and increase efficiency.

» **Bee Ridge Water Reclamation Facility Expansion - Detailed Design Development | Project manager | Sarasota County, Florida | Project Cost: \$23M**

This Detailed Design Development Phase focuses on the development of construction documents, including plans, specifications, and other documents supporting establishment of a Guaranteed Maximum Price (GMP) to be negotiated by the Construction Manager at Risk (CMAR). Consultant services during this phase will also include the necessary project and quality management, permit-ting assistance, and public involvement services.

» **Southeast Wastewater Treatment Plant Expansion | Quality reviewer | Pasco County, Florida | Project Cost: \$10M**

Provided a quality review for the project which included improvements to correct deficiencies due to aging infrastructure, and expansion from 3-mgd to 6-mgd to increase the plant capacity to meet current and future demands. Project elements included construction of one new open dewatering facility, with provisions for future installation of a second belt filter press, and capabilities to load and haul away biosolids, expansion of the existing biological treatment process with two new treatment basins, and conversion to the anaerobic/anoxic/oxic process and expansion of the filtration system. Additionally, the project includes removal and replacement of force mains feeding into the facility.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Vice President

**PROJECT ASSIGNMENT**

Sustainability/Reliability

**YEARS EXPERIENCE**

35 Years

**EDUCATION**

MS Environmental Engineering, University of Central Florida, 1997

BS Environmental Engineering, University of Florida, 1988

**ACTIVE REGISTRATION**

Professional Engineer, FL No. 46545



**Benefit to Polk County**

- Brings more than 34 years of experience in the planning, design, and construction of water/wastewater treatment, biosolids and residuals management, pumping stations and collection system projects.
- Managed several large wastewater projects, including plant expansions and rehabilitation projects.
- Has understanding of design, construction and plant operations that allows him to better manage design activities to provide functional and cost-effective evaluations and design.



**Laura Baumberger, PE**  
Asset Management

**Experience and Qualifications Relevant to Proposed Project**

» **Water Master Plan | Technical advisor | Sarasota County, Florida | Project Cost: \$148,936**

The County requested that Carollo update the County’s Water Master Plan (WMP). Carollo previously prepared the County’s WMPs in 2006 and 2011. Since that time, changes in population growth rate, County water supply sources and treatment facilities, and the regional water transmission system have altered the County’s water supply situation. The current WMP update considers current water demand, regulatory, and facility conditions to identify the most cost-effective, reliable water supply for the County through 2050. The 2020 WMP Update. Prepared cost estimates for the recommended projects and developed a 20-year CIP for the selected water supply scenario.

» **Asset Replacement Funding Evaluation | Project manager | Hillsborough County, Florida | Project cost: \$64,302**

Developed annual repair and replacement (R&R) cost estimate necessary for renewal of the County’s water and wastewater as-sets. The estimated annual R&R cost will be used by the County to determine anticipated funding needs for required capital reinvestment to maintain the County’s assets and its level of service to customers.

» **Repair and Replacement (R&R Program Pilot Study | Project manager | Tampa Bay Water, Florida | Project Cost: \$119,532**

Project required framework development for an overall asset management program (AMP) for Tampa Bay Water’s wells, treatment facilities, and transmission mains. Carollo led Tampa Bay Water in creating new information management routines, establishing inter-departmental roles and responsibilities, and conducting asset condition assessments and valuation. Results of the project were used to develop a risk-based prioritized project list for the portion of the system that was used for the pilot study and to estimate the level of effort for full-scale AMP implementation and ongoing maintenance. Specific responsibilities included adapting the existing detailed work order inventory to an asset hierarchy suitable to capital level R&R planning, overseeing condition assessment procedures, and developing a 10-year CIP project list.

» **Lift Station and Stormwater Station Condition Assessment Project | Project manager | City of St. Petersburg, Florida | Project cost: \$80,652**

The City converted its maintenance management system to Oracle Work and Asset Management (WAM). Carollo assisted the City in configuring the WAM Asset Class Condition Assessment Module for condition assessments of lift stations, stormwater pumping stations, and alum chemical feed stations as part of the City’s asset management program. Carollo completed condition assessments at the City’s 82 lift stations, 4 stormwater pump stations, and 6 alum chemical feed systems, while working with and training City staff to carry the program forward in the future. Carollo worked with the City to develop criticality scoring matrix to assess the consequence of failure of lift station and stormwater station assets. The condition and scores were combined to develop overall risk scores for each asset that can be used for repair and rehabilitation budgeting and prioritization. Carollo also provided assistance and recommendations to integrate the condition assessment data into Oracle.

**FIRM**

Carollo Engineers, Inc.

**FIRM TITLE**

Senior Vice President

**PROJECT ASSIGNMENT**

Asset Management

**YEARS EXPERIENCE**

21 Years

**EDUCATION**

MS Environmental Engineering, South Dakota State University, 2003

BS Civil Engineering, South Dakota State University, 2002

BA Spanish, South Dakota State University, 2002

**ACTIVE REGISTRATION**

Professional Engineer, FL No. 65401



**Benefit to Polk County**

- An industry-wide renowned expert in master planning, hydraulic modeling, and asset management, providing comprehensive planning services for numerous Florida utility agencies.
- Has developed master plans totaling \$1.7B in recommended CIP projects.

## Subconsultant Team Members

Carollo has bolstered our project team with local and regional subconsultants, adding expertise tailored specifically to your needs and that of this contract.



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**LOCATION:**

2200 Front Street  
Suite 300  
Melbourne, FL 32901

**ENVIRONMENTAL**

**Applied Ecology, Inc. (AEI)** is an 8(a), woman- and minority-owned small business providing specialized experience in environmental program management, environmental monitoring, geospatial analysis, and remote sensing for solving a multitude of resource management problems. They specialize in serving federal, municipal, and private sector clients in natural and water resources management, environmental permitting, environmental compliance, geospatial applications, site assessment and remediation, and emerging contaminants.

AEI has the experience and skills to plan and implement large-scale and long-term studies that cross multiple disciplines and integrate spatial and temporal datasets. AEI's core services include water quality monitoring plan design and implementation, GIS mapping and application development, remote sensing, NPDES Permitting, TMDL and Alternative Plan Development, BMAP support, watershed modeling, integrated surface water-groundwater modeling, and 2-D and 3-D numerical modeling, most of these critical to assessing and improving water quality.

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**LOCATION:**

1230 Hillcrest Street  
Suite 100  
Orlando, FL 32803

**WATER SUPPLY/HYDROGEOLOGY**

**BFA Environmental** is an environmental consulting firm licensed in Florida to provide professional engineering, geological, environmental and land surveying services. BFA is a certified disadvantaged/minority business with the State of Florida and numerous local government agencies. BFA was established in 1994 with its main headquarters in Orlando and satellite offices in West Palm Beach and Miami. During their 29-year history, BFA has successfully completed more than 2,250 projects for Florida public sector clients. BFA specializes in all phases of the planning, design, permitting, and construction management of projects involving:

- Water and Wastewater Utilities Engineering
- Environmental/Biological Assessments and Sampling
- Surveying, Mapping and Subsurface Utility Exploration
- Water Resources and Hydrogeologic Investigations
- Well Construction Management and Testing
- Contamination Assessment and Remediation
- Hurricane Debris Removal Management

For this project, BFA can provide production well design, well construction monitoring and abandonment and well head protection evaluations.

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**LOCATION:**

2525 Drane Field Road  
Suite 7  
Lakeland, FL 33811

**SURVEY/SUE/SITE CIVIL**

**CivilSurv** has provided Engineering and Land Surveying & Mapping and civil engineering services as CivilSurv from their headquarters office in Lakeland, Florida since 2010.

