

REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Noah Milov
(CHECK ONE) Heather Bryan

FROM: Klayton Fees 863-535-2281 DATE: 1/21/26
(Name and Phone Number)

RETURN TO: Klayton Fees DIVISION: Roads and Drainage TR02

BOARD AGENDA DATE: 2/17/26 COUNTY MANAGER ITEM:

PROJECT: Longfellow Blvd at N Crystal Lake Dr - Intersection Improvements

CSA/CONTRACT NUMBER: 22-088-04

MODIFICATION NUMBER: CHANGE ORDER NUMBER:

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: HNTB Corporation

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.

For CAO Use Only:		County Attorney	
Assigned Staff:	<u>Noah</u>	Log-In Date:	<u>JAN 27 2026</u>
CAO Project Number:	<u>2026-59</u>	Log-Out Date:	<u>1/28/26</u>

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 #: 22-088-04 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 1/21/26 Division: Roads & Drainage

Project Manager's Name: Klayton Fees, PE Phone #: (863) 535-2281

Project Name: Longfellow Blvd at N Crystal Lake Dr - Intersection Improvement

Total Project Budget: \$ 911,187.81 Project # 5400265

Estimate of Construction Cost: \$ 500,000.00

Proposed Consultant: HNTB Corporation Fee: \$ 411,187.81

Master Consultant Agreement # 22-088

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

Approved By: [Signature] Date 1/21/26
Division Director/Designee

Procurement Division

Date Received: 1/23/26 Date Reviewed by Analyst: 1/26/26

Approved by: _____
(Procurement Director/Designee)

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

Date Received: 1/27/26 Date Reviewed: 1/28/26

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

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

Date Received: _____ Date Reviewed: _____

Approved by: _____
(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
CCNA Continuing Contracts Justification Form**

Please submit this form along with any Original CSA/CPO Consultant Approval Form

Division: Roads & Drainage

Project Manager: Klayton Fees, P.E.

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)
AECOM	Y	Y	Y	Y	Y
AIM Engineering & Survey	Y	Y	Y	Y	Y
Burgess and Niple	Y	Y	Y	N	Y
CONSOR Engineers	Y	Y	Y	Y	Y
Dewberry Engineers	Y	Y	Y	Y	Y
DRMP	Y	Y	Y	Y	Y
HDR Engineering	Y	Y	Y	N	Y
HNTB	Y	Y	Y	Y	Y
Jacobs Engineering Group	Y	Y	Y	N	Y
Kimley-Horn and Associates	Y	Y	Y	N	Y
Kissinger Campo & Associates	Y	Y	Y	N	Y
Mott MacDonald Florida	Y	Y	Y	N	Y
NV5	Y	Y	Y	N	Y
Patel, Greene, and Associates	Y	Y	Y	Y	Y
Rummel, Klepper & Kahl	Y	Y	Y	Y	Y
WSP USA	Y	Y	Y	Y	Y

State justification for each firm NOT elevated and why:

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)
AECOM	Y	Y
AIM Engineering & Survey	Y	Y
Burgess and Niple	Y	Y
CONSOR Engineers	Y	Y
Dewberry Engineers	Y	Y
DRMP	Y	Y
HDR Engineering	Y	Y
HNTB	Y	Y
Jacobs Engineering Group	Y	Y
Kimley-Horn and Associates	Y	Y
Kissinger Campo & Associates	Y	Y
Mott MacDonald Florida	Y	Y
NV5	Y	Y
Patel, Greene, and Associates	Y	Y
Rummel, Klepper & Kahl	Y	Y
WSP USA	Y	Y

State justification for each firm NOT elevated and why:

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)
AECOM	\$ 593,520.00	N
AIM Engineering & Survey	\$ 288,191.68	N
Burgess and Niple	\$ 276,580.42	N
CONSOR Engineers	\$ 791,220.29	N
Dewberry Engineers	\$ 433,484.51	N
DRMP	\$ 163,540.41	N
HDR Engineering	\$ 501,372.00	N
HNTB	\$ 339,662.00	Y
Jacobs Engineering Group	\$ 1,069,632.40	N
Kimley-Horn and Associates	\$ 671,181.00	N
Kissinger Campo & Associates	\$ 611,940.31	N
Mott MacDonald Florida	\$ 99,951.44	N
NV5	\$ 279,046.72	N
Patel, Greene, and Associates	\$ 340,322.82	N
Rummel, Klepper & Kahl	\$ 629,782.77	N
WSP USA	\$ 189,475.05	N

Step 4:

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

HNTB was the selected firm when the CIP was approved based on expected values of upcoming CSAs.



