



Consultant Services Authorization

Firm	Dewberry Engineers, Inc.
Master Agreement No.	2024-011
CSA No.	2024-011-03
Project Name	Lake Pierce Area Septic to Sewer Improvements: Timber Shores, Cypress Knee Cove MHP, and Burlington and Hartmans Neighborhoods Septic to Sewer Project
Project Description	The consultant will provide professional services including project management, support services, preliminary design, final design, and permitting phase services in support of the project.
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule (if applicable) Exhibit "D"-Insurance Documents
Duration (in days)	
Compensation	\$ 492,259.06
Special Contract Conditions	NA
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0.00 Per Day
Budget Source/Availability	18001.560125004.566000.5600077 (Stormwater MSTU Kissimmee Watershed)

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

Attest:
STACY M. BUTTERFIELD

POLK COUNTY, a Political subdivision
of the State of Florida


By: _____
Deputy Clerk

By: _____
Chairman
Board of County Commissioners

Date Approved by Board: _____

Review as to form and legal sufficiency


County Attorney's Office Date _____

Attest:


Corporate Secretary Colleen M. Collins

Dewberry Engineers, Inc

CONSULTANT COMPANY NAME


Authorized Corporate Officer
Robert R. Beltran, Vice President

[Printed Name and Title]

SEAL
Date: 9-24-24

Date: September 24, 2024

Exhibit A
Consultant Services Authorization
2024-011-03

**Lake Pierce Area Septic to Sewer Improvements: Timber Shores,
Cypress Knee Cove MHP, and Burlington and Hartmans
Neighborhoods**

Dewberry Engineers, Inc. entered into a Master Consulting Agreement (Agreement) with Polk County, Florida (County) on January 9, 2024. Pursuant to this Agreement, the County has requested that the Consultant provide certain professional services in support of the Lake Pierce Area Septic to Sewer Improvements: Timber Shores, Cypress Knee Cove MHP, and Burlington and Hartmans Neighborhoods (Project) as further detailed in this Consultant Services Authorization.

A. Project Background and Description

Polk County Utilities (PCU) in collaboration with Polk County Parks and Natural Systems Division (PCPNS) recently completed multiple septic tank evaluations and remediation plans of the Kissimmee River Basin to identify and evaluate the feasibility of converting subdivisions currently on septic tanks to a central gravity sewer system to reduce overall nutrients and pollutant discharge loadings to the lakes and river systems. As part of those projects, multiple subdivisions were identified as potential areas for septic tank abandonment and/or consolidation of wastewater package plants to be converted to lift stations and pumped to an advanced wastewater treatment plant. The selected Project has been identified and has engineering funding available to provide a “bid ready” package to the County such that funding can be designated for future construction (not included in this project scope). The County has requested that the Consultant provide engineering services in support of the Project.

B. Scope of Services

Upon authorization to proceed from the County, the Consultant will provide the following identified services. The Consultant shall ensure that all design, bid, and construction documents produced by the Consultant or their subconsultants for the County will be consistent with the Polk County Utilities Standards and Specifications Manual, latest edition, and other County requirements. This authorization shall be in full force and effect until the Consultant completes

all services as described in the Consultant Services Authorization and any subsequent modifications hereto.

Phase 100 – Project Management

Task 101 – Project Management

This task consists of overall management of the Project including contract administration, budget management, invoicing, monthly status reports, scheduling, and coordination with the County and Consultant's subconsultants. The Consultant will assist the County with Quarterly Project Updates for state funding programs.

Task 102 – Kick-off Meeting and Review Meetings

The Consultant will attend one kickoff meeting with the County. The Consultant will prepare a meeting agenda and meeting minutes. Meeting minutes shall be distributed within three (3) working days of the date of the meeting.

- 30% (preliminary) design review
- 60% design review
- 90% design review

Phase 200 – Support Services

Task 201 – Geotechnical Services

Geotechnical Services will be provided in accordance with the scope of services set forth in a August 14, 2024 proposal prepared by Tierra, Inc. refer to Attachment A-3.

Task 202 – Land Surveying Services

Land surveying services will be provided in accordance with the scope of services set forth in a August 6, 2024 proposal prepared by SunCoast Land Surveying, Inc., refer to Attachment A-4.

Task 203 – Wetland Assessment / Delineation Services

Consultant will conduct a review of available public documents, including aerial photographs, United States Geological Service (USGS) Quadrangle maps, Soils Maps, National Wetland Inventory (NWI) Maps, etc. to determine the potential for wetlands on the site and to evaluate their condition. Consultant will field review the project site (area within approximately 25-feet of the alignments) to confirm this preliminary assessment. We will assess the environmental

regulatory involvement based on the proposed site plan and determine the extent of local, state, and federal regulation that may apply.

The Consultant will attend one field meeting with regulatory agencies to review and approve the jurisdictional boundary. The Consultant will prepare a report summarizing the results of the wetland assessment or delineation. Three (3) hard copies and one (1) electronic copy in Portable Document Format of the report shall be submitted to the County.

Task 204 – Threatened and Endangered Species

Consultant will conduct surveys of the project site alignment to determine the occurrence, or potential for occurrence of species listed as threatened, endangered, or species of special concern by the Florida Fish and Wildlife Conservation Commission (FWC) and the US Fish and Wildlife Service (USFWS). Consultant will utilize the FWC / Fish and Wildlife Research Institute (FWRI) online wildlife database to obtain the latest data on any nearby eagle nest(s), wading bird rookery, and other applicable listed species. Results of this review will include details of the regulatory implications associated with each species which may potentially utilize the site. The Consultant will prepare a report summarizing the results of the site assessment and recommendations for addressing threatened and endangered species impacted by the Project. Three (3) hard copies and one (1) electronic copy in Portable Document Format of the report shall be submitted to the County.

