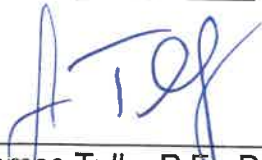


***BACKUP
DOCUMENTS***

POLK COUNTY

Project Checklist


- Project Name: Consultant Services Authorization 2024-013-01 for the Water Quality Laboratory Conceptual Design Project
- Project Location: To be determined
- Source of Funds: Funding is available in 42111.680536150.5666000.6867012 (Water Quality Laboratory)
- Project Cost Summary: \$197,390.00
- Certifications: This request has been reviewed by:



James Tully, P.E., P.G.
Utilities CIP Program Manager



Charles Richards, CPA
Customer Service/Finance Manager



Tamara Richardson, P.E.
Utilities Division Director

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 #: _____ (Assigned by Procurement)

To be completed by the requesting Division:

Date: 06/18/2025 Division: Utilities

Project Manager's Name: James Tully ^{TT} Phone #: 863-298-4238

Project Name: Water Quality Laboratory Conceptual Design Project

Total Project Budget: \$197,390.00 Project # 6867012 t

Estimate of Construction Cost: \$NA - Study

Proposed Consultant: Hazen and Sawyer, P.C. Fee: \$197,390.00

Master Consultant Agreement # 2024-013

Attach Scope of Services Proposed by the Consultant (Exhibit "A") ^{TT}

Approved By: Tamara Richards Date 6-23-25
Division Director/Designee

Procurement Division

Date Received: 6/27/25 Date Reviewed by Analyst: 6/27/25

Approved by: _____
(Procurement Director/Designee)

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

Date Received: _____ Date Reviewed: 7/1/25

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

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

Date Received: _____ Date Reviewed: 7/2/25

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)).

Selection Procedure for Consultants with Continuing Contracts

Division:
Project Manager:
Division Director:
Scope:
CSA/CPO
Date Analysis Performed

Utilities
James Tully, PE, PG
Tamara Richardson, PE
Water Quality Laboratory Conceptual Planning
CSA 2024-013-01
June 18, 2025

Step 1:

Review list for appropriate Expertise, Experience, and Personnel (List all consultants awarded a master agreement under the RFP)

Consultant	Expertise	Experience	Personnel	Local (Y/N)	Elevated for Consideration (Y/N)
AtkinsRéalis USA, Inc.	Y	Y	Y	N	Y
Black & Veatch Corp	Y	Y	Y	N	Y
Carollo Engineers, Inc.	Y	Y	Y	N	Y
CHA Consulting, Inc. (FKA Reiss Engineering, Inc.)	Y	Y	Y	Y	Y
Chastain-Skillman, Inc.	Y	Y	Y	Y	Y
CivilSurv Design Group Inc.	Y	Y	Y	Y	Y
Dewberry Engineers, Inc.	Y	Y	Y	Y	Y
Halff Associates, Inc.	Y	Y	Y	N	Y
Hazen and Sawyer, P.C.	Y	Y	Y	N	Y
Jones Edmunds & Assoc.	Y	Y	Y	Y	Y
Kennedy/Jenks Consultants, Inc.	Y	Y	Y	N	Y
Pennoni & Associates, Inc.	Y	Y	Y	Y	Y
Rummel, Klepper, and Kahl, LLP	Y	Y	Y	Y	Y
Tetra Tech, Inc.	Y	Y	Y	N	Y
Wright-Pierce, Inc.	Y	Y	Y	Y	Y

State justification for each firm not elevated and why:

NA

Step 2:

Past performance on similar projects satisfactory (List all consultants elevated from Step 1)

Consultant	Has past performance been satisfactory (Y/N)	Elevated for Consideration(Y/N)
Black & Veatch Corp	Y	Y
AtkinsRéalis USA, Inc.	Y	Y
Black & Veatch Corp	Y	Y
Carollo Engineers, Inc.	Y	Y
CHA Consulting, Inc. (FKA Reiss Engineering, Inc.)	Y	Y
Chastain-Skillman, Inc.	Y	Y
CivilSurv Design Group Inc.	Y	Y
Dewberry Engineers, Inc.	Y	Y
Halff Associates, Inc.	Y	Y
Hazen and Sawyer, P.C.	Y	Y
Jones Edmunds & Assoc.	Y	Y
Kennedy/Jenks Consultants, Inc.	Y	Y
Pennoni & Associates, Inc.	Y	Y
Rummel, Klepper, and Kahl, LLP	Y	Y
Tetra Tech, Inc.	Y	Y
Wright-Pierce, Inc.	Y	Y

State justification for each firm not elevated and why:

NA.

Step 3:

Total amount of money the County has contracted with each Consultant elevated to Step 2 during the last 24 months.

Consultant	Contracted Amount	Elevated (Y/N)
Dewberry Engineers, Inc.	\$ 1,809,100	N
Black & Veatch Corp	\$ 1,543,535	N
Kennedy/Jenks Consultants, Inc.	\$ 485,710	N
Carollo Engineers, Inc.	\$ 440,654	N
Tetra Tech, Inc.	\$ 291,448	N
Wright-Pierce, Inc.	\$ 227,761	N
Rummel, Klepper, and Kahl, LLP	\$ 213,750	N
CivilSurv Design Group Inc.	\$ 196,348	N
Halff Associates, Inc.	\$ 157,202	N
AtkinsRéalis USA, Inc.	\$ 130,143	N
Jones Edmunds & Assoc.	\$ 118,162	N
Pennoni & Associates, Inc.	\$ 69,000	N
CHA Consulting, Inc. (FKA Reiss Engineering, Inc.)	\$ 49,968	N
Chastain-Skillman, Inc.	\$ 42,722	N
Hazen and Sawyer, P.C.	\$ -	Y

Step 4:

State justification, if the chosen consultant does not have the least amount of contract obligation.

The Utilities Division solicited Statements of Qualifications (SOQ) from all PCU Master Consultants to provide the Water Quality Lab services. Insufficient experience, expertise, and/or personnel was the basis for firms not submitting an SOQ for the requested services. Only Hazen and Sawyer submitted an SOQ. Based on their submittal, Hazen and Sawyer was selected to provide these services.

Step 5:

Based on the procedures and step analysis above, Hazen and Sawyer, P.C. is selected.