Consultant Services Authorization

Firm	HNTB Corporation
Master Agreement No.	22-088
CSA No.	22-088-04
Project Name	Longfellow Blvd @ N Crystal Lake Dr
Project Description	Intersection Improvement Project
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule Exhibit "D"-Insurance Documents
Duration (in days)	through completion of construction
Compensation	Total Cost Not to Exceed: \$ 411,187.81
Special Contract Conditions	NONE
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0 Per Day
Budget Source/Availability	10104.540541095.5663400.5400265.71

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
Noah Miller 1/28/26
County Attorney's Office Date

Attest:

HNTB Corporation
CONSULTANT COMPANY NAME

Craig W. Denson
Corporate Secretary

Leonard Becker
Authorized Corporate Officer
Leonard Becker, Sr Vice President
[Printed Name and Title]

SEAL

Date: 1/9/2026



Date: Jan 9, 2026

Exhibit "A"
Scope of Services
Longfellow Boulevard at N Crystal Lake Drive Traffic Signal Design
CSA 22-088-04
12/12/2025

I. PURPOSE & BACKGROUND

The purpose of this Exhibit is to define the responsibilities of HNTB Corporation (**CONSULTANT**) and Polk County Roads and Drainage Division (**COUNTY**) in connection with the design of a proposed traffic signal at the intersection of Longfellow Boulevard and N Crystal Lake Drive in Lakeland, Polk County, Florida. The existing intersection extends from Sunset Avenue to Smithfield Avenue along N Crystal Lake Drive and 300 feet north of N Crystal Lake Drive on Longfellow Boulevard.

Longfellow Boulevard and N Crystal Lake Drive are both two-lane, undivided urban collector roadways maintained by Polk County. Surrounding the intersection along Longfellow Boulevard is the Southeastern University campus and along N Crystal Lake Drive is a mix of single-family residential and several churches. The intersection currently operates under stop control with the east/west approaches along N Crystal Lake Drive operating under free-flow conditions. The COUNTY is needing to install a traffic signal at the intersection to improve overall operations and safety.



The **COUNTY** has requested **CONSULTANT** to prepare an operational analysis to determine the adequacy of the existing turn lanes and to develop construction plans for this proposed sidewalk. The **CONSULTANT** will provide signed and sealed plans based on the 2023 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook"), FY 2026-2027 FDOT Standard Plans for Road Construction, 11th Edition FHWA Manual on Uniform Traffic Control Devices, and the Polk County Technical Standards Manual (revised 5/2012).

I. TRAFFIC ENGINEERING ANALYSIS

The **CONSULTANT** shall furnish professional engineering services for the preliminary intersection design for the subject project.

The **CONSULTANT'S** Scope of Services shall include:

- Perform 24-hr bi-directional to identify peak hours for the intersection and perform 12-hour turning movement counts for the intersection either on Tuesday, Wednesday, or Thursday.
- Evaluate required turn lane queuing for eastbound lefts, southbound left/right, and westbound right movements.
- Detailed traffic data analysis for the proposed traffic signal that will account for a 20-year design year condition from the opening year.
- The growth rate may be derived from the latest approved District One Regional Planning Model (D1RPM) base year to horizon year model growth, population growth trends, or historical growth trends (if sufficient data is available). The growth rate will be submitted to the COUNTY for approval before using to forecast future volumes.
- Review the crash data from Signal4 Analytics and any local sources such as the Police Department (PD) as needed. Crash data shall be summarized for the most recent five (5) years where data is available.
- Perform signal warrant analysis as part of the intersection analysis.
- Develop construction cost estimates for the proposed improvements using FDOT's 6-month state moving average and FDOT's local district 8 average.
- Provide a technical memorandum to the COUNTY presenting the results of the analysis of the intersection.
- Present the memorandum to the COUNTY and address all questions.

II. DESIGN SERVICES

The **CONSULTANT** shall furnish professional engineering services for the final design of the subject project.