If evidence of listed or otherwise protected species is observed on the project site (area within approximately 25-feet of the alignment), or the issue is raised by a regulatory agency during the permitting process, this information will be reported to you, along with a description of the regulatory alternatives, including permitting timeframes and costs. This task does not include the permitting of impacts to protected species since the scope of that effort cannot be defined until the issue is raised, options are evaluated, and a course of action is selected. The scope and budget for such permitting will be addressed through an Authorization for Additional Services, if necessary.

Phase 300 – Preliminary Design

Task 301 – Data Collection / Site Visits

The Consultant will work with the County to collect information about the project site, property Owners and utility agencies. The Consultant will coordinate a site visit to the project location with County and property. At a minimum, data collection will consist of:

- Billing Data (where applicable)
- Parcel Owner and Contact Information (Cypress Knee Cove MHP, Oak Hammock Mobile & RV Park, Burlington and Hartmans Neighborhoods)

Task 302 – Preliminary Design and Technical Memorandum

This task consists of the preparation and development of a preliminary design layout and a Technical Memo for the Project. Three (3) hard copies and one (1) electronic copy in Portable Document Format of the report shall be submitted to the County.

The Technical Memo will include the following:

- o Include evaluation of Low-Pressure System and Gravity Sewer
 - .Feasibility of each, cost comparison, Ownership & Maintenance requirements
- o Evaluation of existing dry force main

Task 303 – Public Outreach Assistance

The Consultant will assist the County in public outreach to residents within the project area, including the following services:

- Provide figures, PowerPoint slides & data, figure boards for public workshop
- Attend one (1) public workshop / public meeting with County
- Provide sample project success stories
- Develop survey questions to gauge residents' awareness of project benefits

Phase 400 – Final Design Documents

Task 401 – 60% Design Documents

The Consultant will prepare and submit 60% design documents consisting of the following:

- Design drawings consisting of three (3) half-size sets of drawings to scale and one (1) electronic copy in Portable Document Format;
- Technical specifications consisting of three (3) bound copies and one (1) electronic copy in Portable Document Format;
- One (1) copy of a preliminary Engineer's Opinion of Probable Construction Cost.

The 60% drawings will identify and quantify all permanent and temporary easements that will be required to support construction, operation, and maintenance of the improvements. Additionally, the Consultant shall clearly list any variations from the Utilities Standards and Specifications Manual and the rationale for each variation.

Task 402 – 90% Design Documents

The Consultant will prepare and submit 90% design documents consisting of the following:

- One (1) copy of a tabular summary of the Consultant's responses to comments provided by the County for the 60% design submittal;
- Design drawings consisting of three (3) half-size sets of drawings to scale and one (1) electronic copy in Portable Document Format;
- Technical specifications consisting of three (3) bound copies and one (1) electronic copy in Portable Document Format. The technical specifications shall include Division 1.
- One (1) copy of an updated Engineer's Opinion of Probable Construction Cost. If there is more than 25% variance in the Engineer's Opinion of Probable Construction Cost from the 60% design, the Consultant shall provide the rationale for the difference in cost.

The Consultant shall clearly list any variations from the Utilities Standards and Specifications Manual and documentation that the variations have been accepted by the County.

Task 403 – 100% Design Documents

The Consultant will prepare and submit 100% design documents consisting of the following:

- One (1) copy of a tabular summary of the Consultant's responses to comments provided by the County for the 90% design submittal;
- Design drawings consisting of three (3) half-size sets of drawings to scale and one (1) electronic copy in Portable Document Format;
- Technical specifications consisting of three (3) bound copies and one (1) electronic copy in Portable Document Format;
- One (1) copy of a final Engineer's Opinion of Probable Construction Cost. If there is more than 25% variance in the Engineer's Opinion of Probable Construction Cost from the 60% design, the Consultant shall provide the rationale for the difference in cost.

Anticipated Final Design Drawing List:

	GENERAL
G-01	TITLE SHEET
G-02	SHEET INDEX
G-03	ABBREVIATIONS, LEGEND AND SYMBOLS
G-04	GENERAL NOTES
G-05	KEY SHEET
	CIVIL DRAWINGS
C-01	SURVEY CONTROL PLAN
C-02	LIMITS OF CONSTRUCTION AND EROSION CONTROL PLAN
C-03	PLAN AND PROFILE: DONALDSON DRIVE - 1
C-04	PLAN AND PROFILE: DONALDSON DRIVE - 2
C-05	PLAN AND PROFILE: DONALDSON DRIVE - 3
C-06	PLAN AND PROFILE: TIMBER SHORES ROAD - 1
C-07	PLAN AND PROFILE: TIMBER SHORES ROAD - 2
C-08	PLAN AND PROFILE: TIMBER SHORES ROAD - 3
C-09	PLAN AND PROFILE: TIMBER SHORES ROAD - 4
C-10	PLAN AND PROFILE: HARTMAN ROAD - 1
C-11	PLAN AND PROFILE: HARTMAN ROAD - 2
C-12	PLAN AND PROFILE: HARTMAN ROAD - 3
C-13	PLAN AND PROFILE: HOLIDAY PARK - 1
C-14	PLAN AND PROFILE: HOLIDAY PARK - 2
C-15	PLAN AND PROFILE: DRIFT IN STREET - 1
C-16	PLAN AND PROFILE: CANAL ROAD - 1
C-17	PLAN AND PROFILE: CANAL ROAD - 2
C-18	PLAN AND PROFILE: CANAL ROAD - 3
C-19	LIFT STATION DETAILS SHEET
C-20	STANDARD DETAILS - 1