The Surveying and Mapping Department at CivilSurv Design Group, Inc. offers a full range of surveying and mapping services including Boundary Surveys, Legal Descriptions, Topographic Surveys, Horizontal and Vertical Control, Profiles and Cross Sectioning, Right of Way Mapping, Monumentation of Right of Way Corridors, Bridge Data Surveys, Digital Terrain Models (D.T.M.), Hydrographic/Bathymetric Surveys, Specific Purpose Surveys, American Land Title Association Surveys, Wetland/Mitigation Surveys, Environmental Surveys, Platting, Expert Witness Testimony, Construction Surveys, Record and As-built, Route, Electronic Field Book/GIS Mapping, all mainstream versions of CADD/GIS Differential Leveling, Global Positioning Systems (G.P.S.), Engineering Design Surveys, and other surveying and mapping related services.

Their staff also has tremendous experience in Civil Engineering to ensure the design of your project will meet and/or exceed your expectations. They have extensive in-house capabilities in the planning and design of potable water, wastewater, and reclaimed water systems.



**LOCATION:**

922 Fairlington Drive  
Lakeland, FL 33813

**LANDSCAPE ARCHITECTURE**

Dirt is landscape architect firm with over 15 years of extensive experience in landscape design, master site planning, and urban design. They have worked on many projects including force protection, street-scapes, park design, academic campuses, and community design and master planning. Each design is inspired by the project’s geography, ecology, and history.

Dirt participates in all aspects of the design process including conceptual design, program analysis, design development, client presentations, construction documentation, and construction observation. They also working closely in collaborative environments with fellow design consultants to develop interdisciplinary solutions as a member of the design and construction team.

**LOCATION:**

1049 Willa Springs Drive  
Suite 1001  
Winter Springs, FL 32708

**DATA MANAGEMENT**

**EPIC Engineering and Consulting Group** is a Florida-based Small Business Enterprise (SBE), Minority Business Enterprise (MBE), Disadvantage Business Enterprise (DBE), and a Local Developing Business (LDB). EPIC has become a world-class team in analyzing and optimizing multiple aspects of our clients’ operations, with a heightened focus on Asset Management, enterprise data management, web, mobile and GIS solutions development and systems integration. They enjoy and excel in analyzing current systems and software, keeping what works and either optimizing or enhancing those that don’t meet your goals. Helping their clients document their processes, business rules and workflows, understanding your pain points, listening to their business vision and priorities, making recommendations for process optimizations, and implementing those recommendations via effective technology solutions, thereby enhancing service delivery for their customers. Having this expertise allows them to evaluate, enhance and implement software programs that are adaptable to their client’s business processes and workflows and not the other way around.

**LOCATION:**

4175 S. Pipkin Road  
Suite 210  
Lakeland, FL 33811

**STRUCTURAL**

**Grindley Williams Engineering** is a multi-disciplinary engineering firm offering valuable solutions and services for structural and forensic engineering. Grindley Williams is headquartered in Lakeland, Florida. They currently serve all of the Gulf-Coast states (Alabama, Georgia, Florida, Louisiana, Mississippi and Texas). Their forensic capabilities include structural and roof evaluations, building envelope investigations, construction defect services, CAT response, geophysics, and litigation support for both residential and commercial properties. At Grindley Williams they strive for excellence in everything they do, which is reflected in their work product and reputation.



**LOCATION:**

58 Lake Morton Drive  
Lakeland, FL 33801

**LOCATION:**

2030 State Road 60 E  
Bartow, FL 33830

**LOCATION:**

3903 Northdale Boulevard  
Suite 100E  
Tampa, FL 33624

**ARCHITECTURE**

The Lunz Group is a full-service architectural firm headquartered in Polk County, Florida. Their team provides professional services including architectural design, interior design, master planning, programming, and visualization. Today, our firm is the largest architecture firm in Polk County, continuing to grow and innovate by creating a distinct, client-centered experience focused on delivering the best of our institution’s talents, solutions, and processes. The Lunz Group and Carollo Engineers have teamed on multiple projects to include West Polk WPF, the Polk Regional Water Cooperative SE WPF, and Polk Regional Water Cooperative facilities for multiple phases with Polk County and have an in-depth knowledge and experience with local construction and regulatory conditions in this field. Together, their team has completed more than ten projects for Polk County.

Whether communicating with one of their sub-consultants, Polk County, or other stakeholders, they strive to take input from multiple sources to produce the best design possible. The Lunz team’s approach to every project begins the same: by listening. By understanding your unique challenges, they can align their strategy to design a solution that best fits your intended outcome. They strive to achieve the highest level of quality and exceed your expectations of delivery and service.

**GEOTECHNICAL**

**Madrid Engineering Group, Inc.** is a Polk County-based engineering company established in 1992 and located in Bartow for 26 years. Their specific expertise includes Full Service Professional Geotechnical Engineering along with construction materials testing, and construction engineering inspection (CEI) services. In addition, they have specialty service departments such as drilling services, laboratory testing, and other support services. Their corporate office is in Bartow, Florida, with additional Madrid CPWG offices in Tampa and Winter Springs in Central Florida. However, they do projects statewide and their central location is a great advantage.

Madrid’s geotechnical and CMT laboratories and tests performed are certified under AASHTO R18 and accredited by the Construction Materials Engineering Council (CMEC). They perform a full suite of strength, compressibility, permeability, and index tests for a wide variety of materials including soil, aggregate, rock, concrete and asphalt. Field testing capabilities include field density testing by nuclear, drive sleeve and sand cone method, in-place moisture content, concrete slump, air content and temperature. With our equipment, manpower and experience, they can respond to emergency and planned projects and have experience coordinating with many agencies.

**PUBLIC RELATIONS**

The Valerini Group, Inc. (Valerini), a full-service, woman-owned communications firm specializes in public involvement, community outreach, graphic design, website and mobile app development, visualizations, video/audio production, aerial drone imagery, and translation services. In business since 2006, Valerini has a staff of talented communication and creative professionals with more than 425 years of combined experience and have worked on over 725 transportation and public utility infrastructure projects, programs, and initiatives. Valerini has developed and implemented hundreds of public engagement and community outreach plans and currently serves as the internal communications representative for the Polk Regional Water Cooperative (PRWC). In addition, Valerini received Tampa Bay’s Prestigious Award for Community Relations for Hillsborough County’s North Palm River Drinking Water Design-Build.



**Claudia Listopad, PHD, GISP**  
Environmental

**Experience and Qualifications Relevant to Proposed Project**

» **Indian River Lagoon Study | Project manager, modeler | Brevard County, Florida**

Extension of the previous, legislative-funded study monitoring groundwater within 13 distinct communities and three natural controls within Brevard County. Data from this long-term study, initially designed by Dr. Listopad, will be used to assist prioritizing, and identifying the critical areas where groundwater contamination is most likely impacting the Indian River Lagoon. Additionally, this project includes a pilot study investigating seepage, which is a critical component to understand the interface of groundwater and surface water dynamics. In addition to water quality samples, muck samples are also being collected, classified, and analyzed.

» **Groundwater Monitoring Project | Project manager**

Fills gaps in nitrogen source allocation by developing and implementing a comprehensive groundwater monitoring project to identify landscape types that are contributing nutrient loads to surface waters reaching the coastal bay system. Tasks include the review and collection of relevant research and data, mapping and spatial analysis to identify hot spots for further investigation, installation and sampling of groundwater monitoring wells, installation and sampling of seepage meters, data analysis and flow modeling and recommendations for appropriate best management practices.

» **Stormwater Master Plan | Project manager | City of Indian Harbour Beach, Florida**

Responsible for preparing a Stormwater Master Plan and completing the required Stormwater Needs Analysis for the City of Indian Harbour Beach. The Stormwater Master Plan incorporates an assessment of water quality, flood protection, and resiliency needs. Developed a holistic Stormwater Master Plan that was used to inform the Stormwater Needs Analysis. In addition, this plan provided new ideas of stormwater Best Management Practices (BMPs) that could be implemented as part of the Banana River Basin Management Action Plan (BMAP), to reduce nutrients reaching the impaired estuary and restore seagrass.

» **Spatial Watershed Iterative Loading | Project manager | Brevard County, Florida**

The Spatial Watershed Iterative Loading (SWIL) model was initially developed in 2012 to provide spatial and temporally accurate loading data (volume, TN, and TP estimates) for analysis in support of a refined TMDL for the Indian River Lagoon (IRL). AEI is currently working closely with FDEP to complete a full SWIL model revision, updating spatial input model layers and event mean concentrations using the latest available data for the North IRL and Central IRL. Other tasks under this model update include hydrological and water quality calibration, tool development for load allocations, natural background model run, and technology transfer.

