

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 #: 2025 - 032 - 01 (Assigned by Procurement)

To be completed by the requesting Division:

Date: Sept 19 2025 Division: Roads + Drainage

Project Manager's Name: D. Gable Phone #: 535 - 2285

Project Name: Spirit Lake Rd roundabout

Total Project Budget: \$ 7,786,243 Project # 5400193

Estimate of Construction Cost: \$ 5,562,615

Proposed Consultant: AECOM Fee: \$ 846,132.75

Master Consultant Agreement # 2025-032

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

Approved By: [Signature] Date: 9/22/25
(Division Director/Designee)

Procurement Division

Date Received: 9/22/25 Date Reviewed by Analyst: 9/23/25

Approved by: _____
(Procurement Director/Designee)

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

Date Received: 9/23/2025 Date Reviewed: 10/3/2025

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)).



Consultant Services Authorization

Firm Name	AECOM Technical Services, Inc.
Master Agreement No.	2025-032
CSA No.	2025-032-01
Project Name	Spirit Lake Road Roundabout
Project Description	Construction Engineering & Inspection (CEI) services for the construction of a new roundabout on Spirit Lake Road.
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services for this CSA Exhibit "B"- Current Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule Exhibit "D"- Professional Liability (Project Specific)
Duration (in days)	through completion of construction
Compensation	Total Cost Not to Exceed: \$ 846,132.75
Special Contract Conditions	NONE
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0 Per Day
Budget Source/Availability	10104.540541095.5666000.5400193

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: _____
Chairman
Board of County Commissioners

Date Approved by Board: _____

Review as to form and legal sufficiency
Noah Wilson 10/3/2025
County Attorney's Office Date

Attest:

AECOM Technical Services, Inc.
CONSULTANT COMPANY NAME

Corporate Secretary

Authorized Corporate Officer

SEAL

J. Larry Sauls, PE
[Printed Name and Title]

Date: _____

Date: 8/27/2025

Print

Clear

Rev: 8/18/15

EXHIBIT A
CSA #2025-052-01

SCOPE OF SERVICES

**Construction Engineering and Inspection for
Spirit Lake Road at Sheffield Road & Old Bartow Eagle Lake Road Intersection Improvements**

1. General: Administer, monitor, and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, general conditions, and special conditions for the Construction Contract.

1.1 Observe the contractor's work to determine the progress and quality of the work, identify discrepancies, report significant discrepancies to the County, and direct the Contractor to correct such observed discrepancies.

1.2 Negotiate Allowance Authorized Release (AAR's) with the Contractor for minor changes and/or additions to the project scope. For more significant changes in quantities and/or additions to the project scope, a change order shall be prepared as a recommendation to the County, which the County may accept, modify or reject upon review. Consult with the County Project Manager, as necessary, and direct all issues which exceed the Consultant's authority to the County Project Manager for action or direction.

1.3 Advise the County Project Manager of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Contractor, and the corrective action that has been directed to be performed by the Contractor. Work provided by the Consultant shall not relieve the Contractor of the responsibility for the satisfactory performance of the Construction Contract.

2. On-Site Inspection: Monitor the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special conditions for the Construction Contract to determine that the project is constructed in reasonable conformity with such documents. Keep detailed accurate records of the Contractor's daily operations and of significant events that affect the work.

Monitor and inspect Contractor's Work Zone Traffic Control Plan and review modifications to the Work Zone Traffic Control Plan, including Alternate Work Zone Traffic Control Plan, in

accordance with the County's procedures. Consultant employees performing such services shall be qualified by either ATSSA or IMSA.

3. Sampling and Testing: Perform Quality Assurance sampling and testing of component materials and completed work in accordance with the Construction Contract documents. Perform sampling and testing in order to verify contractor compliance. The minimum sampling frequencies shall be as defined by the construction contract documents or as directed by the County. Deliver material samples to Consultant's materials testing consultant laboratory for testing of construction materials. Prior to starting the project, prepare a list of all anticipated testing to be performed, including frequencies, for approval by the County. A complete record of all materials incorporated into the project will be provided to the County upon project completion.

3.1 Provide verification of the Contractor's activities on the project site and perform the sampling and testing of materials and completed work items that are normally done in the vicinity of the project for the purpose of verifying the Contractor's compliance with the Contract Documents.

3.2 Provide verification samples determining the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.

3.3 Provide materials sampling and testing as required by the construction contract documents or as modified by the County. Polk County will monitor the effectiveness of the Consultant's procedures through observation and may obtain and test independent assurance samples at their discretion.