C-21	STANDARD DETAILS - 2
C-22	STANDARD DETAILS - 3
C-23	STANDARD DETAILS - 4
	ELECTRICAL DRAWINGS
E-01	ELECTRICAL LEGEND AND GENERAL NOTES
E-02	ELECTRICAL SITE PLAN – POWER
E-03	SINGLE LINE DIAGRAM
E-04	ELEMENTARY CONTROL SCHEMATIC
E-05	ELECTRICAL DETAILS -1
E-06	ELECTRICAL DETAILS -2

Phase 500 – Permitting Services

This phase consists of the preparation and submittal of the forms and documents that are required for obtaining regulatory and construction permits / approvals for the Project. In each task below, response to agency questions and comments is limited to two (2) sets of review questions and comments from each agency for each permit. This limit does not include responses to agency questions / comments resulting from errors and / or omissions of the Consultant in preparing and submitting requisite application documents. Permit applicant fees will be paid by the County.

Task 501 – FDEP Domestic Wastewater Permit

- Domestic Wastewater Collection / Transmission System Construction Permit (Florida Department of Environmental Protection)

Task 502 – FDEP: ERP Permitting

- Environmental Resource Permit (General Permit) – Minimal impacts anticipated to the water resources of the state (Florida Department of Environmental Protection / South Florida Water Management District)

The scope for each required permit shall include at a minimum the following services:

- Attend one pre-application meeting (as required).
- Prepare and submit permit application (including all required forms and supporting documentation).

- Prepare and submit responses to Requests for Additional Information. This effort is limited to two (2) sets of review questions / comments unless otherwise required to address errors and / or omissions of the Consultant in preparing and submitting requisite application documents.

C. Deliverables

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

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Task	Activity	Deliverable
102	Meetings	Meeting agenda and minutes
201-204	Support Services	Three (3) hard copies of reports / drawings (signed / sealed for survey documents); one (1) electronic copy (Portable Document Format and / or AutoCAD)
301-303	Preliminary Design, Technical Memorandum & Public Outreach	Three (3) hard copies (one signed / sealed) and one (1) electronic copy; Attend public meeting and meeting preparation.
401-403	Final Design Documents (60%, 90%, and 100%)	Three (3) 11" x 17" design drawings; three (3) copies of technical specifications; one (1) electronic copy of each; and one (1) hard copy of the Engineers Opinion of Probable Construction Cost
501-502	Permitting	Permit applications and supporting documentation

D. Schedule

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

E. Compensation

This Consulting Services Authorization establishes a not-to-exceed cost of \$492,259.06 for Services identified herein. Compensation for the services performed under this Consulting Services Authorization shall be on an hourly, not-to-exceed basis using the current hourly rate schedule as set forth in Master Consulting Agreement 2024-011 Other direct costs or expenses incurred in connection with this Consulting Services Authorization will not be invoiced as these expenses have been accounted for in the rate multiplier associated with the Master Consulting

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

The not-to-exceed cost for this Consultant Services Authorization includes contingency funds in the amount of \$30,000. The contingency funds authorized for use on this Consultant Services Authorization may only be expended upon written approval from the County's Utilities Director. Adequate justification must be provided by the Consultant for the release of contingency funds. Any out-of-scope services performed requiring the release of contingency funds will be considered at-risk and may not be compensated until, or if, written approval is granted by the County's Utilities Director.

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

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

The Consultant agrees that, in the event that design errors and / or omissions are discovered during construction, all services rendered by the Consultant to correct said design errors and / or omissions will be considered out-of-scope services and shall not be invoiced to the County.

F. County's Responsibilities

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

- Project Manager and single point of contact
- Timely review of deliverables with consolidated comments
- County to assist with landowner coordination for project site visits
- County to provide water billing data for project area.

G. Services Not Included

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

- Bidding and construction phase services not included.
- Permitting of Protected Species