**FIRM**

Applied Ecology, Inc.

**FIRM TITLE**

Principal Scientist

**PROJECT ASSIGNMENT**

Environmental

**YEARS EXPERIENCE**

23 Years

**EDUCATION**

- PHD Conservation Biology, University of Central Florida, 2011
- MS Ecology, Florida Tech, 2011
- BS Ecology, Florida Tech, 1999
- BS Marine Biology, Florida Tech, 1999



**John Watson, PH**  
Water Supply/Hydrogeology

**Experience and Qualifications Relevant to Proposed Project**

» **Florida, Water Project 2000 | Hydrologist | Orlando Utilities Commission, Orlando**

As part of the Water Project 2000 system upgrade, Mr. Watson provided hydrogeologic services for construction and testing of eight high capacity Lower Floridan aquifer (LFA) municipal supply wells at five of OUC's water plants. These wells were completed into the LFA with boreholes typically open hole from 1000 to 1400 feet deep and capable of producing 5 million gallons per day. BFA also provided observation and testing services for two 2000-foot deep LFA exploratory wells near the Orlando Airport to determine potential yield and ground-water quality at their new Southeast Water Plant. Mr. Watson's responsibilities included well construction management, field observation during critical construction periods, water quality sampling and testing, formation sampling and logging, variable rate and constant rate pumping tests, data compilation and analysis and report preparation. Some of these wells were very challenging and successfully completed through highly unstable fractured and infilled cavities/zones.

» **Integrated Water Resource Project (IWRP) | Hydrologist | Orange County Utilities, Orlando, Florida**

Orange County Utilities is developing an IWRP where several strategies have been proposed to address the need for sustainable water solutions by reducing water use, increasing water supplies, and reusing treated wastewater. Since 1998 to present, Mr. Watson has provided technical assistance to OCU/WSP for various water supply projects including water conservation, potable and reclaimed water ASR feasibility, and brackish groundwater screening studies. Mr. Watson also provided hydrogeologic consulting, well construction management and testing services for seventeen OCU municipal supply wells. Responsibilities included well construction management, field observation during critical construction periods, water quality sampling and testing, formation sampling and logging, hydraulic testing and analysis and data compilation and report preparation.

» **Aquifer Storage Recovery Facility | Hydrologist | Orange County Utilities, Orlando, Florida**

This project involved exploratory well drilling and testing (1700-foot), design, permitting, well construction and cycle testing services for a 3-mgd Lower Floridan aquifer ASR facility. Mr. Watson performed construction oversight and hydrogeologic services including lithologic and rock core sampling; packer/variable/constant rate hydraulic testing; groundwater sampling/testing; video/geophysical logging interpretations; data compilation and analysis and summary report preparation. Based on favorable hydrogeological and cycle test results, OCU has an Operational Permit (#0315945- 002-UO/5SR) and currently operates their ASR system to the extent of keeping the aquifer conditioned.

**FIRM**

BFA Environmental

**FIRM TITLE**

Hydrologist

**PROJECT ASSIGNMENT**

Water Supply/Hydrogeology

**YEARS EXPERIENCE**

35 Years

**EDUCATION**

BS Hydrology, American Institute of Hydrology, 1983



**Timothy Morris, PSM**  
Survey SUE

**Experience and Qualifications Relevant to Proposed Project**

- » **Miscellaneous Drainage Improvements | Project surveyor | Plant City, Florida**  
 This project involved drainage system analysis at several locations throughout the City. Oversaw the establishment of control at multiple sites & performed topographic mapping in support of the engineering analysis.
- » **Webster Turn Drive Reconstruction and Rehabilitation | Project surveyor | Sebring Airport Authority Sebring, Florida**  
 This project involved the design for reconstruction and, in certain areas, repair of existing pavement along the 0.7-mile 2-lane rural roadway section within the airport district. Existing stormwater pipes crossing under Webster Turn Drive were evaluated for rehabilitation or replacement needs. Services included utility coordination, SWFWMD Environmental Resource Permit modification, and bid phase assistance.
- » **West Landover Sidewalk | Project surveyor | Hernando County Board of County Commissioners, Spring Hill, Florida**  
 This project involved the design of 1.2 miles of new sidewalk along Landover Boulevard from Northcliffe Road to Elgin Boulevard. The County contracted with CivilSurv to complete the design survey utilizing UAS (drone) and photogrammetric mapping methods. CivilSurv’s survey deliverable was used by the County’s Engineering Department as the basis for design of the new sidewalk.
- » **Old Northeast Infrastructure | Project surveyor | City of St. Petersburg, Florida**  
 This project is for the design and upgrading of the water service and improving the drainage system in the area. Much of the existing infrastructure in this area dates to the early 1900s. Due to its age and other considerations, the existing infrastructure is antiquated and in need of replacement. CivilSurv established the horizontal and vertical control, collected topographic and storm sewer information, and recovered the existing right of way. The survey will be used as the basis for design of infrastructure improvements.
- » **West Lake Jackson Stormwater Improvements, Phase 1 | Project surveyor | City of Sebring, Florida**  
 The initial phase of the project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. These conceptual improvements addressed water quality improvements prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes. Conceptual improvements to the wastewater system and roadway were also proposed as part of the study. This project involved funding application support services for a State Revolving Fund (SRF) loan from the Florida Department of Environmental Protection (FDEP). Responsibilities included topographic survey.
- » **SR 758 (Midnight Pass Road) | Project manager | FDOT District One, Sarasota County, Florida**  
 Purpose of project was to transfer ownership of transportation facilities from FDOT to Sarasota County. Responsible for right of way control survey & maintained right of way maps for a 3.9-mile route on Siesta Key. Determined right of way, alignment, & blocks along a densely populated area in Siesta Key.

**FIRM**

CivilSurv Design Group, Inc.

**FIRM TITLE**

SUE Surveyor

**PROJECT ASSIGNMENT**

Survey/SUE

**YEARS EXPERIENCE**

23 Years

**EDUCATION**

BS Geomatics, University of Florida  
 AA Engineering, Hillsborough Community College



**Derick Bryant, PE**  
Site Civil

**Experience and Qualifications Relevant to Proposed Project**

» **Water Treatment Plant #4 Improvements | Senior engineer | City of Frostproof, Florida**

This project involved preliminary design of improvements to the City’s WTP #4. Considered improvements included a new well and pump, addition of high service pumps and associated valves, new chlorination building and control room, demolition of obsolete equipment and structures, and miscellaneous site improvements. CivilSurv’s scope of services included topographic survey and preliminary design.

» **Potable Water System Support Services | Senior engineer | City of Polk City, Florida**

This project involved an update to the City’s potable water system hydraulic model as well as design for improvements to an existing intra-system interconnect. The hydraulic model updates included review of available data sources to update water main size and connectivity. The hydraulic model updates also included coordination with the City for fire hydrant flow test data to calibrate the model. The updated model was evaluated and used to assist in identifying conceptual improvements such as the addition of ground storage reservoirs and high service pumps. The intra-system interconnect improvements included design for a new pressure-reducing valve to allow all water production facilities within the City’s system to operate together. This portion of the project involved topographic survey, SUE, engineering design, permitting, and construction phase support services.

» **US 17 Wastewater Improvements | Senior engineer | City of Wauchula, Florida**

This project involved the evaluation of a deteriorated sanitary sewer main in the vicinity of a crossing under US 17. Three alternatives were evaluated for the proposed replacement of the sanitary sewer and the selected alternative was advanced to engineering design. CivilSurv’s scope of services for this project included topographic surveying, subsurface utility exploration, CCTV inspection, geotechnical investigation, preliminary engineering evaluation, engineering design, permitting, bid phase assistance, and construction phase assistance.