The **CONSULTANT'S** Scope of Services shall include:

- Perform roadway and bicycle/pedestrian engineering analysis.
- Perform drainage analysis. Includes review of existing SWFWMD permits, preparation of a utility conflict matrix, temporary drainage analysis, and storm drain analysis.
- Perform signing and pavement marking analysis
- Perform lighting analysis
- Perform traffic signal analysis
- Determination of Right of Way requirements
- Coordination with stakeholders
 - City of Lakeland

- LAMTD (Citrus Connection)
 - Southeastern University
 - SWFWMD
 - Utility Agency/Owners (UAO's)
- Permit coordination
 - Attend a pre-application meeting with the SWFWMD.
 - This project assumes that the associated work will not exceed permitting thresholds set forth in subsection 62-330.020(2), F.A.C. or will qualify for a permit exemption.
- Provide Subsurface Utility Engineering (SUE) services
 - Provide Level B designates for project length:
 - Approximately 1000 ft from Sunset Avenue to Smithfield Avenue
 - Approximately 350-ft from the Southeastern University entrance north along Longfellow Blvd to the beginning of the left turn lane
 - Provide up to twenty-two (22) Level A test holes at conflict points
- Provide Utility Coordination services
 - Obtain Utility Work Schedules (UWS's)
 - Clear all UAO's
- Provide Geotechnical foundation investigation services
- Structural design for miscellaneous structures
- Provide engineer's estimates at each plans submittal stage
 - 60% and 100%
- Provide Quality Assurance and Quality Control
- Preparation of Specifications Package
- Preparation of signed and sealed intersection construction plans (11"x17" sheets). Plans will include:
 - Key sheet
 - Summary of Pay Items
 - Typical Sections
 - Project Notes
 - Plan and Profile Sheets
 - Intersection Detail Sheet
 - Drainage Structures Sheets
 - Drainage Detail Sheets
 - Roadway Cross Sections
 - Signalization Sheets
 - Lighting Sheets
 - Signing and Pavement Marking Sheets
 - Temporary Traffic Control Plan
 - Utility Accommodations Sheets
 - Summary of Verified Utilities and SUE borings
 - SWPPP and Erosion Control Layout

The **COUNTY** shall furnish the following to the **CONSULTANT**:

- A Project Manager to in charge of contract administration and management services and to serve as liaison with the **CONSULTANT's** Task Lead
- Provide current traffic data and crash history for Longfellow Blvd. and N. Crystal Lake Drive within the project limits

- Furnish the **CONSULTANT** with copies of existing right-of-way maps within the vicinity of the project.
- Provide design survey for the project limits
- Provide right of way maps, legal descriptions, title search and/or sketches for any existing and/or additional parcel acquisition needs
- Provide any available as-built plans
- Provide any additional records kept by the **COUNTY** which will advance the design and construction of the intersection

III. DESIGN REQUIREMENTS AND PROVISIONS FOR WORK

Design and Construction Standards

The **CONSULTANT** shall prepare the design in accordance with current editions of the following:

- 2023 Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (aka "Florida Greenbook")
- FY 2026-2027 FDOT Standard Plans for Road Construction
- FY 2026-2027 FDOT Standard Specifications for Road and Bridge Construction
- July 2026 FDOT Specifications Workbook
- FHWA Manual on Uniform Traffic Control Devices 11th Edition
- Polk County Technical Standards Manual (Revised 5/2012).

In case of conflicts between criteria stated in the aforementioned documents, the **CONSULTANT** shall contact **COUNTY** for direction. If it becomes necessary for the **CONSULTANT** to deviate from the standard design criteria specified in the documents, the **CONSULTANT** shall formally request authorization from the **COUNTY** by submitting a design variance request that describes the condition and states in writing, the reasons for the deviations. The Request for Design Variance shall be signed and sealed by the Engineer of Record.

Plans and Document Preparation

The **CONSULTANT** shall prepare plans and other documents that are accurate, legible, and complete in detail. Final Submittals shall be made to **COUNTY** in reproducible form and on digital media for those items described in this Scope of Services.

Deliverables

The **CONSULTANT** shall produce the following deliverables for the **COUNTY**:

- Intersection construction plans
 - 60%, 100% (100% plans shall be signed and sealed)
- Engineers Estimates
 - Initial, 60%, 100%
- SUE Report
- Utility Relocation Schedules
- Meeting Minutes for all project meetings and stakeholder engagements

IV. QUALITY ASSURANCE AND QUALITY CONTROL

The **CONSULTANT** shall be responsible for the professional quality, technical accuracy, and coordination of reports, plans development, specifications, and other services furnished by the **CONSULTANT** under this contract. The **CONSULTANT** will follow the Quality Management System (QMS) for all work performed. Upon request, The **CONSULTANT** will provide the **COUNTY** with a copy of the QMS procedures and associated quality documentation.