H. Assumptions

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

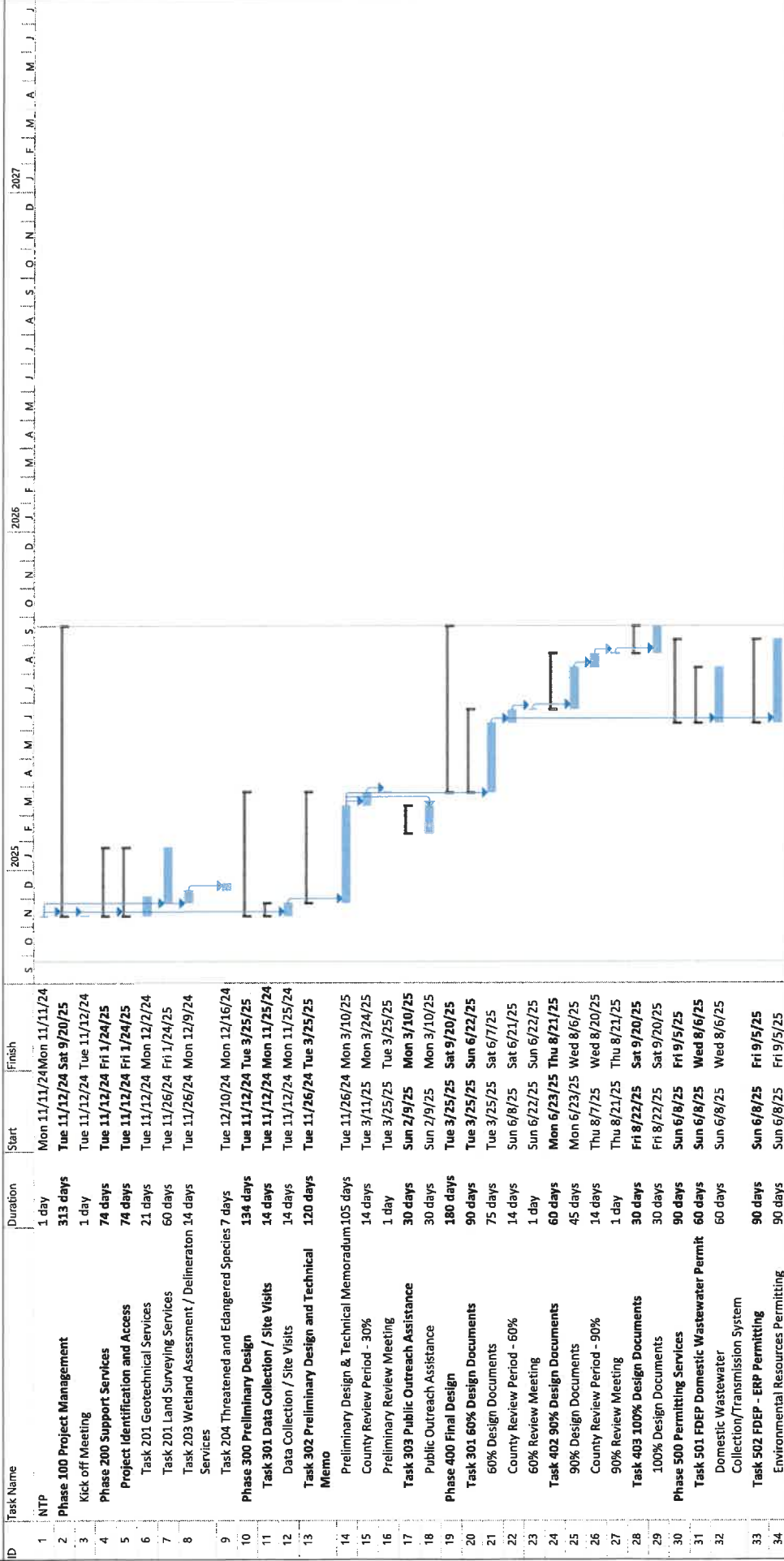
- Consultant proposal based on the conceptual figure attached.
- Stormwater Pollution Prevention Plan and Notice of Intent to Use General Permit to be part of Contractor Contract Documents.

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Attachment A-1
Project Schedule

PCU Timber Shores, Cypress Knee Cove MHP, and Burlington & Hartmans Neighborhoods Septic to Sewer Improvement

Schedule
Revised 09/24/2024



Legend for Gantt chart symbols:

- Task
- Split
- Milestone
- Summary
- Project Summary
- Inactive Task
- Inactive Milestone
- Inactive Summary
- Manual Task
- Duration-only
- Manual Summary Rollup
- Manual Summary
- Start-only
- Finish-only
- External Tasks
- External Milestone
- Deadline
- Progress
- Manual Progress

Attachment A-2
Estimated Labor
Costs

Attachment A-3
Geo technical
Services



August 14, 2024

Dewberry
1479 Town Center Drive
Suite D 214 Lakeland, FL 33803-7974

Attn: Mr. Colson Marsh, P.E.

**RE: Geotechnical Engineering Services Proposal
Polk County Utilities - Septic to Sewer (Timbershores)
Polk County, Florida
Tierra Proposal No. 65-24-400**

Mr. Marsh:

Tierra, Inc. (Tierra) appreciates the opportunity to submit this proposal to provide geotechnical engineering services for the project.

Project Information

Tierra understands the project consists of converting septic to sewer systems in Polk County, Florida. The improvements consist of a new sewer system (approximately 8,300 LF of Gravity Main and 1,440 LF of Force Main) with on the order of 39 manholes and a new lift station. This proposal has been developed to perform geotechnical borings and provide recommendations for the proposed improvements.

Based on a review of aerial photography, the site generally appears accessible to our standard geotechnical equipment.

Scope of Services

The objective of our study will be to identify existing soils and groundwater conditions, along the proposed new sewer alignment at the manhole locations and lift station location. Geotechnical services are proposed as follows:

1. Review published soils and topographic information. This published information will be obtained from the appropriate Florida Quadrangle Map published by the United States Geological Survey (USGS), and the Soil Survey for Polk County, published by the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS).
2. Conduct a visual reconnaissance of the project site and coordinate utility clearance.
3. Perform a field work program as follows:
 - a. Perform one (1) Standard Penetration Test (SPT) boring to a depth of 35 feet below existing grade at the location of the proposed lift station.
 - b. Perform nineteen (19) SPT borings along the proposed sewer alignment at proposed manhole locations to depths ranging from 10 to 15 feet below grade.

4. Measure the groundwater table levels encountered in the field and estimate seasonal high groundwater fluctuations.
5. Visually classify the samples in the laboratory using the Unified Soil Classification System (USCS). Identify soil conditions at each boring location.
6. Provide the location of deleterious materials encountered by the test borings which may have an impact on the proposed construction.
7. Evaluation of the subsurface soil properties and provide geotechnical recommendations for the proposed pipe installations and lift station construction including excavations, backfill, and compaction recommendations.
8. Prepare an engineering report in accordance with this proposal, which summarizes the course of study pursued, the field data generated, subsurface conditions encountered, and our engineering recommendations in each of the pertinent topic areas.

The scope of services does not include an environmental assessment for determining the presence or absence of wetlands or hazardous or toxic materials in the soil, bedrock, groundwater, or air, on or below or within the project vicinity.

