

## CONSULTANT APPROVAL FORM

**CPO:** If Consultant fee is under \$50,000 & construction is under \$250,000 (procedure)

**CSA:** If Construction is under \$4,000,000;

OR for study activity if consultant fee is under \$500,000- FS 287.055(CCNA))

**CPO/CSA #:** 22-087-02 MOD.1 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 09/11/2024 Division: Roads & Drainage Division

Project Manager's Name: William Lorenzo, PE Phone #: 863-535-2286

Project Name: Country Club Road at Buckeye Loop Road Intersection Improvements

Total Project Budget: \$ 4,411,300 Project # 5400195

Estimate of Construction Cost: \$ 2,681,669

Proposed Consultant: HDR Engineering, Inc. Fee: \$ 380,658.64

*Original: \$ 378,645.01 This mod. \$ 2,013.63*

Master Consultant Agreement # 22-087

### Attach Scope of Services Proposed by the Consultant (Exhibit "A")

Approved By: [Signature] Date 9/12/24  
Division Director/Designee

### Procurement Division

Date Received: 9/24/24 Date Reviewed by Analyst: 9/25/24

Approved by: [Signature]  
(Procurement Director/Designee)

### County Attorney's Office (Required for all CSA's)

Date Received: 10/1/24 Date Reviewed: 10/2/24

Approved by: [Signature]  
(County Attorney Office Signature)

### County Manager's Office (Required if consultant fee is greater than \$100,000)

Date Received: 10/3/24 Date Reviewed: 10/3/24

Approved by: [Signature]  
(County Manager Office Signature)

**Additional Attachments:** number of days to complete project, not to exceed/lump sum amount, justification for consultant selected, fee schedule, and Professional Liability COI (COI applicable to CSA only, description field must be project specific (contract requirement)).

# REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Tom Norsworthy  
(CHECK ONE) Sandi Howard

FROM: William G. Lorenzo, 535-2276 DATE: 9/11/2024  
(Name and Phone Number)

RETURN TO: William G. Lorenzo DIVISION: Roads & Drainage, TRO2

BOARD AGENDA DATE: 10/15/24 COUNTY MANAGER ITEM:

PROJECT: Country Club Rd at Buckeye Loop Rd Intersection Improvements

CSA/CONTRACT NUMBER: 22-087-02

MODIFICATION NUMBER: 1 CHANGE ORDER NUMBER:

TYPE OF AGREEMENT: Consultant Professional Services

NAME OF CONSULTANT/CONTRACTOR: HDR Engineering Inc.

*Please indicate any time limits and attach all necessary documentation.*

REQUEST IN DETAIL:

*Please review attachments for the Board Agenda date indicated and return APPROVED documents at your earliest convenience. THANK YOU.*

County Attorney  
OCT 01 2024

**For CAO Use Only:**

Assigned Staff: <u>Sandi</u>	Log-In Date: <u>10/1/24</u>
CAO Project Number: <u>24.602</u>	Log-Out Date: <u>10/2/24 SH</u>

## Consultant Services Authorization - Modification

Firm	HDR Engineering Inc.
Master Agreement No.	22-087
CSA No. Modification No.	22-087-02 1
Project Name	Country Club Rd at Buckeye Loop Rd Intersection Improvements
Project Description	Design a new mast arm traffic signal system to control the intersection
Project Exhibits and Attachments (Ex. B, C & D not required)	Exhibit "A" – Scope of Services
Duration : (Original): Additional days:	Through completion of all related work.
Compensation (Original) Additional Compensation:	Total Cost Not to Exceed: \$ 378,645.01 Total Cost Not to Exceed: \$ 2,013.63
Special Contract Conditions	None in Modification
Insurance Requirements	Same requirement as original
Liquidated Damages	Same as original
Budget Source/Availability	10104.540541095.5666000.5400195

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: \_\_\_\_\_  
Chairperson  
Board of County Commissioners

Date Approved by Board: \_\_\_\_\_

Review as to form and legal sufficiency  
*Sarah B. [Signature]* 10/2/24  
County Attorney's Office      Date