V. PROJECT SCHEDULE

The **CONSULTANT** expects to complete design services within fifteen (15) months (457 calendar days) from receiving the signed Authorization and Notice to Proceed from the **COUNTY** and **COUNTY** delivery of survey, whichever is later. However, the **CONSULTANT's** contract will extend through construction. If the **COUNTY** requests that work under this Authorization to be stopped, the schedule is subject to re-negotiation when written authorization to restart is received.

A design production schedule shall be prepared and kept up to date throughout the design process. The milestone schedule, based on receipt of review comments within two weeks after submittal of the deliverables, is:

60% Deliverables	6 months after NTP and receipt of survey
100% Deliverables	12 months after NTP and receipt of survey
Final Deliverables	15 months after NTP and receipt of survey

VI. COMPENSATION

This project is a limiting amount contract and shall not exceed a cost of \$411,187.81. Compensation amount is reflected in further detail on the attached fee sheets, Exhibit A-1.

In the event the Scope of Services requires modification at the request of the **COUNTY**, or unforeseen circumstances arise requiring additional work, an amendment will be required to make the necessary adjustments. The **CONSULTANT** shall submit invoices once each month, in accordance with the terms of the Master Consulting Agreement 2022-088.

Each invoice shall include:

- A progress report, depicting the **CONSULTANT's** work effort aligned to the invoiced amount, and
- A PDF of timesheets for all **CONSULTANT** staff working on the project during the reporting period



ECHO UES, Inc.
4803 George Rd. Suite 350
Tampa, FL 33634
888.778.ECHO
Grow, Inspire, Make a Difference

December 15, 2025

Eduardo A. Ponce, PE, CPM
Senior Project Manager - Engineering
HNTB Corporation
555 N. Broadway Ave.
Bartow, FL 33830

PROPOSAL FOR SUBSURFACE UTILITY ENGINEERING (SUE) AND UTILITY COORDINATION (UC) SERVICES

Project: Longfellow Blvd. at N. Crystal Lake Dr., Polk County

Dear Mr. Ponce:

At ECHO UES, Inc. (ECHO) we value your consideration and appreciate the opportunity to provide a technical proposal for the provision of professional services. This technical proposal, inclusive of an economical offer and schedule, details the approach we consider the most suitable for this project.

Project Synopsis: Based on the information made available to ECHO, we understand the project consists of design intersection improvements at **Longfellow Blvd. at N. Crystal Lake Dr.** located in Polk County, Florida. ECHO's professional services were requested to provide subsurface utility engineering (SUE) and utility coordination (UC) services within the provided area for which the improvements will be designed.

Project Limits: ECHO's proposed services will be performed within well-defined limits (i.e. Project Limits) as shown on the attached graphic representations.

Subsurface Utility Engineering (SUE) Services

Using a combination of field investigative techniques and technology, including surface geophysical instruments and vacuum excavation equipment, ECHO will perform the following services:

Utility Designating – (SUE Quality Level B): Identification and marking of existing utilities. Utilities potentially in conflict with the project and located within the project limits will be investigated in the attempt to identify their horizontal position. The results will be marked on the

ground surface using the most appropriate method (i.e. pin flags, paint etc.) and showing the approximate position of the identified utilities.

Utilities that ECHO will attempt to identify, and mark are utilities located within the project limits, with the exclusion of irrigation lines, services lines and sewer laterals, if any. Gravity sewer and storm water systems are generally included in the topographic survey file (provided by others).

Utility Locating – (SUE Quality Level A): ECHO will perform vertical confirmation (depth and elevation) of buried utilities at specific design element locations that will require excavation to install within the project limits. ECHO will attempt to expose utilities via minimally intrusive methods (e.g. use of vacuum excavation) to confirm their characteristics (e.g. type, size, material, direction, configuration) and provide an accurate location. At completion of each excavation (test hole) ECHO will record all verifiable utility information, mark the utility location with the most appropriate method (e.g. wooden lathes, “X” mark on concrete, disc and nail on asphalt) and restore the field to as close as possible to its original conditions. **A total of twenty-nine (29) test holes is anticipated.**

Deliverables:

Subsurface Utility Engineering & Survey

- Field deliverables will consist of field marks (e.g. pin flags, paint marks, wooden lathes, nails/discs etc.) showing the position of the designated and located utilities.
- Office deliverables will consist of:
 - Test hole data report (THDR)
 - Survey digital CADD file 2/D (AutoCAD) and a signed and sealed surveyor’s report.