Service Fee

This proposal is based on the work being performed in accordance with the attached Tierra, Inc. Unit Fee Schedule. For the above scope, our estimated fee is **\$21,549.26** as detailed in the attachment.

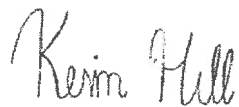
This proposal is based on the assumption that no hazardous materials exist on-site that would impact our investigation.

Closure

We appreciate the opportunity to offer our services to you. Should you have any questions in regard to this proposal, please do not hesitate to contact this office.

Respectfully Submitted,

TIERRA, INC.



Kevin L. Hill, E.I.
Geotechnical Engineer Intern



Larry P. Moore, P.E.
Principal Geotechnical Engineer

Attachments: Tierra Inc. Standard Fee Schedule

Item Description	Unit	Unit Price	Quantity	Total
209-Asphalt Pavement Coring – 4” dia with Base Depth Check	Each	\$ 275.00		\$ -
210-Asphalt Pavement Coring – 4” dia without Base Depth Check	Each	\$ 227.00		\$ -
211-Asphalt Pavement Coring – 6” dia with Base Depth Check	Each	\$ 340.00		\$ -
212-Asphalt Pavement Coring – 6” dia without Base Depth Check	Each	\$ 267.00		\$ -
305-Concrete Pavement Coring - 4" Dia	Each	\$ 276.00		\$ -
306-Concrete Pavement Coring - 6" Dia	Each	\$ 300.00		\$ -
401-Geo Auger Borings- Hand & Truck/Mud Bug	LF	\$ 14.00		\$ -
402-Geo Auger Borings- Track	LF	\$ 19.00		\$ -
403-Geo Backhoe (Owned)	Day	\$ 1,500.00		\$ -
405-Geo Barge (Owned)	Day	\$ 4,200.00		\$ -
407-Geo Chainsaw (Owned)	Day	\$ 130.00		\$ -
415-Geo Double Ring Infiltration ASTM D3385	Each	\$ 700.00		\$ -
416-Geo Dozer (Owned)	Day	\$ 1,780.00		\$ -
418-Geo Drill Crew Support Vehicle	Day	\$ 295.00	3	\$ 885.00
421-Geo Dynamic Pile Testing/Pile Driving Analyzer	Day	\$ 630.00		\$ -
427-Geo Extra SPT Samples-Truck/Mud Bug 000-050 Ft	Each	\$ 115.00		\$ -
428-Geo Extra SPT Samples-Truck/Mud Bug 050-100 Ft	Each	\$ 115.00		\$ -
432-Geo Field Permeability 0-10 Ft (Open - End Borehole Method)	Each	\$ 440.00		\$ -
434-Geo Ground Penetrating Radar (GPR)	Hour	\$ 430.00		\$ -
440-Geo Grout Boreholes- Truck/Mud Bug 000-050 Ft	LF	\$ 7.90	280	\$ 2,212.00
441-Geo Grout Boreholes- Truck/Mud Bug 050-100 Ft	LF	\$ 9.70		\$ -
445-Geo Grouted Monitor Well 2" 000-050 Ft	LF	\$ 45.00		\$ -
450-Geo Piezometer 2" 000-050 Ft	LF	\$ 55.00		\$ -
463-Geo Rock Coring Truck/Mud Bug 000-050 Ft less than 4" ID	LF	\$ 53.00		\$ -
465-Geo Rock Coring Truck/Mud Bug 050-100 Ft less than 4" ID	LF	\$ 62.00		\$ -
478-Geo SPT Truck-Mud Bug 0-50 Ft	LF	\$ 18.50	280	\$ 5,180.00
479-Geo SPT Truck-Mud Bug 50-100 Ft	LF	\$ 22.00		\$ -
488-Geo Temp Casing 3" Truck/Mud Bug 000-050 Ft	LF	\$ 12.00		\$ -
489-Geo Temp Casing 3" Truck/Mud Bug 050-100 Ft	LF	\$ 15.75		\$ -
519-Geo Undisturbed Samples Truck/Mud Bug 000-050 Ft	Each	\$ 220.00		\$ -
520-Geo Undisturbed Samples Truck/Mud Bug 050-100 Ft	Each	\$ 240.00		\$ -
525-Geo Well Development	Hour	\$ 205.00		\$ -
531-Geo Truck/Mudbug Drill Rig and Crew (2-person)	Hour	\$ 280.00		\$ -
532-Geo Truck/Mudbug Drill Rig and Crew (3-person)	Hour	\$ 360.00		\$ -
535-Geo Clearing Equip- Tractor, Bush Hog Attachment	Day	\$ 1,700.00		\$ -
536-Geo Clearing Equip-Skid Steer/ASV, ForestMulching Attach	Day	\$ 2,400.00		\$ -
537-Geo Clearing Equip-Skid Steer/ASV, Brush Cutter Attach	Day	\$ 1,850.00		\$ -
538-Geo Clearing Equipment	Day	\$ 2,400.00		\$ -
602-Mobilization-Vibration Monitoring Equipment	Each	\$ 399.00		\$ -
603-Mobilization Asphalt Coring Equipment	Each	\$ 515.00		\$ -
606-Mobilization Concrete Coring	Each	\$ 510.00		\$ -
610-Geo Mobilization Drill Rig Track Mount	Each	\$ 3,500.00		\$ -
612-Geo Mobilization Drill Rig Truck Mount	Each	\$ 640.00		\$ -
614-Geo Mobilization Mudbug/All Terrain Vehicle	Each	\$ 1,225.00		\$ -
620-Mobilization of Clearing Equipment	Each	\$ 700.00		\$ -
701-MOT Attenuator Truck	Hour	\$ 300.00		\$ -
702-MOT Channelizing Devices - Type I, II, VP, Drum (each)	Each	\$ 5.30		\$ -
706-MOT Portable Sign	Each	\$ 52.50	6	\$ 315.00
708-MOT Provide Channelizing Devices - Cone	Each	\$ 9.00	24	\$ 216.00
710-MOT Shadow Vhcle w/ Adv. Warning Arrow & Attenuator	Hour	\$ 310.00		\$ -
712-MOT Support Vehicle	Hour	\$ 162.00	5	\$ 810.00