**Attest:**

HDR Engineering Inc.  
\_\_\_\_\_  
CONSULTANT COMPANY NAME  
*Katie E. Duty [Signature]*  
Authorized Corporate Officer

*Elizabeth C. Bynell [Signature]*  
Corporate Secretary  
**SEAL**  
*Assistant Secretary*  
Date: 09-13-24

Katie E. Duty / Vice President  
\_\_\_\_\_  
[Printed Name and Title]

Date: 09/13/2024



**Exhibit "A"**  
**Scope of Services for**  
**Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements - Design & Plans**  
**General Engineering Consulting Services for Transportation Engineering Contract**  
**(Master Consulting Agreement #2022-087)**  
**CSA #22-087-02**  
**Modification #1**

**PROJECT UNDERSTANDING / BACKGROUND**

Polk County requested that HDR provide additional engineering services to the previous agreement CSA#22-087-02, for gathering bulk samples for Limerock Bearing Ratio (LBR) testing. This document will act as a scope of services with an attached proposed maximum not-to-exceed fee (see Exhibit A-1) for this contract assigned under the authority of our Master Consulting Agreement with Polk County, Contract No. 2022-087.

HDR assumes no fiduciary relationship under this scope of services and shall not be held responsible for any duties typically associated with a fiduciary relationship.

**PROJECT SCOPE**

Replace Section III, Segment 2 in the original CSA #22-087-02, with the following:

**III. Design Phase Services**

**2) Geotechnical Services**

The **CONSULTANT** will provide all geotechnical information required for the project. See attached proposal from Tierra, Inc for additional services.

**If excavation, boring or otherwise disturbing the right-of-way takes place on COUNTY roads, the CONSULTANT or his Subconsultant shall obtain a County Right-of-Way Use Permit for such work.** The **PROFESSIONAL** or his Subconsultant shall also notify all concerned utilities 48 hours in advance of any activity that may disturb their facilities or require a Maintenance of Traffic (MOT) permit. All work zone traffic control will be performed in accordance with the FDOT's Roadway and Traffic Design Standards Indices 600-660 (Topic No. 625-010-003.C).

Amend Section IV, from the original CSA #22-087-02, with the following:

**E. Payment for Professional Services**

The Modification #1 proposed maximum not to exceed fee for the supplemental professional engineering services \$2,013.63 and is located in Exhibit A-1.

**End of Scope of Services**

# TIERRA

August 14, 2024

HDR, Inc.  
4830 West Kennedy Blvd., Suite 400  
Tampa, Florida 33609

Attn: Mr. Brian Zimmerman, P.E.

RE: Geotechnical Services Proposal  
Polk County Roads and Drainage Division  
Country Club Road and Buckeye Loop Road Improvements  
Polk County, Florida  
Tierra Proposal No.: 65-23-502A

Mr. Zimmerman:

Tierra, Inc. appreciates the opportunity to submit this proposal to provide additional geotechnical services for the referenced project. This project corresponds to the Continuing Professional Engineering Services for Roads and Drainage Contract between Polk County and HDR Engineering, Inc. and Tierra's active Project Number 6511-23-023.

## **Project Information**

HDR, Inc. is currently working with Polk County to develop the design and construction plans for improvements to Country Club Road and Buckeye Loop Road in Polk County, Florida. Tierra's involvement will be to provide geotechnical engineering services to support the proposed improvements.

Tierra has previously submitted a geotechnical engineering report for the project site, titled "Geotechnical Engineering Services Report – Country Club Road and Buckeye Loop Road Improvements", dated August 13, 2024.

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## **Geotechnical Engineering Scope of Services**

Based on our understanding of the project, the following scope of services is anticipated:

1. Execute a program of subsurface exploration consisting of subsurface sampling and field testing consisting of the following:
  - Gather bulk samples for Limerock Bearing Ratio (LBR) testing within our Tampa laboratory along Country Club Road N.
2. Visually classify and stratify the soil samples in the laboratory using the Unified Soil Classification System (USCS).
3. Complete laboratory testing on select samples as verification of our visual classification and to estimate engineering properties.

4. Update our previously submitted geotechnical report to include the LBR test results.

**Exclusions**

This proposal does not include the following services:

- Survey
  - Utility locating services.
  - Pavement Evaluation Report
  - Pavement Design
  - Foundation Design
- 

**Geotechnical Engineering Service Fee**

The estimated fee to perform the geotechnical engineering services is **\$2,013.63** as indicated in the attached Fee Schedule. This fee is based on the site being accessible utilizing standard truck or small track mounted drilling equipment with maintenance of traffic where needed and that no hazardous materials or conditions are on site that will impact our proposed geotechnical scope or schedule.

We appreciate the opportunity to offer our services to you and we look forward to working with you on this project. We will provide you with verbal results and immediately notify you should conditions impacting our scope, schedule or cost of services occur. Should you have any questions in regard to this proposal, please do not hesitate to contact our office.

Respectfully Submitted,

**TIERRA, INC.**



Joseph R. Antinori, P.E.  
Senior Geotechnical Engineer

**Attachment:**

Geotechnical Engineering Services Unit Rate Fee Schedule

Item Description	Unit	Unit Price	Quantity	Total
<b>Geotechnical Field Investigation</b>				
810-Soils Limerock Bearing Ratio (LBR)(FM 5-515)	Test	\$ 350.00	2	\$ 700.00
822-Soils Particle Size Analysis (AASHTO T 88) (No Hydrometer)	Test	\$ 67.00	2	\$ 134.00
<b>Engineering and Technical Support Services</b>				
Chief Engineer	Hour	\$ 221.77		\$ -
Senior Engineer	Hour	\$ 198.71		\$ -
Project Manager	Hour	\$ 190.00		\$ -
Senior Project Engineer	Hour	\$ 161.00	1	\$ 161.00
Engineer	Hour	\$ 144.77		\$ -
Engineering Intern	Hour	\$ 91.30	4	\$ 365.20
Senior Engineering Technician	Hour	\$ 102.30	2	\$ 204.60
Engineering Technician	Hour	\$ 81.10	4	\$ 324.40
Senior Designer	Hour	\$ 124.43	1	\$ 124.43
Secretary / Clerical	Hour	\$ 123.78		\$ -
		<b>Total Cost</b>		\$ 2,013.63

**EXHIBIT "B"**  
**ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT**

Name of Project: Country Club Rd. @ Buckeye Loop Rd. Intersection Improvements – Design (CSA 22-242-02)  
 County: Polk  
 Agreement: MSA 2022-087 – Professional Engineering Services for Roads and Drainage  
 Consultant Name: HDR Engineering, Inc.  
 Date: 8/20/2024  
 Estimator: BZ

Staff Classification	Total Staff Hours From Firm	Project Manager	Senior Engineer	Project Engineer	Engineer	Engineer Intern	Chief Scientist	Senior Designer	CADD Technician	Admin. Assistant	SH By Activity	Salary Cost By Activity	Average Rate Per Task
3. Project General and Project Common Tasks	0	\$272.00	\$244.00	\$193.00	\$140.00	\$114.00	\$196.00	\$155.00	\$105.00	\$102.00	0	\$0	#DIV/0!
4. Roadway Analysis	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
5. Roadway Plans	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
5a. Drainage Analysis	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
8. Environmental Permits, Compliance & Clearances	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
10. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
18. Signing & Pavement Marking Analysis	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
35. Post Design Services	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
<b>Total Staff Hours</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>#DIV/0!</b>
<b>Total Staff Cost</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>#DIV/0!</b>

Survey Field Days by Subconsultant  
 4 - Person Crew.

Check = \$0.00

SALARY RELATED COSTS:  
 OVERHEAD: 0% \$0.00  
 OPERATING MARGIN: 0% \$0.00  
 FCCM (Facilities Capital Cost Money): 0.00% \$0.00  
 EXPENSES: \$0.00

Survey (Field - if by Prime) 0 crew days \$ - / day  
 4-man crew days \$ - / day

SUBTOTAL ESTIMATED FEE: \$0.00  
 Subconsultant: Tierra (Geotech) \$2,013.63  
 Subconsultant: McKim&Creed (SUE) \$0.00  
 SUBTOTAL ESTIMATED FEE: \$2,013.63

**GRAND TOTAL ESTIMATED FEE: \$2,013.63**