Utility Coordination

ECHO is responsible for coordinating the design work with the public and private Utility Agency/Owners (UAOs) having existing and/or planned facilities within the limits of the project. At the 60% design phase, ECHO shall notify by e-mail all public and private UAOs that may have utilities within the project limits. Notification shall include a description of the project, an outline of the design schedule and a set of 60% design drawings. ECHO shall request UAOs to mark the plans with the location of their facilities within the project limit.

ECHO shall provide the UAOs digital plans at the 60% and 100% complete design phases. At each design phase, the utility agencies and companies will be instructed to return one (1) set of marked-up plans to ECHO showing their utility relocation, adjustment, and new facilities design, as well as existing utilities to remain per the County’s Utility Coordination Manual. ECHO shall coordinate with the COUNTY to hold a utility coordination meeting with required attendance by the UAOs in the event of possible utility conflicts. ECHO shall provide the UAOs with a minimum of two weeks’ notice for the coordination meetings.

ECHO's utility coordination responsibilities shall continue throughout the design process to assist the COUNTY with resolving utility conflicts. Any utility design services for new facilities or the proposed relocation and adjustment of existing facilities are not included in this scope of services nor will be the responsibility of ECHO.

Proposed Schedule: To be discussed and agreed upon with the client following acceptance of this proposal.

The proposed schedules shall be valid barring any unforeseen conditions.

Notes and Limitations:

1. Client shall facilitate access to the site and provide any relevant project information.
2. Site must be clear from obstacles impeding access to any portion of the project limits.
3. Standard work hours are from 7:00am to 4:00pm, Monday through Friday; additional charges may occur (following discussion with the Client) in case of weekend or nighttime work.
4. ECHO will not work on any site that is known to be contaminated with any hazardous or harmful substance.
5. Any permit or fee requested to perform the work complying with any stakeholder's requirement will be submitted to the Client with a 5% administrative markup.
6. FDOT Design Standards (Index 600 Series) will be utilized for the Maintenance of Traffic (MOT). Should the site require modification to the Index 600 for non-standard MOT arrangements, ECHO will seek the Client's concurrence to obtain signed and sealed project's specific MOT plans (to be provided by others).
7. Any cost associated with signed and sealed MOT plans will be submitted to the Client with a 5% administrative markup.
8. Unless otherwise stated within this proposal, test holes have usual depth of up to eight (8) ft. from the ground surface, and diameter of up to 1 ft. Should there be a need for deeper or wider excavations, additional charges may apply.
9. The original ground surface at each test hole location will be restored to as close as possible to its original conditions, using concrete mix or asphalt cold patch as applicable. Any deviation from this standard (e.g. use of hot asphalt, flowable fill etc.) may require additional charges and the use of specialty subcontractors.
10. Regardless of the type of estimate proposed (e.g. lump sum, time and materials, etc.) such estimate should be considered indicative and based on preliminary information. Should any situation out of ECHO's control heavily impact ECHO's field work performance (e.g. adverse site conditions), ECHO reserves the right to seek additional funds to complete the work.
11. The exact location of any underground utility is not guaranteed unless clearly exposed and visually verified at a specific location. Utility characteristics, methods of installation, soil conditions and the surrounding environment all may impact adversely the results of any utility investigation with surface geophysical instruments and technology. No guarantee is made that all utilities will be found and identified.
12. Independently from ECHO's scope of work and performance, the Client shall comply with the relative chapter from the Florida (or any other applicable) Statutes: "Underground Facility Damage Prevention and Safety Act" and call 811 prior to any excavation taking place.
13. Subsurface Utility Engineering, Designating and Locating terms all refer to the *American Society of Civil Engineers / Utility Engineering and Surveying Institute / Construction Institute "Standard Guideline for Investigating and Documenting Existing Utilities"* (ASCE/UESI/CI 38-22). Should ECHO adopt this standard for the performance of the scope of work and preparation of deliverables, clear mention to the Standard shall be made throughout the deliverable.

Fee: ECHO's competitive offer, which is inclusive of all field, office, materials, supplies, and equipment costs is detailed below.

- **Subsurface Utility Engineering (SUE) = \$33,752.30 (Lump Sum Fee)**
- **Utility Coordination (UC) = \$16,782.45 (Lump Sum Fee)**

Acceptance: We will honor this proposal for 90 days. If accepted, please return to our attention together with a professional services agreement / task work order authorization and official Notice to Proceed.

At ECHO UES, Inc. we believe in collaboration and communication with our clients and are driven to understand their needs and provide time efficient and cost-effective solutions. ECHO strives to provide quality utility and survey reliable data to design better, build faster, and safely enhance Engineering, Design, Construction and Maintenance of infrastructure.

Thank you for considering ECHO for this important project and please do not hesitate to contact me directly should you have any questions or concern.

Sincerely,



Jerry Comellas, Jr., PE
President
ECHO UES, Inc.

Vicinity Map:



Project Limits:



December 11, 2025

Mr. Ed Ponce, PE, CPM, ENV SP
HNTB

Via Email: eponce@hntb.com

Subject: Proposal for Geotechnical Engineering Services
Longfellow Blvd. and N. Crystal Lake Drive Intersection
Lakeland, Florida
AREHNA B.Prop-25-374

AREHNA Engineering, Inc. is pleased to present this proposal to provide geotechnical engineering services for the referenced project. This proposal summarizes our understanding of the project, presents our scope of services, and provides a proposed scope, fee and schedule.

Project Description

The project site is located southwest of the intersection of Longfellow Blvd. and N. Crystal Lake Dr. in Lakeland, Florida. The Polk County project consists of two new mast arm signal poles, two new light poles and two new pedestrian crossing signal poles, as well as road widening for a westbound right turn lane on North Crystal Lake Drive.

Based on recent aerial images, there are overhead utilities over the southern side of the intersection and borings in this area will need to be moved into the roadway, requiring maintenance of traffic (MOT) and permits to complete the borings. The site appears to be accessible to AREHNA's truck mounted drilling rig. This proposal assumes that one day of MOT will be required to complete the work and permitting will be through Polk County.

Scope of Services

The purpose of our geotechnical study is to obtain information on the general subsurface soil conditions at the project site. The subsurface materials encountered will then be evaluated with respect to the available project characteristics. In this regard, engineering assessments for the following items will be formulated:

- Identification of the existing groundwater levels and estimated normal seasonal high groundwater fluctuations.
- General location and description of potentially deleterious materials encountered in the borings which may have an impact on the proposed construction.
- Allowable capacities and estimated foundation settlement for any shallow foundations.
- Existing pavement and base layer thicknesses for any borings completed in the roadway (approximate field measured thickness-pavement cores are not included in this estimate).
- General geotechnical recommendations for the proposed construction.
- Recommended design soil parameters for the miscellaneous structures/drilled shaft foundations.

The following services will be performed:

- Site reconnaissance and stake boring locations.
- Request utility location services from Sunshine811.
- Obtain Polk County ROW/MOT permit(s) to perform the requested services within the existing roadway, if required.
- Provide Maintenance of Traffic in accordance with Florida Department of Transportation (FDOT) Standard Indices, as needed.
- Perform a total of 6 Standard Penetration Test (SPT) borings at the project site. Samples will be collected, and Standard Penetration Test resistances measured continuously for the top ten feet and at approximate intervals of five feet, thereafter. SPT borings will be performed as follows:
 - Two SPT borings will be performed to a depth of 30 feet below the existing ground surface at the proposed mast arm foundation locations.
 - Four SPT borings will be performed to a depth of 20 feet below the existing ground surface at the proposed pedestrian signal pole and light pole locations.
- Perform a total of three seasonal high hand auger borings extending to an approximate depth of 5 feet below existing ground surface or auger refusal along the proposed turn lane widening area. Borings are assumed to be in unpaved areas.
- Visually classify and stratify soil samples in the laboratory and conduct a laboratory testing program as needed to verify soil classifications.
- Report the results of the field exploration and engineering analysis. The results of the subsurface exploration will be presented in two separate written reports signed and sealed by a professional engineer specializing in geotechnical engineering as follows:
 - Roadway Soil Survey Report
 - Miscellaneous Structures Report

Schedule

We can perform the fieldwork within approximately four to five weeks from receiving the notice to proceed. During this time, any permits will be obtained, the boring locations will be staked/marked and a utility locates request will be submitted to Sunshine811. The fieldwork should require approximately two days to complete, weather and access permitting. Our signed and sealed reports should be available approximately three to four weeks after completion of the fieldwork.

Service Fee

We propose to complete our geotechnical engineering services for a lump sum fee of \$23,600.00. Two days of maintenance of traffic (MOT) is included in the lump sum fee amount. If MOT is not needed, the invoice will be reduced by \$2,500.00 per day.

Please note that samples will be retained for 90 days after the date of the report and then disposed, unless other arrangements have been made.



Longfellow Blvd. at N. Crystal Lake Dr.
Lakeland, Florida

AREHNA Proposal B.Prop-25-374
December 11, 2025

We appreciate the opportunity to support you on this project. If you have any questions regarding this proposal, please do not hesitate to contact us at 813.944.3464.

Sincerely,
AREHNA Engineering, Inc.



Andy Tao, P.E.
Senior Geotechnical Engineer



Kevin M. Hill, P.E., PMP
Senior Geotechnical Engineer



Exhibit A-1

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Longfellow Boulevard at N Crystal Lake Drive
 County: Polk
 FPN: CSA-088-04
 FAP No.: N/A

Consultant Name: HNTB
 Consultant No.: 79337-DS-004
 Date: 1/16/2026
 Estimator: E. Ponce

Staff Classification	Total Staff Hours From "SH Firm"	Senior Project Manager	Chief Engineer/Planner	Senior Engineer/Planner	Chief Designer/Planner	Project Engineer/Planner	Senior Designer	Engineer/Planner	Senior Technician	Designer	Engineering/Planning Intern	Technician	Contract Support Specialist	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		Summary - Firm	Summary - Firm	Summary - Firm	Summary - Firm	Summary - Firm	Summary - Firm	Summary - Firm	Summary - Firm	Summary - Firm	Summary - Firm	Summary - Firm	Summary - Firm	Summary - Firm	Summary - Firm	Summary - Firm
3. Project Common and Project General Tasks	225	11	16	20	27	36	32	23	11	11	0	0	38	225	\$42,950	\$190.89
4. Roadway Analysis	285	14	23	40	43	46	40	37	29	14	0	0	0	286	\$58,060	\$203.01
5. Roadway Plans	205	0	0	10	21	31	21	29	29	25	20	20	0	206	\$33,995	\$165.02
6a. Drainage Analysis	269	13	22	38	40	43	38	35	27	13	0	0	0	269	\$54,648	\$203.15
6b. Drainage Plans	39	0	0	2	4	6	4	5	5	5	4	4	0	39	\$6,436	\$165.01
9. Structures - Misc. Tasks, Dwg's, Non-Tech.	26	5	5	9	0	7	0	0	0	0	0	0	0	26	\$6,527	\$251.05
18. Structures - Miscellaneous	26	1	2	4	4	4	4	3	3	1	0	0	0	26	\$5,257	\$202.18
19. Signging & Pavement Marking Analysis	91	0	0	5	9	14	9	13	13	11	9	9	0	92	\$15,196	\$165.18
20. Signging & Pavement Marking Plans	17	0	0	0	2	2	2	2	2	2	2	2	0	17	\$2,763	\$162.56
21. Signalization Analysis	422	0	21	42	42	63	42	59	59	51	42	0	0	421	\$75,006	\$179.35
22. Signalization Plans	43	0	0	2	4	6	4	6	6	5	4	4	0	41	\$6,744	\$164.48
23. Lighting Analysis	129	0	0	6	12	19	13	18	18	15	13	13	0	127	\$20,859	\$164.24
24. Lighting Plans	39	0	0	2	4	6	4	5	5	5	4	4	0	39	\$6,436	\$165.01
Total Staff Hours	1,816	44	89	180	212	284	213	235	207	158	98	56	39	1,814	\$335,376.18	\$184.88
Total Staff Cost		\$13,801.04	\$27,435.14	\$41,857.20	\$45,859.84	\$53,755.52	\$38,011.98	\$38,126.40	\$30,226.14	\$21,361.60	\$13,249.60	\$6,965.28	\$4,726.44		\$335,376.18	\$184.88

Survey Field Days by Subconsultant
 4 - Person Crew:

Category	Value
SALARY RELATED COSTS:	
OVERHEAD:	
OPERATING MARGIN:	0%
FCOM (Facilities Capital Cost Money):	0%
EXPENSES:	0.00%
Survey (Field - if by Prime)	4-person crew / day
SUBTOTAL ESTIMATED FEE:	\$337,053.06
Subconsultant: ECHO	
Subconsultant: AREHNA	
SUBTOTAL ESTIMATED FEE:	\$50,534.75
Geotechnical Field and Lab Testing	
SUBTOTAL ESTIMATED FEE:	\$411,187.81
Optional Services	
GRAND TOTAL ESTIMATED FEE:	\$411,187.81

- Notes:
- This sheet to be used by Prime Consultant to calculate the Grand Total fee.
 - Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

Exhibit B



Polk County Contract
RFP No.: 22-242

HNTB Classification	2025 Loaded Rates
Principal	\$346.11
Chief Architect	\$313.66
Senior Project Manager	\$313.66
Chief Engineer/Planner	\$308.26
Chief Scientist	\$281.22
Chief Community Outreach Specialist	\$270.40
Senior Architect	\$270.40
Senior ITS Specialist	\$248.77
CEI Project Administrator	\$243.36
Senior Engineer/Planner	\$232.54
Architect	\$227.14
Chief Designer	\$216.32
Senior Community Outreach Specialist	\$216.32
Senior GIS Specialist	\$216.32
Project Manager	\$205.50
Project Engineer/Planner	\$189.28
Senior Designer	\$178.46
Community Outreach Specialist	\$162.24
Engineer/Planner	\$162.24
GIS Specialist	\$162.24
ITS Specialist	\$162.24
Scientist	\$162.24
Senior Technician	\$146.02
CEI Senior Inspector	\$140.61
Designer	\$135.20
Engineering/Planning Intern	\$135.20
Contract Support Specialist	\$124.38
Technician	\$124.38
CEI Inspector	\$108.16
GIS Analyst	\$108.16
Secretary/Clerical	\$108.16



HNTB Multiplier	
Overhead	138.380%
Expenses	2.770%
FCCM	0.094%
Operating Margin	47.500%
	188.744%
	2.89

Fran McAskill
 Director
 Procurement Division



330 West Church Street
 P.O. Box 9005, Drawer AS05
 Bartow, Florida 33831-9005
 Phone: (863) 534-6757
 Fax: (863) 534-6789
 www.polk-county.net

EXHIBIT C

Board of County Commissioners

REIMBURSABLE COST SCHEDULE

- | | | |
|--|--|------------------|
| 1. Reproduction Cost | | |
| A. Regular Copying | Single Side | Double Sided |
| 8 ½ x 11 (black & white)..... | \$ 0.15/page | \$ 0.25/sheet |
| 8 ½ x 11 (color)..... | \$ 0.30/page | \$ 0.40/sheet |
| 8 ½ x 14 (black & white)..... | \$ 0.15/page | \$ 0.25/sheet |
| 8 ½ x 14 (color)..... | \$ 0.30/page | \$ 0.40/sheet |
| 11 x 17 (black & white)..... | \$ 0.25/page | \$ 0.35/sheet |
| 11 x 17 (color)..... | \$ 0.40/page | \$ 0.50/sheet |
| 9 ½ x 24 Single Side Only..... | \$ 1.00/page | |
| 17 x 22 Single Side Only..... | \$ 2.00/page | |
| 18 x 24 Single Side Only..... | \$ 2.00/page | |
| 24 x 36 Single Side Only..... | \$ 3.00/page | |
| 30 x 30 Single Side Only..... | \$ 5.00/page | |
| 32 x 34 Single Side Only..... | \$ 5.00/page | |
| Other sizes-per square inch..... | \$ 0.03/page | |
| Compact Digital Disk | \$ 6.00/disk | |
| B. Blueprint Copy..... | | \$10.00/page |
| 2. Subcontractor Services (No markup permitted) | | Actual Costs |
| 3. Special Consultants (No markup permitted) | | Actual costs |
| 4. Computer Services | | Non-reimbursable |
| 5. Travel Expenses | In accordance with Chapter 112.061, F.S.;
and further defined in the Polk County Employee Handbook. | |
| 6. Postage, Fed Express, UPS | | Actual Costs |
| 7. Pre-approved Equipment
(includes purchase and rental of equipment used in project) | | Actual Costs |