Item Description	Unit	Unit Price	Quantity	Total
800-Soils Chloride Soil or Water (FM 5-552)	Test	\$ 115.00		\$ -
803-Soils Consolidation - Constant Strain (ASTM D4186)	Test	\$ 670.00		\$ -
804-Soils Consolidation - Extended Load Increments (AASHTO T216)	Day	\$ 218.00		\$ -
805-Soils Corrosion Series (FM 5-550 through 5-553)	Test	\$ 320.00	3	\$ 960.00
806-Soils Direct Shear Consolidated Drained/ Point AASHTO T 236	Test	\$ 420.00		\$ -
810-Soils Limerock Bearing Ratio (LBR)(FM 5-515)	Test	\$ 450.00		\$ -
811-Soils Liquid Limit (AASHTO T 89)	Test	\$ 75.00	6	\$ 450.00
812-Soils Materials Finer than 200 Sieve (FM 1-T011)	Test	\$ 65.00	16	\$ 1,040.00
817-Soils Moisture Content Laboratory (AASHTO T 265)	Test	\$ 21.00	10	\$ 210.00
819-Soils Organic Content Ignition (FM 1 T-267)	Test	\$ 61.00	4	\$ 244.00
821-Soils Particle Size Analysis (AASHTO T 88) (Including Hydrometer)	Test	\$ 250.00		\$ -
822-Soils Particle Size Analysis (AASHTO T 88) (No Hydrometer)	Test	\$ 98.00		\$ -
823-Soils Permeability Constant Head (AASHTO T 215)	Test	\$ 435.00		\$ -
824-Soils Permeability Falling Head (FM 5-513)	Test	\$ 385.00		\$ -
825-Soils pH Soil or Water (FM 5-550)	Test	\$ 44.00		\$ -
826-Soils Plastic Limit & Plasticity Index (AASHTO T 90)	Test	\$ 76.00	6	\$ 456.00
827-Soils Proctor Modified (FM 1-T 180)	Test	\$ 160.00		\$ -
828-Soils Proctor Standard (AASHTO T 99)	Test	\$ 160.00		\$ -
829-Soils Resistivity Soil or Water (FM 5-551)	Test	\$ 73.00		\$ -
832-Soils Splitting Tensile Strength of Rock Cores (ASTM D3967)	Test	\$ 195.00		\$ -
833-Soils Sulfate Soil or Water (FM 5-553)	Test	\$ 80.00		\$ -
838-Soils Unconfined Compression - Rock (ASTM D7012, Method C)	Test	\$ 250.00		\$ -
Engineering and Technical Support Services				
Engineer 1	Hour	\$ 145.70	12	\$ 1,748.40
Engineer 2	Hour	\$ 167.48		\$ -
Engineering Intern	Hour	\$ 116.36	24	\$ 2,792.64
Engineering Technician	Hour	\$ 86.72	24	\$ 2,081.28
Secretary/Clerical	Hour	\$ 108.77	6	\$ 652.62
Senior Designer	Hour	\$ 130.82		\$ -
Senior Engineer 1	Hour	\$ 213.43	4	\$ 853.72
Senior Engineering Technician	Hour	\$ 110.65	4	\$ 442.60
Total Estimated Fee				\$ 21,549.26

Attachment A-4

Land Surveying

SUNCOAST LAND SURVEYING, INC.
111 FOREST LAKES BOULEVARD SOUTH
OLDSMAR FL 34677
813.854.1342

WORK ORDER #: PROPOSAL DATE: 8/6/24
Associated W.O. #s _____ BILLING AMOUNT \$64,500
COMPANY: Dewberry CLIENT #: _____
REQUESTED BY: Colson Marsh CLIENT PROJECT #: _____
ADDRESS: _____
PHONE: 863.345.1474 EMAIL: cmarsh@dewberry.com OTHER: _____
PROJECT NAME: PCU Septic OWNER: _____
PROJECT ADDRESS: Hartman Drive, Lake Wales
SECTION: _____ TOWNSHIP: _____ RANGE: _____

SCOPE OF SERVICE

Provide a topographic route survey of approximately 8715 linear feet to include all above-ground improvements, visible utilities, trees 4 inches and above, cross-sections every 50-feet, and all grade changes. Survey will extend 10 feet past the right of way and include a 50-foot corridor in areas without designated right of way.

Provide a boundary, topographic and tree survey of lift-station parcel to include all above-ground improvements, visible utilities, trees 4 inches and above, elevations on a 50'X50' grid, and all grade changes. Survey will extend to the centerline of adjacent roads and 10 feet onto adjacent properties where accessible.

Provide two sketch and descriptions.

AGREEMENT: (Signing parties agree that facsimile copies are legal and binding.) As consideration for providing the above referenced surveying services, I/We hereby authorize Suncoast Land Surveying, Inc. to proceed with surveying services as delineate in the Scope of Service. I/We understand that all invoices are payable **upon receipt**. Should it become necessary to collect this amount through an attorney, collection agency or some other outside source, I/We hereby agree to pay all cost of collection, including reasonable attorney's fees.