» **Lift Station 75 Access Improvements | Senior engineer | Polk County Utilities, Florida**

This project involved the evaluation of 2 proposed routes to improve access an existing wastewater lift station. The access routes were evaluated for turning movements per the County’s vacuum truck specifications. CivilSurv’s scope of services included boundary and topographic surveying and a preliminary engineering report.

» **CR 630A Water Utility Crossings | Senior engineer | Lakefront Properties, Frostproof, Florida**

This project involves the design of water utility crossings under CR 630A to replace aging infrastructure. Water utility crossings involved include an 8-inch gravity sewer main, 3-inch sanitary force main, and a 2-inch potable water main. The design involves an open cut trench crossing of CR 630A to facilitate the crossings. CivilSurv’s scope of services for this project include topographic survey, subsurface utility engineering, engineering design, permitting, and construction administration. Responsibilities include engineering design, construction plan production, and permitting support.

**FIRM**

CivilSurv Design Group, Inc.

**FIRM TITLE**

Senior Design Engineer

**PROJECT ASSIGNMENT**

Site Civil

**YEARS EXPERIENCE**

20 Years

**EDUCATION**

BS Civil Engineering, University of South Florida



**Leigh Ann LUNZ, RLA**  
Landscape Architecture

**Experience and Qualifications Relevant to Proposed Project**

» **Eckerd College Athletic Complex and Field Master Plan | Landscape Architect | St. Petersburg, Florida**

32 Acre Site - Produced multiple schematic layout plans for a new athletic facility to include three soccer fields, ten tennis courts, three basketball courts, and a baseball and softball field, in addition to a new athletic complex. Also included in the design were multiple parking areas.

» **Lakeland Fire Station #7 at Lakeland Linder Airport | Landscape Architect | Lakeland, Florida**

2.8 Acre Site- Project design for a fire station that will serve both as a community station and an Aircraft Rescue and Firefighting (ARFF) Station. The project was completed on an accelerated schedule and involved a collaborative process with all design disciplines. The plant palette was thoughtfully selected with minimal maintenance requirements, met all FAA requirements, and plants are Florida Friendly and drought tolerant.

» **University of Florida Nano-Scale Building | Landscape Architect | Gainesville, Florida**

2.2 Acre Site - Site design from conceptual to construction documents. Included in the design for the new building located in the Innovation Park were pedestrian pathways and bicycle parking. The planting design for the site focused on sustainability and ease of maintenance.

» **University of Florida Graham Center | Landscape Architect | Gainesville, Florida**

1.5 Acre Site - Designed a site plan for the new campus public affairs building. Design included a plaza area in front with drop off, and a student promenade along one side. Pedestrian and bicycle circulation were both top design objectives. The planting around the site focused on using xeriscape and Florida Friendly plants.

» **Saint Leo University Parking Garage and Soccer/Lacrosse Fields | Landscape Architect | Saint Leo, Florida**

6.3 Acre Site - Planting and irrigation design that focused on the many restrictions of an underground parking garage with soccer/lacrosse field on top. Severe slopes, wetland, and grading issues all added to this complex solution of low maintenance, Florida friendly plantings.

**FIRM**

Dirt

**FIRM TITLE**

Principal Landscape Architect

**PROJECT ASSIGNMENT**

Landscape Architecture

**YEARS EXPERIENCE**

15 Years

**EDUCATION**

BS Landscape Architecture, Purdue University  
AS Horticulture, Purdue University



## Prasad Chittaluru, PHD, PMP, BCEE, GISP

Data Management

### Experience and Qualifications Relevant to Proposed Project

» Some of the key projects managed by Dr. Chittaluru in the recent past include:

- Artemis Lifestyles Needs Assessment
- City of St. Cloud IT Needs Study
- City of Orlando Public Works Platform Project
- City of Tampa AMI Solution Consulting
- Florida Department of Transportation (FDOT) District 5 Integrated Corridor Management
- Florida Department of Transportation (FDOT) Transportation Systems Management & Operations
- Florida Department of Transportation (FDOT) Active Arterial Management Dashboard
- Florida's Turnpike Enterprise (FTE) Data Repository
- Florida's Turnpike Enterprise Asset Management Systems
- Greater Orlando Aviation Authority (GOAA) Small Business Development (SBD) Data Management Needs Assessment and Gap Analysis
- Greater Orlando Aviation Authority (GOAA) Tank Asset Management
- Greater Orlando Aviation Authority (GOAA) Incident Management Software Assessment
- Greater Orlando Aviation Authority (GOAA) Integrated Project Information System (iPro)
- Greater Orlando Aviation Authority (GOAA) GIS and Enterprise Content Management Solutions
- Louisville MSD FY 21 Asset Management Assistance
- Master planning for Orange, Seminole and Indian River counties
- Orange County Utilities (OCU) Mobile Maximo Replacement
- Orange County Utilities (OCU), FL, Force Main Data Management Application
- Orange County Utilities (OCU), UDF Group 6 Reiss TA5
- Orange County Utilities (OCU), FL, Water Dashboard
- Orange County Utilities (OCU), FL, Customer Counts Data Analysis
- Orange County Utilities (OCU) Enterprise Data Management and Business Process Mapping
- Orange County Utilities (OCU) Data Management System (UDMS) Needs Assessment
- Orange County Utilities (OCU) CIP Tracking System Concept Design
- Orange County, FL, CIP Tracking System
- Orange County Public Works (OCPW) Shingle Creek North MS4
- Orange County Public Works (OCPW) Shingle Creek North Stormwater Collection
- Polk County Utilities (PCU) Capacity Management System Design and Development
- Polk County Utilities (PCU) GIS Master Plan and Map Products Development
- Reedy Creek Improvement District (RCID) Asset Management Study
- St. Lucie County, FL Analysis and Documentation of Land Management Solution Business and Technical Requirements
- School Board of Seminole County, FL, SCPS ONE Dashboard
- School Board of Seminole County, FL, SCPS ONE Dining Services Dashboard
- Seminole County Environmental Services (SCES) i3 Needs Assessment – Carollo
- Seminole County Public Schools (SCPS) Facilities Simplify i3
- Simplify i3 – Integrated Infrastructure Intelligence, City of Orlando Public Works
- Tampa Bay Water AWIA Technical Support
- Tampa Bay Water IT Strategic Plan
- Tampa Bay Water IT Asset Management Services
- TransCore Needs Assessment and Gap Analysis
- TransCore, FL, Audit Module Implementation

#### FIRM

EPIC Engineering and Consulting Group

#### FIRM TITLE

Principal, Project Lead

#### PROJECT ASSIGNMENT

Data Management

#### YEARS EXPERIENCE

20 Years

#### EDUCATION

PHD Civil and Environmental Engineering, Augusta State University of Miami  
 MS Civil and Environmental Engineering, University of Miami  
 BS Civil Engineering, Birla Institute of Technology and Science, India



**David Grindley**, MCE, PE  
Structural

**Experience and Qualifications Relevant to Proposed Project**

- » **Grindley Williams Engineering | Structural engineer | Lakeland, Florida**  
Executive partner and engineer responsible for conducting structural inspections and remediation design associated with residential and commercial insurance claims throughout Florida.
- » **MCD Geosciences and Engineering, Inc. | Structural engineer | Lake Wales, Florida**  
Engineer in responsible charge of over 300 forensic/structural engineering investigations for issues relating to ground subsidence, windstorm/hail damage and water intrusion.
- » **AMEC Environmental and Infrastructure, Inc. | Staff engineer (Forensic engineering and science department) | Lakeland, Florida**  
Completed approximately 650 forensic structural explorations for issues relating to ground subsidence, windstorm damage, water intrusion, construction or mining/ blasting vibration and vehicular impacts. Performed design and/or analysis of retaining walls, structural repair/remediation, micropyle placement, seismic restraint.
- » **Reef Custom Homes | Project manager | Indian Rock Beach, Florida**  
Assisted custom home clients in identifying and procuring the purchase of suitable building lot(s). Worked with clients to conceptualize and design their new home. Provided liaison with structural and geotechnical engineers, local building officials and subcontractors to construct the home.
- » **Sycamore Engineering | Engineering student | Tampa, Florida**  
Assisted civil engineer in initial site development feasibility, including research for soil properties, stormwater and groundwater requirements and building code/planning and zoning requirements. Designed site layout for commercial sites, including stormwater basin design, stormwater pipe sizing and location, subterranean utility location, and providing liaison with lighting and landscaping designers.

