

*BACKUP  
DOCUMENTS*

**POLK COUNTY**

# REQUEST FOR LEGAL SERVICES

**To:** County Attorney's Office- Attention : Tom Norsworthy

**From:** Tamara Richardson, P.E. Utilities Director

**Division:** Utilities

**Prepared by:** Charles Richards **Phone Number:** 863-298-4135

**Date:** October 23, 2025

**Subject:** Approve Consultant Services Authorization (CSA) 2024-014-04, with Jones Edmunds & Associates, Inc. for the Industrial Wastewater Local Limits Development Assistance project. (\$173,186.00 not-to-exceed, one-time expense).

## **BACKGROUND:**

The County Utilities Division administers an Industrial Pretreatment Program (IPP) that must comply with Chapter 62-625, *FAC, Pretreatment Requirements for Existing and Other Sources of Pollution*. The IPP requires pretreatment of industrial waste prior to discharge to one of the county's wastewater treatment facilities to remove components not found in typical domestic wastewater. The current IPP must be updated to define specific Local Limits related to connection by proposed development(s) that would meet appropriate rules within the FAC. The most recent Local Limits Needs Assessment was completed in 2003.

As the county develops, potential industrial customers have approached the County for utility services. Additionally, the permitting process for the Direct Potable Reuse facility in the County's Northwest Regional Utility Service Area requires that the updated information be included in the IPP to further ensure the safety of the DPR source water. To meet regulatory requirements, staff has requested a scope of services for a consultant to prepare a Plan of Study and IPP Local Limits Development documents that will support current and future related operational decisions.

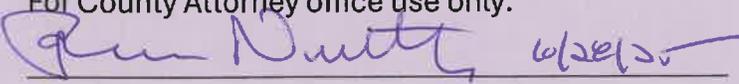
## **REQUESTED ACTION:**

Request Board approve Consultant Services Authorization 2024-014-04, with Jones Edmunds & Associates, Inc. for the Industrial Wastewater Local Limits Development Assistance project at a not-to-exceed cost \$173,186.00.

**Need response no later than** **Thursday** **10** **30** **2025**  
(day of month) (month) (day) (Year)

APPROVED BY

\_\_\_\_\_  
Tom Norsworthy

For County Attorney office use only: **County Attorney**  
 Date OCT 27 2025

Signature \_\_\_\_\_

Assign to: Tom Date \_\_\_\_\_

County Attorney Project No: 2025-205 Logged out: 10-28-25

**Utilities Division -Signature Request/Routing Request**

**PLEASE REVIEW AND APPROVE THE ENCLOSED DOCUMENTS AND  
FORWARD AS NOTED BELOW**

**Board Agenda Track**

**This item is slated for the (Month) 11 (Day) 18 (Year) 2025 Bocc  
Meeting**

**PROJECT TITLE:** Approve Consultant Authorization CSA 2024-014-04 with Jones Edmonds & Associates, Inc. for the Industrial Wastewater Local Limits Development Assistant Project. (\$173,186.00 not-to-exceed, one-time expense)

PROJECT MANAGER: Krystal Azzarella

Number of original documents enclosed: 2

**MUST BE RETURNED BY : October 30, 2025**

➤        **PROCUREMENT** / Michele Sims: All originals with support are attached for your review and approval. **MICHELE: Please forward this package to the County Attorney offices Attention Jackie Lanfair after signature.**

➤ TR **COUNTY ATTORNEY**/Thomas Norsworthy: All originals with support are attached for your review and approval. **JACKIE: Please forward this package to the Deputy County Manager offices, Atten: Stacy Craver, after signature.**

➤ CR **DEPUTY CO. MGR.** / John Bhode: All originals with support are attached for your review and approval. **STACY: Please return this entire package back to Charles Richards in the Utilities Division after signature.**

**Please email me a quick message to let me know when this package has left your offices to the next party – THANKS!**

**ATTEN: Charles Richards, Mail Drawer UT01 (Phone: 863-298-4135)**

**CONSULTANT APPROVAL FORM**

**CPO:** If Consultant fee is under \$50,000 & construction is under \$250,000  
**CSA:** If Construction is under \$7,500,000;  
OR for study activity if consultant fee is under \$500,000- (FS 287.055 CCNA)

**CPO/CSA #:** 2024-014-04 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 10/15/2025 Division: Utilities

*[Signature]* 10/16/25

Project Manager's Name: Krystal Azzarella Phone #: 863-298-4195  
Project Name: Industrial Wastewater Local Limits Development Assistance Project

Total Project Budget: \$173,186.00 Project # NA – Env Aff Op Budget

Estimate of Construction Cost: \$NA - Study

Proposed Consultant: Jones Edmunds & Associates, Inc Fee: \$173,186.00

Master Consultant Agreement # 2024-014

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

Approved By: *Tamara Richards* Date 10-23-25  
Division Director/Designee

**Procurement Division**

Date Received: 10/24/25 Date Reviewed by Analyst: 10/24/25  
Approved by: \_\_\_\_\_  
(Procurement Director/Designee)

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

Date Received: \_\_\_\_\_ Date Reviewed: 10/24/25  
Approved by: *Alan Dutton*  
(County Attorney Office Signature)

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

Date Received: \_\_\_\_\_ Date Reviewed: 10/29/25  
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)).

**November 18, 2025 Board of County Commissioners Regular Meeting**  
Agenda Item #

**SUBJECT**

Approve Consultant Services Authorization (CSA) 2024-014-04, with Jones Edmunds & Associates, Inc. for the Industrial Wastewater Local Limits Development Assistance project. (\$173,186.00 not-to-exceed, one-time expense).