Client responsibilities: Suncoast Land Surveying has permission to survey the subject property. If necessary, provide a title commitment that includes hard copies of easements, and copy of zoning and setback information. Additional services not listed in the Scope of Services will be billed at the following rates: Survey Crew-\$250/Hour, CADD \$175/Hour, PLS \$200/Hour.

NOTE: A late fee of 1.5% per month will be charged for all outstanding accounts. All original drawings will remain the property of Suncoast Land Surveying, Inc. **Original drawings and electronic files are the property of Suncoast Land Surveying, Inc.**

COMPANY: _____
PRINT NAME: _____ TITLE: _____
SIGNATURE: _____ DATE: _____

Exhibit "B"
CSA Rates

EXHIBIT "B"
Dewberry Engineers Inc.
Labor and Overhead
Polk County, FL

Direct Labor		1.0000
Fringe Benefits		0.5051
Overhead/General/Administrative		1.0201
Direct Cost Adjustment		0.0500
<hr/>		
Subtotal		2.5752
Profit	15%	0.3863
<hr/>		
Total		2.9615

EXHIBIT B
Dewberry Rates

Labor Category	Low	High
Admin I	\$64.94	\$78.48
Admin II	\$102.88	\$124.34
CADD Tech I	\$80.30	\$97.04
CADD Tech II	\$102.34	\$123.68
Cadd Tech Mgr	\$127.98	\$154.67
Eng I	\$109.01	\$131.74
Eng II	\$126.57	\$152.98
Eng III	\$141.31	\$170.78
Eng IV	\$153.60	\$185.64
Eng V	\$194.72	\$235.33
Eng VI	\$220.31	\$266.27
Eng VII	\$253.93	\$306.90
Eng VIII	\$272.81	\$329.71
Eng IX	\$326.17	\$394.20
GIS II	\$98.08	\$118.54
GIS III	\$103.26	\$124.80
GIS IV	\$110.21	\$133.20
GIS V	\$140.70	\$170.04
GIS VI	\$187.85	\$227.03
GIS VII	\$267.93	\$323.81
Prof I	\$91.88	\$111.05
Prof II	\$116.21	\$140.46
Prof III	\$146.35	\$176.87
Prof IV	\$166.35	\$201.05
Prof V	\$190.72	\$230.50
Prof VI	\$223.33	\$269.92
Prof VII	\$239.99	\$290.05
Prof VIII	\$269.04	\$325.15
Principal	\$340.49	\$411.49

Business Confidential: This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed --in whole or in part --for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of --or in connection with --the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction.

Exhibit "C"
Not Applicable

Exhibit "D"
Insurance Documents



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/26/2024

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

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

PRODUCER MARSH USA, LLC. 1050 CONNECTICUT AVENUE, SUITE 700 WASHINGTON, DC 20036-5386	CONTACT NAME: Ashley Oliver
	PHONE (A/C, No, Ext): 410 347 3631 FAX (A/C, No):
E-MAIL ADDRESS: Ashley.Oliver@marsh.com	INSURER(S) AFFORDING COVERAGE
CN102736896-7/1-1.1a-24-25 GAWU	INSURER A: The Charter Oak Fire Insurance Company NAIC # 25615
INSURED DEWBERRY ENGINEERS INC. 1479 TOWN CENTER DRIVE, SUITE D214 LAKELAND, FL 33803-7974	INSURER B: The Travelers Indemnity Company Of America 25658
	INSURER C: Travelers Property Casualty Co. Of America 25674
	INSURER D: Beazley Insurance Company, Inc. 37540
	INSURER E: N/A N/A
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** CLE-007256394-01 **REVISION NUMBER:** 2

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL INS. COV. (INSURED CONTRACTS) GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	P-630-7792B312-COF-24	07/01/2024	07/01/2025	EACH OCCURRENCE	\$ 5,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 5,000,000
							PRODUCTS - COMPI/OP AGG	\$ 5,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY	X	X	810-1N788974-24-43-G	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							COMP / COLL DED:	\$ 1,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X	X	CUP-4J583077-24-43	07/01/2024	07/01/2025	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	UB-6P972264-24-43-G	07/01/2024	07/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$
			N/A				E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	PROFESSIONAL LIABILITY		X	V11B5E241501 RETRO. DATE: FULL PRIOR ACTS	07/01/2024	07/01/2025	PER CLAIM/AGGREGATE	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: DEWBERRY PROJECT/OB/PLN # TBD, BU2705, LAKE PIERCE AREA SEPTIC TO SEWER IMPROVEMENTS; CLIENT CONTRACT #2024-011-03

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA IS INCLUDED AS ADDITIONAL INSURED WHERE REQUIRED BY WRITTEN CONTRACT WITH RESPECT TO THE GENERAL LIABILITY, AUTO LIABILITY, AND UMBRELLA POLICIES. WAIVER OF SUBROGATION IS APPLICABLE WHERE REQUIRED BY WRITTEN CONTRACT. PER PROJECT AGGREGATE FOR GENERAL LIABILITY APPLIES WHEN SPECIFICALLY REQUIRED BY WRITTEN CONTRACT. CONTINUED ON ACORD 101

CERTIFICATE HOLDER**CANCELLATION**

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA
 ATTN: ERIC PHILLIPS
 330 WEST CHURCH STREET
 BARTOW, FL 33830

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

AUTHORIZED REPRESENTATIVE
 of Marsh USA LLC

Eric Phillips

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AGENCY CUSTOMER ID: CN102736896

LOC #: Washington



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH USA, LLC.		NAMED INSURED DEWBERRY ENGINEERS INC. 1479 TOWN CENTER DRIVE, SUITE D214 LAKELAND, FL. 33803-7974	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