**FIRM**

Grindley Williams Engineering

**FIRM TITLE**

Principal Engineer, Partner

**PROJECT ASSIGNMENT**

Structural

**YEARS EXPERIENCE**

14 Years

**EDUCATION**

BS Civil Engineering, University of South Florida  
MS Civil Engineering, University of South Florida



# Michael Murphy, AIA, NCARB

Architecture

## Experience and Qualifications Relevant to Proposed Project

### » SWRWTF - Southwest Regional Wastewater Treatment Facility | Principal | Polk County, Florida

Our team provided architectural and engineering services for a one-story 5,000 SF office building to house the administrative, SCADA and operations control room of the waste-water treatment facility. The facility was designed as a Class IV essential building. The facility has emergency generator power available to help serve as an Emergency Operations Center in the event of a natural disaster.

### » Polk County Utilities Operations Facilities | Principal | Polk County, Florida

The Lunz Group completed a space needs analysis for a potential 50,000 SF operations facility for PCU. The process included full programming analysis to identify space requirements, including square footages and adjacencies. The building contains office space, warehousing, and maintenance accommodations, eliminating unneeded areas from the building footprint to make day-to-day operations more efficient.

#### Additional Experience:

- Titusville Transfer Station
- Polk County Roads & Drainage Annex
- Pasco County Scale House
- Plant City's Utilities and Solid Waste Department Facility
- Polk County Water Processing Facility
- Hardee County Annex Alterations
- City of Wildwood Municipal Services Complex
- Brooksville Public Works Facility
- Sumter County Addition to Public Works
- CSX Intermodal Transfer Facility
- Tricounty Human Services Upgrades
- O'Reilly Auto Parts Distribution Center
- Treatt USA Corporate Headquarters
- Hardee County Supervisor of Elections

#### FIRM

The Lunz Group

#### FIRM TITLE

Architect

#### PROJECT ASSIGNMENT

Architecture

#### YEARS EXPERIENCE

40 Years

#### EDUCATION

BS Architecture, University of Tennessee

#### ACTIVE REGISTRATION

Architect, FL No. 9346



**John Delashaw, PE, MAT**  
Geotechnical

**Experience and Qualifications Relevant to Proposed Project**

» **Harden Boulevard Access Road | Geotechnical principal-in-charge | Polk County, Florida**

Project consisted of geotechnical investigation, design and construction plans to construct an approximately 600-foot-long access road that progresses east from Harden Boulevard through former phosphate mined lands to provide access to a new development (residential and/or commercial) in Lakeland, Florida. Madrid CPWG was requested to provide a geotechnical design for a stable, permanent platform for roadway embankment construction along the proposed access road alignment. Madrid CPWG’s design included CSV (cement stabilized vertical) columns combined with a load transfer blanket (LTB) consisting of multiple layers of biaxial geogrid interbedded with compacted sandy fill. The system will distribute and transfer roadway, embankment, and vehicle loads to more competent soils at depth. The combined system provides a more uniform load response to the roadway embankment.

» **Polk County, West Lake Eloise Drive Resurfacing Project | Geotechnical principal-in-charge | Winter Haven, Florida**

This Polk County project included a section of road that overlies a thick peat layer that has a history of on-going settlement. Additional pavement has been added over time to try to keep the pavement above the seasonal high-water level without success as the road continues to flood. Madrid investigated the site then recommended and designed a roadway cross-section that included excavation of the pavement section and installation of about 3 feet of lightweight cellular concrete allowing us to raise the roadway about 1 foot above the high-water mark while also slightly unloading the organic soils that were too deep to excavate. By reducing the total load on the organics future settlement is nearly eliminated. Analyses included buoyancy calculations to ensure that the lightweight concrete would have sufficient pavement weight above it to avoid “popping out of the ground.”

» **Grandview Parkway, New Roadway and Bridge over I-4 | Project principal | Polk County Florida**

Oversee geotechnical design and recommendations for a 3000 ft. new 2-lane roadway that includes a 600 ft. bridge over I-4 near Davenport, Florida. The project includes embankment, MSE walls, bridge pilings and stormwater ponds and some of the alignment crosses an existing wetland and organic deposits. Project challenges included high settlement estimates and remediation of a relic sinkhole found along the wall alignment.

**FIRM**

Madrid Engineering Group, Inc.

**FIRM TITLE**

Geotechnical Engineer

**PROJECT ASSIGNMENT**

Geotechnical

**YEARS EXPERIENCE**

33 Years

**EDUCATION**

BS Civil Engineering, San Diego University

**ACTIVE REGISTRATION**

Professional Engineer, FL No. 48154



# Christine Girardin

Public Relations

## Experience and Qualifications Relevant to Proposed Project

### » Polk Regional Water Cooperative | Public Relations | Polk County, Florida

PRWC is an independent special district of local government whose members are the fifteen largest municipalities located within Polk County. PRWC's role is to proactively identify alternative water resources and projects that ensure the future sustainability of the water supply in the region. Christine creates content for inclusion in collateral materials including presentations, newsletters, and for posting on the PRWC website. She also remediates meeting minutes to ensure online ADA accessibility and monitors the project phone number and multiple email addresses regarding inquiries related to project information, public records requests, and media inquiries.

### » South County Potable Water In-Line Booster Pump Station Design-Build Project | Public Relations | Hillsborough County, Florida

This project consists of the design and construction of a 5,000 square foot enclosed in-line booster pump station located at 13004 Gordon Road in Riverview, Florida. It also includes the installation of approximately 500 feet of pipeline to connect the pump station to the existing main drinking water pipeline along Big Bend Road.

### » South County Potable (Drinking) Water Transmission Main Project | Public Relations | Hillsborough County, Florida

Hillsborough County Water Resources supplies drinking water services to more than 1.5 million customers each day throughout Hillsborough County. As residents and businesses continue to grow in the south county area, Water Resources is planning to meet future demand by increasing its ability to deliver drinking water to both current and future customers. The County is currently completing the design and preparing to start construction of approximately 11.5 miles of new 42-inch and 48-inch diameter drinking water transmission mains that will connect the Lithia Water Treatment Plant to the existing water distribution system at U.S. Hwy. 301. Christine is responsible for supporting the day-to-day public engagement and communications activities.

### » Lower Peninsula Regional Stormwater Improvements Design-Build Project | Public Relations | City of Tampa, Florida

This \$30 million project is the first of several located in the Lower Peninsula area of Tampa and is part of the City of Tampa's Stormwater Resolution that was passed in 2016. The project consists of the design and construction of a major stormwater conveyance system that will reduce stormwater flooding in South Tampa neighborhoods. This project includes more than 8,000 linear feet of box culvert and pipes, as well as drainage inlets and a new outfall to Hillsborough Bay. In addition, an environmentally sensitive pond will be developed as part of the MacDill 48 Park to provide water quality treatment prior to stormwater begin discharged into Hillsborough Bay. The pond will include state-of-the-art infrastructure to reduce discharges of nutrients, oils, grease, and floating debris into Hillsborough Bay. In coordination with the City of Tampa and the design-build team, Chuck develops project fact sheets, presentations, and project area maps, coordinates and runs virtual public meetings, and assisted with the filming and production of a video related to this project. Christine is responsible for supporting the day-to-day public engagement and communications activities.

## FIRM

The Valerin Group, Inc.

## FIRM TITLE

Community Outreach Specialist

## PROJECT ASSIGNMENT

Public Relations

## YEARS EXPERIENCE

24 Years

## EDUCATION

BA Political Science, Augusta State University  
 AS Graphic Design, Palm Beach State College  
 AA Communications, Polk State College

**TAB 4**

# Is the Firm a "Polk County Entity"?

Five of the proposed subconsultants below are conveniently located entities of Polk County.



**CAROLLO ENGINEERS, INC.**

**FIRM HEADQUARTERS:**  
2795 Mitchell Drive  
Walnut Creek, CA 94598  
Ph: 925-932-1710

**RESPONSIBLE OFFICE:**  
200 E. Robinson Street, Suite 1400  
Orlando, FL 32801  
Ph: 407-478-4642



**CIVILSURV DESIGN GROUP, INC. // SURVEY/SUE**

**OFFICE LOCATION:** 2525 Drane Field Road, Suite 7  
Lakeland, FL 33811  
Ph: 863-646-4771



**DIRT // LANDSCAPE ARCHITECTURE**

**OFFICE LOCATION:** 922 Fairlington Drive  
Lakeland, FL 33813  
Ph: 863-450.8322



**GRINDLEY WILLIAMS // STRUCTURAL**

**OFFICE LOCATION:** 4175 S. Pipkin Road, Suite 210  
Lakeland, FL 33811  
Ph: 863-676-2600



**THE LUNZ GROUP // ARCHITECTURE**

**OFFICE LOCATION:** 58 Lake Morton Drive  
Lakeland, FL 33801  
Ph: 863-682-1882



**MADRID CPWG // GEOTECHNICAL**


**OFFICE LOCATION:** 2030 State Road 60 East  
Bartow, FL 33830  
Ph: 863-533-9007



**The Carollo office responsible for this project** is located in nearby Orlando.

# Business Tax Receipts

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES



## City of Bartow, Florida

### BUSINESS TAX RECEIPT

2030 SR 60 E

LOCATION OF BUSINESS

This Business Tax Receipt is to be displayed conspicuously at the location of business, and is not transferable or assignable.

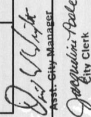
MADRID ENGINEERING GROUP, INC  
d/b/a MADRID CPWG  
2030 SR 60 E  
BARTOW FL 33880

EXPIRATION DATE  
9/30/2023

DATE ISSUED 10/07/2022	TAX RECEIPT # 00629
---------------------------	------------------------

BUSINESS TAX RECEIPT FOR  
ENGINEERS

A Business Tax Receipt is hereby issued by the City of Bartow, Florida to the following party to engage in or manage the business, profession or occupation shown, pursuant to the indicated subsection of Bartow code section 70.22 for the Tax Receipt year.

  
 Jacqueline Steele  
 City Clerk

**CITY OF LAKELAND**  
BUSINESS TAX RECEIPT

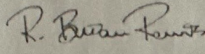
Expires on: 9/30/2023

Business Tax Office, 228 S Massachusetts Ave., Lakeland, FL 33801

Account Number: 1374081 Workers: 0 Square Footage: 0 Fee: \$127.50 Location Address: 922 FAIRLINGTON DR Business Name & Mailing Address: DIRT URBAN JUNGLE LLC LEIGH ANN LUNZ, OWNER 922 FAIRLINGTON DR LAKELAND, FL 33813	This business tax receipt does not permit the holder to operate in violation of any City law, ordinance or regulation. Any change in location or ownership must be approved by the City Business Tax Section, subject to zoning restrictions. This Receipt does not constitute an endorsement, approval or disapproval of the holder's skill or competence or of the compliance or noncompliance of the holder with other laws, regulations or standards.
--	---

RECEIPT MUST BE CONSPICUOUSLY DISPLAYED IN YOUR PLACE OF BUSINESS

VALID ONLY WHEN SIGNED

  
 R. Brian Parris

**POLK COUNTY LOCAL BUSINESS TAX RECEIPT**

ACCOUNT NO. 1243 CLASS: B+ EXPIRES: 09/30/2023


OWNER NAME CRAIG R FULLER	LOCATION 2525 DRANE FIELD RD Suite 7 LAKELAND
BUSINESS NAME AND MAILING ADDRESS CIVILSURV DESIGN GROUP INC CIVILSURV DESIGN GROUP INC 2525 DRANE FIELD RD Suite 7 LAKELAND, FL 33811360	
CODE ACTIVITY TYPE 540250 SURVEYOR MAPPER 540190 PROFESSIONAL ENGINEER PROFESSIONAL LICENSE (IF APPLICABLE)	
OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR	
THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION	
PAID - 883182 08/12/2022 HSP TP 57.75 CIVILSURV DESIGN GROUP INC	

TC301F-02

**POLK COUNTY LOCAL BUSINESS TAX RECEIPT**

ACCOUNT NO. 59 CLASS: B+ EXPIRES: 09/30/2023

OWNER NAME BRADLEY T LUNZ	LOCATION 58 LAKE MORTON DR LAKELAND
BUSINESS NAME AND MAILING ADDRESS THE LUNZ GROUP THE LUNZ GROUP 58 LAKE MORTON DR LAKELAND, FL 338015344	
CODE ACTIVITY TYPE 540010 ARCHITECT	
PROFESSIONAL LICENSE (IF APPLICABLE)	
OFFICE OF JOE G. TEDDER, CFC * TAX COLLECTOR	
THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION	
PAID - 849321 07/22/2022 LLM TAX 57.75 THE LUNZ GROUP	



Department of Business & Professional Regulation

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**ONLINE SERVICES**

- [Apply for a License](#)
- [Verify a Licensee](#)
- [View Food & Lodging Inspections](#)
- [File a Complaint](#)
- [Continuing Education Course Search](#)
- [View Application Status](#)
- [Find Exam Information](#)
- [Unlicensed Activity Search](#)
- [AB&T Delinquent Invoice & Activity List Search](#)

**LICENSEE DETAILS** 10:35:42 AM 7/11/2023

**Licensee Information**

Name:	GRINDLEY WILLIAMS, PLLC (Primary Name) GRINDLEY WILLIAMS ENGINEERING (DBA Name)
Main Address:	4175 S PIPKIN ROAD, SUITE 210 LAKELAND Florida 33811
County:	POLK

**License Information**

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	31483
Status:	Current
Licenseure Date:	12/09/2015
Expires:	

## TAB 5

# Is the Firm a "Certified Woman or Minority Business Enterprise"?

Carollo has **consistently partnered and collaborated with woman-owned and minority-owned businesses** since the early 1970s. Associations between Carollo and WBE/MBE firms are formed so **meaningful involvement** is provided to each team member in their respective area of expertise.

---



Firm-wide, our **total WBE/MBE revenue participation** in our projects range between **25 and 30 percent.**

### Certified Woman and Minority Business Enterprise Partnerships

Carollo Engineers, Inc. is not a Florida-certified WBE/MBE firm, but we understand the critical importance of diversity and minority development.

Carollo has a rich history of utilizing woman- and minority-owned businesses to complete engineering projects in Florida and nationally. Associations between Carollo and WBE/MBE firms are formed so meaningful involvement is provided to each team member in their respective area of expertise. Each association is carefully planned to provide opportunities for mentoring, technical training, and professional development, while maintaining the necessary expertise required by the project.

Carollo's local Orlando office has formed strategic associations with a wide range of WBE/MBE firms and has documented revenue sharing to these firms of at least 25 percent.

Five of our subconsultants (Madrid Engineering Group, Inc., Applied Ecology, Inc., The Valerin Group, Inc., EPIC Engineering and Consulting Group, Dirt (DBA Urban Jungle), and BFA Environmental) are WBEs and/or MBEs. Certifications for these subconsultants are provided on the following page.



**EPIC\_DBE\_RECORD**

**Number of Vendors Returned:** 1  
**Selection Criteria:**  
 Vendor : EPIC ENGINEERING & CONSULTING GROUP LLC

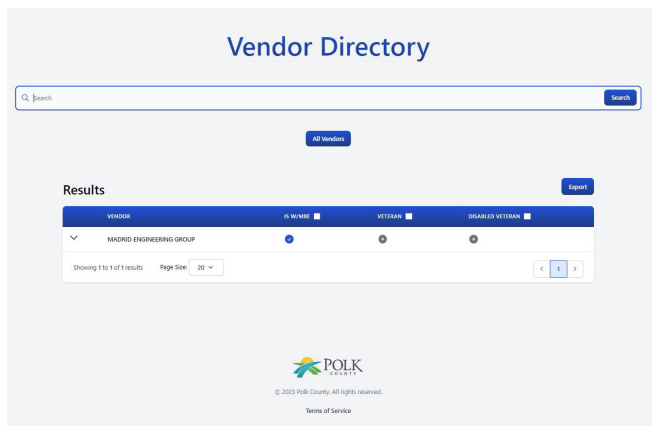
---

**Vendor Name:** EPIC ENGINEERING & CONSULTING GROUP LLC  
**DBE Certification:** CERTIFIED **MBE Certification:** CERTIFIED **ACDBE Status:** N **Statewide Availability:** Y  
**DBA:** **Former Name:**  
**Business Description:** CIVIL ENGINEERING/MASTER PLANNING/GIS & IT WEB SOFTWARE DEVELOPMENT

**Mailing Address:** 1511 E STATE ROAD 434 STE 3033  
 WINTER SPRINGS FL 32765

**Contact Name:** PRASAD CHITTALURU **Phone:** (407) 381-3742 **Fax:** (407) 480-2534  
**Email:** PRASAD@EPICGROUP.LLC.COM **Web Site:**

**Certified NAICS**  
 541330 Engineering Services  
 541511 Custom Computer Programming Services  
 541512 Computer Systems Design Services  
 541513 Computer Facilities Management Services  
 541519 Other Computer Related Services  
 541611 Administrative Management and General Management Consulting Services  
 541620 Environmental Consulting Services  
 541690 Other Scientific and Technical Consulting Services



## TAB 6

# Interactions with County and Regulatory Agency Staff

Carollo's team has provided services to Polk County since 2015. We believe our team has a **strong understanding of the County's needs** and is well suited to work along County staff.

## County Staff Interaction

The Carollo team is highly qualified to execute the variety of projects that may result from the RFP. The specialized qualifications of the proposed staff are highlighted in the resumes provided in **Tab 3**. These team members will be interacting regularly with the County's staff on project matters as well as advising them on emerging issues that will impact their utility systems. It is our desire to add value, so you can expect to receive regulatory updates like the one on this page for PFAS.

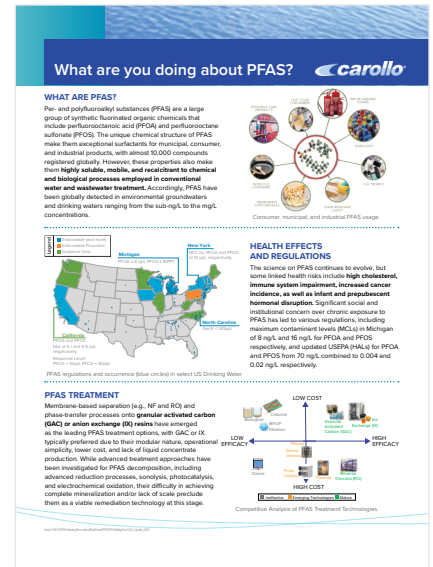
Our team's project director, Amanda Bauner will be the main point of contact for the overall contract. Vic Godlewski is the Principal-in-Charge for this contract. He will support the project team and engage the County on the overall success.

Among key staff are Erica Stone, and Norm Anderson. Erica is involved with the design of all three of Polk County water facilities performed by Carollo. Norm is the Electrical/SCADA/I&C lead for the contract. As the former SCADA manager for the County, Norm has an intimate understanding of the technical aspects of the County's SCADA operations and focus. Pranjali Kumar, who has been actively involved in the process design of the Cherry Hill Direct Potable Reuse Pilot, is a great resource for the trends that are happening in the worlds of direct and indirect potable reuse. Amanda is managing the construction phase of the Gibson Oaks Water Production Facility. Mary Thomas, who has a long history with Polk County Utilities and the PRWC, brings valuable understanding of the region's water supply challenges and solutions.

## Efficient and Positive Interaction with Regulatory Agencies

Having completed permit renewals for water, wastewater, and reclaimed water systems throughout the state, the Carollo team has the experience to thoroughly review current permit statuses and make recommendations as to current and future compliance. Our work throughout Central Florida has solidified our reputation and standing with regulatory agencies.

Our positive interaction with these agencies spans the full spectrum—from planning and conceptual design, detailed design, construction permitting, water use permitting, consent orders, consultation, governing regulations, as well as startup and commissioning of the completed facility. Agency interactions include SFWMD, SWFWMD, FDEP, Polk County Building Department, and the Polk County Health Department, to name a few.



**We have assembled a team with an intimate working knowledge of the County** with the goal of providing the right solutions on-time and on-budget.

# Surveys of Past Performance

## Survey Questionnaire – Polk County

### RFP 23-448, Utilities Design Services & Regulatory Services

To: Charles "Tad" Parker, PE (Name of Person completing survey)

Orange County Utilities (Name of Client Company/Contractor)

Phone Number: 407-254-9729 Email: Charles.Parker2@ocfl.net

Subject: Past Performance Survey of Similar work:

Project name: Water, Wastewater, and Reclaimed Water Facilities Program Management Continuing Services

Name of Vendor being surveyed: Carollo Engineers, Inc.

Cost of Services: Original Cost: \$14.79 M Ending Cost: \$14.37 M

Contract Start Date: 2014 and 2020 Contract End Date: Ongoing

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Charles Parker

Signature of Evaluator: Charles S Parker

Please fax or email the completed survey to: dhelms@carollo.com

### Survey Questionnaire – Polk County

#### RFP 23-448, Utilities Design Services & Regulatory Services

To: Ivan Martinez (Name of Person completing survey)  
Pasco County (Name of Client Company/Contractor)  
 Phone Number: 813-235-6189 X6679 Email: imartinez@pascocounty.net  
 Subject: Past Performance Survey of Similar work:  
 Project name: Southeast Wastewater Treatment Plant Expansion  
 Name of Vendor being surveyed: Carollo Engineers, Inc.  
 Cost of Services: Original Cost: \$10M Ending Cost: \$10M  
 Contract Start Date: 2019 Contract End Date: 2025 Est.

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Ivan Martinez

Signature of Evaluator: *Ivan Martinez*

Please fax or email the completed survey to: \_\_\_\_\_

### Survey Questionnaire – Polk County

#### RFP 23-448, Utilities Design Services & Regulatory Services

To: Eric DeHaven (Name of Person completing survey)  
Polk Regional Water Cooperative (Name of Client Company/Contractor)  
 Phone Number: 813-323-7061 Email: ericdehaven@prwcwater.org


Subject: Past Performance Survey of Similar work:  
 Project name: Water Supply Program

Name of Vendor being surveyed: Carollo Engineers, Inc.  
 Cost of Services: Original Cost: \$25M (Feasibility Study) Ending Cost: \$77M (Adding final design, construction oversight, other)  
 Contract Start Date: 2017 Contract End Date: Ongoing (2025 Est.)

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	9
6	Ability to communicate with Client's staff	(1-10)	9
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Eric DeHaven

Signature of Evaluator: 

Please fax or email the completed survey to: \_\_\_\_\_

## Survey Questionnaire – Polk County

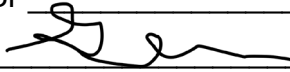
### RFP 23-448, Utilities Design Services & Regulatory Services

To: George Eversole (Name of Person completing survey)  
Toho Water Authority (Name of Client Company/Contractor)  
 Phone Number: 407-944-5025 Email: geversole@tohowater.com

Subject: Past Performance Survey of Similar work:  
 Project name: Parkway Water Treatment Plant Disinfection Byproduct Mitigation Project  
 Name of Vendor being surveyed: Carollo Engineers, Inc.  
 Cost of Services: Original Cost: \$48,395 Ending Cost: \$671,085  
 Contract Start Date: 2018 Contract End Date: 2023

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator George Eversole, Jr.  
 Signature of Evaluator:   
 Please fax or email the completed survey to: \_\_\_\_\_

## Survey Questionnaire – Polk County

### RFP 23-448, Utilities Design Services & Regulatory Services

To: Nichole Lloyd (Name of Person completing survey)  
 City of Daytona Beach (Name of Client Company/Contractor)  
 Phone Number: 386-671-8813 Email: lloydnichole@cobd.us

Subject: Past Performance Survey of Similar work:  
 Project name: Wastewater Master Plan

Name of Vendor being surveyed: Carollo Engineers, Inc.

Cost of Services: Original Cost: \$549,590.56 Ending Cost: \$549,590.56

Contract Start Date: 2018 Contract End Date: 2020

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Nichole Lloyd

Signature of Evaluator: Nichole Lloyd

Digitally signed by Nichole Lloyd  
 DN: C=US, E=lloydnichole@cobd.us,  
 O=City of Daytona Beach, OU=Utilities  
 Engineers, CN=Nichole Lloyd  
 Date: 2023.06.30 15:44:18-0400'

Please fax or email the completed survey to: Kirsten Burns

POLK COUNTY // UTILITIES DESIGN SERVICE AND REGULATORY SUPPORT SERVICES

## Survey Questionnaire – Polk County

### RFP 23-448, Utilities Design Services & Regulatory Services

To: Sarah Rodriguez (Name of Person completing survey)  
Pasco County (Name of Client Company/Contractor)  
 Phone Number: 727-847-8415 X897 Email: srodriguez@pascocountyfl.net

Subject: Past Performance Survey of Similar work:  
 Project name: Continuing Professional Services

Name of Vendor being surveyed: Carollo Engineers, Inc.

Cost of Services: Original Cost: NA Ending Cost: NA

Contract Start Date: 2014 Contract End Date: Ongoing

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	8
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	8
3	Quality of workmanship	(1-10)	9
4	Professionalism and ability to manage	(1-10)	9
5	Close out process	(1-10)	8
6	Ability to communicate with Client's staff	(1-10)	8
7	Ability to resolve issues promptly	(1-10)	9
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	9
10	Appropriate application of technology	(1-10)	8
11	Overall Client satisfaction and comfort level in hiring	(1-10)	8
12	Ability to offer solid recommendations	(1-10)	8
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	8

Printed Name of Evaluator Sarah N. Rodriguez

Signature of Evaluator: *Sarah N. Rodriguez*

Please fax or email the completed survey to: \_\_\_\_\_

## Survey Questionnaire – Polk County

### RFP 23-448, Utilities Design Services & Regulatory Services

To: Brenda Bair (Name of Person completing survey)  
Sarasota County (Name of Client Company/Contractor)  
 Phone Number: 941-232-5076 Email: bbair@scgov.net

Subject: Past Performance Survey of Similar work:

Project name: Water Master Plan 2020

Name of Vendor being surveyed: Carollo Engineers, Inc.

Cost of Services: Original Cost: \$148,936 Ending Cost: \$148,936

Contract Start Date: 2020 Contract End Date: 2021

**Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.**

NO	CRITERIA	UNIT	SCORE
1	Ability to manage cost	(1-10)	10
2	Ability to maintain project schedule (complete on-time/early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage	(1-10)	10
5	Close out process	(1-10)	10
6	Ability to communicate with Client's staff	(1-10)	10
7	Ability to resolve issues promptly	(1-10)	10
8	Ability to follow protocol	(1-10)	10
9	Ability to maintain proper documentation	(1-10)	10
10	Appropriate application of technology	(1-10)	10
11	Overall Client satisfaction and comfort level in hiring	(1-10)	10
12	Ability to offer solid recommendations	(1-10)	10
13	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	10

Printed Name of Evaluator Brenda Bair

Signature of Evaluator: Brenda R Bair

Digitally signed by Brenda R Bair  
Date: 2023.06.30 10:37:31 -04'00'

Please fax or email the completed survey to: LBaumberger@carollo.com

POLK COUNTY // UTILITIES DESIGN SERVICE AND REGULATORY SUPPORT SERVICES

# Exhibit "B"

**Board of County Commissioners of Polk County  
Utilities Design Services and Regulatory Support Services**

**RFP 23-448**

**Carollo Engineers, Inc.**

## Rate Schedule

<b>Personnel Classification</b>	<b>Range of Direct Labor Rates</b>		<b>Range of Hourly Billing Rates</b>	
Assistant Professional	\$ 29.84	\$ 44.59	\$ 91.00	\$ 135.99
Professional	\$ 44.60	\$ 56.06	\$ 136.03	\$ 170.99
Project Professional	\$ 56.07	\$ 69.18	\$ 171.00	\$ 210.99
Lead Professional	\$ 69.19	\$ 83.99	\$ 211.03	\$ 256.17
Senior Professional	\$ 84.00	\$ 99.60	\$ 256.20	\$ 303.78
Technician	\$ 26.56	\$ 38.03	\$ 81.00	\$ 115.99
Lead Technician	\$ 38.03	\$ 60.98	\$ 116.00	\$ 185.99
Senior Technician	\$ 60.98	\$ 64.92	\$ 186.00	\$ 198.00
Admin/Clerical	\$ 15.08	\$ 28.19	\$ 46.00	\$ 85.99
Document Processing	\$ 28.20	\$ 41.64	\$ 86.00	\$ 127.00

## Exhibit B

Board of County Commissioners of Polk County  
Utilities Design Services and Regulatory Support Services

RFP 23-448

Carollo Engineers, Inc.

### Labor Multiplier Classification

Direct Labor	1.00
Employee Benefits	0.60
Overhead/General and Administration	1.30
<b>Subtotal</b>	<u>2.9</u>
Profit	0.10
Other Direct Costs	0.05
<b>Total Labor Multiplier including Profit</b>	<u>3.05</u>

## **Exhibit B**

### **Board of County Commissioners of Polk County Utilities Design Services and Regulatory Support Services**

**RFP 23-448**

#### **Carollo Engineers, Inc. Labor Multiplier Classification**

##### **Assistant Professional**

BS or MS degree

Typical years of experience: 0-4 years

Engineer In Training certification

Staff level role on projects with strong assistance from Professionals and Project Professionals.

##### **Professional**

BS or MS degree

Typical years of experience: 2-6 years

Professional Registration for Engineers

Increased responsibility in role on project team and/or lead role on small to medium projects with limited complexity.

##### **Project Professional**

BS or MS degree

Typical years of experience: 4-12 years

Professional Registration for Engineers

Project Engineer role with ability to function independently with minimum assistance from supervisors and/or Design/Project Manager on smaller projects with limited complexity.

##### **Lead Professional**

BS or MS degree

Typical years of experience: 8-16 years

Professional Registration for Engineers

Management role during delivery of smaller projects with limited technical complexity.

**Senior Professional**

BS or MS degree

Typical years of experience: More than 16 years

Professional Registration for Engineers

Management/Senior management role during delivery of medium to large projects and/or multiple projects with medium to high technical complexity.

**Technician**

HS Diploma or equivalent

Typical years of experience: 0-5 years

Provides assistance to engineering and design staff in preparation of contract engineering drawings and related materials.

**Lead Technician**

AS or AA degree

Typical years of experience: More than 10 years

Proficient in detailed design, including coordination on drawing production and supervisory experience.

**Senior Technician**

AS or AA degree

Typical years of experience: More than 15 years

Proficient in advanced detailed design, including QA/QC functions and management experience.

**Admin/Clerical**

HS Diploma or equivalent

Basic administrative and clerical duties including producing and formatting documents, proofreading, and using directory structures.

**Document Processing**

HS Diploma or equivalent

Performs document processing tasks including specifications, design and technical reports, proofreading, training employees on document processing, and maintaining document structures.

**Fran McAskill**  
*Director*  
**Procurement Division**



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## **EXHIBIT C**

### **Board of County Commissioners**

#### **REIMBURSABLE COST SCHEDULE**

- |  |  |
|--|--|
| 1. Subcontractor Services  | Actual Costs   |
| 2. Special Consultants   | Actual costs   |
| 3. Travel Expenses   | In accordance with Chapter 112.061, F.S.;<br>and further defined in the Polk County Employee Handbook. |
| 4. Pre-approved Equipment<br>(includes purchase and rental of equipment used in project) | Actual Costs   |