**DESCRIPTION**

The County Utilities Division administers an Industrial Pretreatment Program (IPP) that must comply with Chapter 62-625, *FAC, Pretreatment Requirements for Existing and Other Sources of Pollution*. The IPP requires pretreatment of industrial waste prior to discharge to one of the county's wastewater treatment facilities to remove components not found in typical domestic wastewater. The current IPP must be updated to define specific Local Limits related to connection by proposed development(s) that would meet appropriate rules within the FAC. The most recent Local Limits Needs Assessment was completed in 2003.

As the county develops, potential industrial customers have approached the County for utility services. Additionally, the permitting process for the Direct Potable Reuse facility in the County's Northwest Regional Utility Service Area requires that the updated information be included in the IPP to further ensure the safety of the DPR source water. To meet regulatory requirements, staff has requested a scope of services for a consultant to prepare a Plan of Study and IPP Local Limits Development documents that will support current and future related operational decisions.

**RECOMMENDATION**

Request Board approve Consultant Services Authorization 2024-014-04, with Jones Edmunds & Associates, Inc. for the Industrial Wastewater Local Limits Development Assistance project at a not-to-exceed cost \$173,186.00.

**FISCAL IMPACT**

Funding in the amount of \$173,186.00 is available in the Environmental Affairs Operating Budget.

**CONTACT INFORMATION**

Krystal Azzarella  
Environmental Affairs Manager  
(863) 298-4195  
[krystalazzarella@polk-county.net](mailto:krystalazzarella@polk-county.net)

## Project Checklist

- Project Name: Industrial Wastewater Local Limits Development Assistance
- Project Location: Multiple Regional Utility Service Areas
- Source of Funds: Funding is available in 42011.670536015.5331010  
(Environmental Affairs Operating Budget)
- Project Cost Summary: \$173,186 not to exceed cost
- Certifications: This request has been reviewed by:

  
10/16/25

Krystal Azzarella  
Environmental Affairs Manager

  
Charles Richards, CPA  
Customer Service/Finance Manager

  
Tamara Richardson, P.E.  
Utilities Division Director

**Selection Procedure for Consultants with Continuing Contracts**

<b>Division:</b>	<u>Utilities</u>
<b>Project Manager:</b>	<u>Krystal Azzarella</u>
<b>Division Director:</b>	<u>Tamara Richardson, PE</u>
<b>Scope:</b>	<u>Industrial Wastewater Local Limits Development Assistance</u>
<b>CSA/CPO</b>	<u>CSA 2024-014-04</u>
<b>Date Analysis Performed</b>	<u>October 15, 2025</u>

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
Half 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
Half 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.	\$ 833,804	N
Carollo Engineers, Inc.	\$ 440,654	N
Wright-Pierce, Inc.	\$ 307,381	N
Tetra Tech, Inc.	\$ 291,448	N
CivilSurv Design Group Inc.	\$ 220,908	N
Rummel, Klepper, and Kahl, LLP	\$ 213,750	N
Hazen and Sawyer, P.C.	\$ 197,390	N
Half Associates, Inc.	\$ 157,202	N
AtkinsRéalis USA, Inc.	\$ 130,143	N
Jones Edmunds & Assoc.	\$ 118,162	Y
CHA Consulting, Inc. (FKA Reiss Engineering, Inc.)	\$ 113,885	N
Pennoni & Associates, Inc.	\$ 69,000	N
Chastain-Skillman, Inc.	\$ 42,722	N

Step 4:  
**State justification, if the chosen consultant does not have the least amount of contract obligation.**

Dewberry, B&V, K/J, Carollo, W-P, Tetra Tech, CivilSurv, RK&K, Hazen, Half, Atkins all have more contract awards during this contract period compared to Jones Edmunds. CSA for Holly Hill LFA Blending Study was just awarded to CHA. Chastain is heavily involved in the SE Wellfield pipeline work and has limited resources. Pennoni is providing aerial imagery support. JEA provides Environmental Management Plan Support and is also working on a related Industrial Wastewater Permitting task. JEA has the experience, expertise, and available personnel to provide the services; in the best interest of the County, JEA was selected to provide the services for this project.

Step 5:  
**Based on the procedures and step analysis above, Jones Edmunds & Assoc. is selected.**

## Richards, Charles

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**From:** St. Jean, Mitch  
**Sent:** Thursday, October 23, 2025 12:56 PM  
**To:** Richards, Charles  
**Cc:** Azzarella, Krystal; Richardson, Tamara; Phillips, Eric  
**Subject:** RE: Insurance Verification for CSA 2024-014-04 with Jones Edmunds & Associates

Good afternoon,

Yes, the certificate of insurance provided is in accordance with our requirements.

Thanks,

Mitch St. Jean, CWCL  
Safety & Claims Administrator



Polk County Board of County Commissioners  
Risk Management Division  
P. O. Box 9005, Drawer AS06  
Bartow, FL 33831  
Ph: 863-534-5268  
Fax: 863-519-4726  
[mitchstjean@polk-county.net](mailto:mitchstjean@polk-county.net)

**From:** Richards, Charles <CharlesRichards@polk-county.net>  
**Sent:** Thursday, October 23, 2025 12:04 PM  
**To:** St. Jean, Mitch <mitchstjean@polk-county.net>  
**Cc:** Azzarella, Krystal <KrystalAzzarella@polk-county.net>; Richardson, Tamara <TamaraRichardson@polk-county.net>; Phillips, Eric <EricPhillips@polk-county.net>  
**Subject:** Insurance Verification for CSA 2024-014-04 with Jones Edmunds & Associates

Hi Mitch,  
Please review the insurance on the last page of the contract and confirm the insurance meets county requirements.

Charles Richards  
Customer Service/Finance Manager  
Polk County Utilities  
863-298-4135