CONTINUED FROM DESCRIPTION OF OPERATIONS:
AS RESPECTS THE PROFESSIONAL LIABILITY COVERAGE EVIDENCED ABOVE, IF THIS POLICY IS CANCELLED BY THE INSURER, OTHER THAN FOR NON-PAYMENT OF PREMIUM, THE INSURER WILL PROVIDE 30 DAYS WRITTEN NOTICE TO CERTIFICATE HOLDER. AS RESPECTS THE GENERAL LIABILITY, AUTOMOBILE LIABILITY, UMBRELLA LIABILITY, AND WORKERS' COMPENSATION COVERAGES EVIDENCED ABOVE, NOTICE OF CANCELLATION WILL BE PROVIDED BY THE INSURER(S) TO THE CERTIFICATE HOLDER PER THE ATTACHED AS REQUIRED BY WRITTEN CONTRACT.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

VIRGINIA BLANKET CANCELLATION AND NONRENEWAL NOTICE

This endorsement modifies insurance provided under the following:

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

In the event of cancellation or nonrenewal or material change that reduces or restricts the insurance afforded by this Coverage Part, we agree to mail prior written notice of cancellation or nonrenewal or material change to:

SCHEDULE

Any person or organization to whom you have agreed to under any contract or agreement that notice of cancellation or material limitation of this policy will be given, but only if:

1. You send us a written request to provide such notice, including the name and address of such person or organization, after the first Named Insured receives notice from us of the cancellation or nonrenewal or material change of this policy; and
2. We receive such written request at least 14 days before the beginning of the applicable number of days shown in this endorsement.

3. **Number of days advance notice:**

Cancellation for nonpayment of premium:		Days
Cancellation other than nonpayment of premium:	30	Days
Nonrenewal:		Days
Material change:		Days

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION: **Number of Days Notice:** 30

PERSON OR ORGANIZATION:

ANY PERSON OR ORGANIZATION
(CONTINUED ON IL T8 06)

ADDRESS:

SEE IL T8 06

FAIRFAX
VA
22031

PROVISIONS

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**DESIGNATED ENTITY - NOTICE OF CANCELLATION PROVIDED BY US
IL T4 05 05 19**

**THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:
ALL COVERAGE PARTS INCLUDED IN THIS POLICY**

CONTINUATION OF FORM IL T4 05, PERSON OR ORGANIZATION:

**ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT
NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:**

- 1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME
AND ADDRESS OF SUCH PERSON OR
ORGANIZATION, AFTER THE FIRST NAMED INSURED SHOWN IN THE DECLARATIONS RECEIVES
NOTICE FROM US OF THE
CANCELLATION OF THIS POLICY; AND**
- 2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF
THE APPLICABLE NUMBER OF DAYS
SHOWN IN THIS SCHEDULE.**

ADDRESS:

**THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST
FROM YOU TO US.**

NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK INSURANCE LAW AND REGULATIONS. HOWEVER, THE FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS.

Effective date of this Endorsement: 01-Jul-2024

This Endorsement is attached to and forms a part of Policy Number: V11B5E241501

Beazley Insurance Company, Inc. referred to in this endorsement as either the "Insurer" or the "Underwriters"

DEWBERRY NOTICE OF CANCELLATION TO CERTIFICATE HOLDER

This endorsement modifies insurance provided under the following:

ARCHITECTS AND ENGINEERS PROFESSIONAL LIABILITY INSURANCE POLICY

In consideration of the premium charged for the Policy, it is hereby understood and agreed that in addition to the provisions of the Cancellation section of the Conditions, if this policy is cancelled by us, other than for non-payment of premium, we will provide 30 days written notice to the following party(ies):

As per list to be provided by the Named Insured or its Broker of Record.

All other terms and conditions of this Policy remain unchanged.



Authorized Representative

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION: Number of Days Notice: 30

PERSON OR ORGANIZATION:

ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:

- 1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY, AND**
- 2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS SCHEDULE.**

ADDRESS:

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

PROVISIONS

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.



POLICY NUMBER: UB-6P972264-24-43-G

**NOTICE OF CANCELLATION OR NONRENEWAL
TO DESIGNATED PERSONS OR ORGANIZATIONS**

The following is added to **PART SIX – CONDITIONS** :

Notice Of Cancellation Or Nonrenewal To Designated Persons Or Organizations

If we cancel or non-renew this policy for any reason other than non-payment of premium by you, we will provide notice of such cancellation or non-renewal to each person or organization designated in the Schedule below. We will mail or deliver such notice to each person or organization at its listed address at least the number of days shown for that person or organization before the cancellation or nonrenewal is to take effect.

You are responsible for providing us with the information necessary to accurately complete the Schedule below. If we cannot mail or deliver a notice of cancellation or nonrenewal to a designated person or organization because the name or address of such designated person or organization provided to us is not accurate or complete, we have no responsibility to mail, deliver or otherwise notify such designated person or organization of the cancellation or nonrenewal.

SCHEDULE

Name and Address of Designated Persons or Organizations:	Number of Days Notice:
ANY PERSON OR ORGANIZATION WITH WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OR NON RENEWAL OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:	30

1. YOU SEE TO IT THAT WE RECEIVE A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OR NON RENEWAL OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS ENDORSEMENT.

ADDRESS:
THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

All other terms and conditions of this policy remain unchanged.

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

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

Endorsement Effective Insured	Policy No.	Endorsement No. Premium \$
-------------------------------	------------	----------------------------

Insurance Company _____ Countersigned by _____

DATE OF ISSUE: 06-21-24 ST ASSIGN: