

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 #: 2021-024-05

(Assigned by Procurement)

To be completed by the requesting Division:

Date: 01/29/2026 Division: Solid Waste

Project Manager's Name: Maria Romero Phone #: 863-344-2162

Project Name: Williams Tract Borrow Area (WTBA) and Transfer Station (TS) ERP

Total Project Budget: \$ 184,022.71 Project # WTBA: 5500002 & TS: 5500047

Estimate of Construction Cost: TS: \$ 6,848,885.00

Proposed Consultant: Jones Edmunds and Associates, Inc Fee: \$ 184,022.71

Master Consultant Agreement # 2021-024

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

Date [Signature] 1/30/26
Division Director/Designee

Procurement Division

Date Received: _____ Date Reviewed by Analyst: _____

Approved by: _____
(Procurement Director/Designee)

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

Date Received: _____ Date Reviewed: _____

Approved by: _____
(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)).

SEL+A1:E65ction Procedure for Consultant Contracts

Date Analysis Performed:
1/23/2026

Division: Solid Waste
Division Director: Susan Pelz
Contract: 2021-024
Project Manager: Maria Romero
Project Name: Williams Tract Cell 3 Borrow Area and Transfer Station & Citizens Convenience Center ERP

Step 1: Review current list of Contractors

Consultant	Local Y/N	Elevated for Consideration
Jones Edmunds: (21-24)	YES	YES
Pennoni & Associates: (21-25)	YES	YES
SCS: (21-26)	YES	YES

State justification for each firm not elevated by category:

Step 2: Review List for appropriate Expertise, Experience, and Personnel

Firm	Expertise	Experience	Personnel	Elevated for Consideration
Jones Edmunds: (21-24)	YES	YES	YES	YES
Pennoni & Associates: (21-25)	YES	YES	YES	YES
SCS: (21-26)	YES	YES	YES	YES

State justification for each firm not elevated by category:

Step 3: Past Performance on Similar Projects Satisfactory

Firm	Past Performance on Similar Projects Satisfactory	Elevated for Consideration
Jones Edmunds: (21-24)	YES	YES
Pennoni & Associates: (21-25)	YES	YES
SCS: (21-26)	YES	YES

State justification for each firm not elevated by category:

Step 4: 24 Month Total Contract Value

Firm	Contract Value	Elevated for Consideration
Jones Edmunds: (21-24)	\$104,898.77	Yes
Pennoni & Associates: (21-25)	\$3,545.00	No
SCS: (21-26)	\$476,512.93	No

State justification for each firm not elevated by category:

see step 5 for details

Step 5: State justification, if the chosen consultant does not have the least amount of contract obligation.

Polk County Solid Waste landfills are heavily regulated. Solid Waste is seeking getting Environmental Resource Permitting (ERP) services for the Williams Tract Cell 3 Borrow area, in order to have a no cost onsite soil source for upcoming projects, and the Transfer Station & Citizens Convenience Center area, so the new North Central Landfill customer drop off center and scale area improvements can be built and operated. Jones Edmunds and Associates, Inc. is familiar with the specific site conditions and other permits involving the area. Jones Edmunds and Associates, Inc. has the historical knowledge of our site and permits to perform this job accurately and in a timely manner.

Step 6: Verify Proposed Scope Consistent with Scope of Services

Scope is consistent with current contract.

Step 7: Fee Proposal Fair and Reasonable

It has been determined that the fee of \$184,022.71 is fair and reasonable as determined by Solid Waste.

Recommendation:

Based on the Procedures and Step Analysis Performed above, Jones Edmunds is selected.

REQUEST FOR LEGAL SERVICES

To: County Attorney's Office

Attention: Tom Northworthy

From: Maria Romero

Drawer No. _____

Dept: Solid Waste

Ext. 225

Date: 01/29/2026

Request (in detail):

The Florida Department of Environmental Protection (FDEP) requires to get an Environmental Resource Permitting (ERP) permit for borrow area construction and any upland construction activities that generate stormwater runoff, which is applicable to the construction that is going to take place at the North Central Landfill (NCLF) Williams Tract cell 3 borrow area and the Transfer Station and Citizens Convenience Center area.

Solid Waste is requesting approval for CSA 2021-024-05 in the amount of \$184,022.71 to procure professional engineering services through Jones Edmunds and Associates, Inc. for Environmental Resource Permitting (ERP) related to the construction activities of the above mentioned areas.

Project budgeted under CIP projects 5500002 and 5500047.

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

For County Attorney office use only:

Assign to: _____

Date: _____

County Attorney Project No.: _____

Logged out: _____