3.4 Documentation reports on the sampling and testing performed will be maintained in the project files and submitted upon request to the County.

4. Engineering Services: Coordinate the Construction Contract administration activities of all parties other than the Contractor involved in completing the construction project. Notwithstanding the above, the Consultant is not liable to the County for failure of such parties to follow written direction issued by the Consultant.

Services include maintaining the required level of oversight of Contractor activities, interpreting the Plans, General Conditions, Special Conditions, and Specifications for the Construction Contract, maintaining complete, accurate records of all activities and events relating to the project, and properly documenting all significant project changes. Perform the

following services:

- 4.1 Verify that the Contractor is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the project. For each project that requires the use of the NPDES General Permit, provide at least one inspector who has successfully completed the “Florida Storm water, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors.” The inspector will be familiar with the requirements set forth in the FEDERAL REGISTER, Vol. 57, No. 187, Friday, September 5, 1992, pages 4412 to 4435 “Final NPDES General Permits for Storm water Discharges from Construction Sites” and guidelines developed by Department.
- 4.2 Analyze problems that arise on the project and proposals submitted by the Contractor, work to resolve such issues, and process the necessary paperwork.
- 4.3 Monitor utility construction for conformance to the construction contract documents. Facilitate coordination and communication between all utility agency representatives and the Contractor in execution of the work. Identify potential utility conflicts and assist in the resolution of utility issues.
- 4.4 Produce reports, verify quantity calculations, and field measure for payment purposes as needed to prevent delays in Contractor operations, and to facilitate prompt processing of such information in order for the County to make timely payment to the Contractor.
- 4.5 Review, track, and process all Contractor submittals, such as CPM Schedules, Requests for Information (RFI’s), shop drawings, material submittals, claims, and pay requests.
- 4.7 Conduct weekly project meetings to discuss the project status and upcoming work. Prepare meeting minutes and distribute to all parties.
- 4.8 Conduct coordination (pre-activity) meetings prior to all major project activities and traffic control shifts.
- 4.9 Prepare and submit to the County Project Manager monthly, a Construction Status Report (CSR), in an acceptable format.
- 4.10 Make a video of the pre-construction conditions throughout the project limits.

4.11 Utilize digital cameras for photographic documentation of pre-construction state and of noteworthy incidents or events during construction. File and maintain photos on computer. Begin taking photos the day prior to the start of construction and continue regularly throughout the project. Log all photos and provide a copy to the County upon project completion. Photographs shall be taken the days of Substantial Completion and Final Acceptance.

5. Utility Coordination: Monitor utility coordination such that it is in reasonable conformance to the plans and specifications.

6. Quality Assurance (QA) Program:

6.1 Quality Reviews: Conduct semi-annual reviews to make certain the organization is in compliance with the requirements cited in the Scope of Services. This shall be done at no cost to the County. Quality Reviews shall be conducted to evaluate the adequacy of materials, processes, documentation, procedures, training, guidance, and staffing included in the execution of this Agreement. Quality Reviews shall also be developed and performed to achieve compliance with specific QA provisions contained in this Agreement. The semi-annual reviews shall be submitted to the County Project Manager in written form not later than one (1) month after the review.

6.2 QA Plans: Within thirty (30) days after receiving award of an Agreement, the Consultant shall furnish a QA Plan to the County Project Manager. The QA Plan shall detail the procedures, evaluation criteria, and instructions of the Consultant's organization for providing services pursuant to this Agreement. No payment will be made to the Consultant until the County approves the QA Plan for use on the project.

Significant changes to the work requirements may require the Consultant to revise the QA Plan. It shall be the responsibility of the Consultant to keep the plan current with the work requirements. The Plan shall include, but not be limited to, the following areas:

6.2.1 Organization: A description is required of the Consultant QA organization and its functional relationship to the part of the organization performing the work under the Agreement. The authority, responsibility and autonomy of the QA organization shall be detailed as well as the names

and qualifications of personnel in the quality control organization.

6.2.2 Quality Review: Detail the methods used to monitor and achieve organizational compliance with Agreement requirements for services and products.

6.2.3 Quality Records: Outline the types of records which will be generated and maintained during the execution of the QA program.

6.2.4 Control of Subconsultants and Vendors: Detail the methods used to control subconsultants and vendor quality.

6.2.5 Quality Assurance Certification: An Officer of the Consultant firm shall provide to the County a "Quality Assurance Certification" that certifies that the inspection/documentation was performed in compliance with FDOT and County documents and procedures.

6.3 Quality Records: Maintain adequate records of the quality assurance actions performed by the organization (including subcontractors and vendors) in providing services and products under this Agreement. All records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the corrective action taken. These records shall be available to the County, upon request, during the Agreement term. All records shall be kept at the job site and shall be subject to audit review by the County. Upon completion of the project the documents will be arranged in an acceptable manner consistent with the County File Management System and transmitted to the County for storage.

7. Final Estimate: Prepare documentation and records in compliance with the Consultant's approved QA Plan and County procedures. Submit the Final Estimate documenting Contractor's work as follows:

7.1 Submit the Final Estimate within thirty (30) calendar days of final acceptance; or

7.2 Where all items of work are complete and conditional/partial acceptance is utilized (lighting, plant establishment, etc.) for a period exceeding thirty (30) calendar days, the final estimate will be due on the thirtieth (30th) day after conditional/partial acceptance. A memorandum with documentation will be transmitted to the County Project Manager at final acceptance detailing any necessary revisions to the pay items covered under the conditional/partial acceptance.

8. Agreement Management:

8.1 General: With each monthly invoice submittal, the Consultant Project Manager will provide a reviewed and approved Status Report for the Agreement. This report will provide an accounting of the additional Agreement calendar days allowed to date, and estimate of the additional Agreement calendar days anticipated to be added to the original Agreement schedule time, an estimate of the Agreement completion date, and an estimate of the consultant funds expiration date.

8.2 When the Consultant identifies a condition that will require a Modification to the Agreement, the Consultant Project Manager will communicate the need to the County Project Manager for an approval in concept. Once received, the Consultant shall prepare and submit the modification, and all accompanying documentation to the County Project Manager for further processing. The content and format of the modification and accompanying documentation shall be in accordance with instructions and format to be provided by the County.

9. Subconsultant Services: Upon written approval by the County Project Manager, and prior to performance of the work, the Consultant may subcontract for engineering surveys, materials testing, or specialized professional services.

10. Post Construction Claims Review: In the event the Contractor submits a claim for additional compensation and/or time after the Consultant has completed this Agreement, the Consultant shall, upon execution by the County and the Consultant of an Amendment to this Agreement providing for compensation for such services, analyze the claim, engage in negotiations leading to settlement of the claim, and prepare and process the required documentation to close out the claim. Compensation for such services will be negotiated and effected through a Supplement to the Agreement.

CEI ESTIMATED MAN HOUR STAFFING - Polk County - Spirit Lake Road at Sheffield Road & Old Bartow Eagle Lake Road Intersection Improvements

OFFICE PREPARING ESTIMATE: AECOM Technical Services - CEI

FINANCIAL PROJECT ID:

COUNTY PROJECT NO.: 5400193

PROJECT NAME (From/To): Spirit Lake Road at Sheffield Road & Old Bartow Eagle Lake Road Intersection Improvements

COUNTY: Polk

DATE PREPARED: 06/26/2025

NOTES: 1) Estimate assumes 17 months to complete all of the field work.
2) Asphalt plant VT inspection and testing is excluded.
3) No CEI field office is to be provided for this project.
4) Estimate assumes 5% of overtime. If the Contractor's operations require them to work more hours, additional funding to support CEI services will be requested from the County.

Item No.	Personnel Classifications	Months																						Man Months	Man Hours
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22		
1	CEI Senior Project Engineer	0.10	0.15	0.15	0.15	0.15	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.15	0.15	0.15	0.15	0.10				2.30	379.50
2	CEI Project Engineer	0.15	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.15				5.40	891.00
3	CEI Senior Inspector		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00					17.00	2805.00
4	CEI Inspector				1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00						14.00	2310.00
5	CEI Contract Support Specialist	0.15	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.15				5.40	891.00
6																									
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	TOTALS	0.40	1.75	1.75	2.75	2.75	2.70	2.70	2.70	2.70	2.70	2.70	2.70	2.70	2.70	2.75	2.75	2.75	1.75	0.40				44.10	7276.50

Total Hours 7276.50

Item No.	Personnel Classifications	Man Months	Man Hours	Hourly Rate	Total Salary Cost	Percent of Overtime	Overtime Man Hours	Overtime Salary Cost	Premium Overtime Rate	Premium Overtime Cost	Estimated TWO Total Cost
				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
1	CEI Senior Project Engineer	2.30	379.50	\$ 241.00	\$ 91,459.50			\$ -	\$ -	\$ -	\$ 91,459.50
2	CEI Project Engineer	5.40	891.00	\$ 166.00	\$ 147,906.00			\$ -	\$ -	\$ -	\$ 147,906.00
3	CEI Senior Inspector	17.00	2805.00	\$ 105.00	\$ 294,525.00	5%	140.25	\$ 14,726.25	\$ -	\$ -	\$ 309,251.25
4	CEI Inspector	14.00	2310.00	\$ 74.00	\$ 170,940.00	5%	115.50	\$ 8,547.00	\$ -	\$ -	\$ 179,487.00
5	CEI Contract Support Specialist	5.40	891.00	\$ 119.00	\$ 106,029.00			\$ -	\$ -	\$ -	\$ 106,029.00
6	Laboratory Materials Verification Testing (VT) - Madrid Eng. (Estimated)			\$ -	\$ -			\$ -	\$ -	\$ -	\$ 12,000.00
7				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
8				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
9				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
10				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
11				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
12				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
13				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
14				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
15				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
16				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
17				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
18				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
19				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
		44.10	7276.50		\$ 810,859.50			\$ 23,273.25		\$ -	\$ 846,132.75

"Note: This is a limiting amount T&M project assignment. In the event the limiting amount cap is reached, a change order will be processed to add additional funding to the contract. If no supplemental funding is available, the Consultant is not obligated to continue work per the contract and scope of services."



EXHIBIT "B"
PROFESSIONAL SERVICES FEE SCHEDULE

RFP 25-308, Roads & Drainage Construction Engineering and Inspection (CEI) Professional Services
Polk County

Classification	Range of Direct Labor Rates		Range of Hourly Billing Rates	
CEI Senior Project Engineer	\$86.00	\$104.00	\$218.00	\$264.00
CEI Project Administrator/Project Engineer	\$56.00	\$75.00	\$142.00	\$190.00
CEI Assistant Project Administrator	\$42.00	\$48.00	\$107.00	\$122.00
CEI Contract Support Specialist	\$40.00	\$50.00	\$102.00	\$127.00
CEI Assistant Contract Support Specialist	\$28.00	\$38.00	\$71.00	\$97.00
CEI Resident Compliance Specialist	\$29.00	\$35.00	\$74.00	\$89.00
CEI Senior Inspector	\$34.00	\$49.00	\$87.00	\$124.00
CEI Inspector	\$25.00	\$33.00	\$64.00	\$84.00
CEI Senior Engineer Intern	\$40.00	\$49.00	\$102.00	\$124.00
CEI Engineer Intern	\$35.00	\$45.00	\$89.00	\$114.00
CEI Senior ITS Inspector	\$38.00	\$48.00	\$97.00	\$122.00
CEI ITS Inspector	\$29.00	\$34.00	\$74.00	\$87.00
CEI Inspector's Aide	\$21.00	\$26.00	\$54.00	\$66.00
CEI Administrative Assistant	\$22.00	\$28.00	\$56.00	\$71.00
Senior Scheduler	\$55.00	\$76.00	\$140.00	\$193.00
Scheduler	\$34.00	\$50.00	\$87.00	\$127.00
Senior Cost Estimator	\$55.00	\$85.00	\$140.00	\$216.00
Cost Estimator	\$40.00	\$60.00	\$102.00	\$152.00

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. Subcontractor Services | Actual Costs |
| 2. Travel & Mileage Expenses | In accordance with Chapter 112.061, F.S.; and further defined in the Polk County Employee Handbook for pre-approved out-of-county travel (excluding travel from home offices located outside of Polk County to the Polk County line). |
| 3. Pre-approved Equipment
(includes purchase and rental of equipment used in project) | Actual Costs |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/26/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh Risk & Insurance Services CA License #0437153 633 W. Fifth Street, Suite 1200 Los Angeles, CA 90071 Attn: LosAngeles.CertRequest@Marsh.Com CN101348564-STND-GAUE-25-26	CONTACT NAME: Marsh U.S. Operations PHONE (A/C, No, Ext): 866-966-4664 FAX (A/C, No): 212-948-0533 E-MAIL ADDRESS: LosAngeles.CertRequest@marsh.com														
08 2032	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : ACE American Insurance Company</td><td>22667</td></tr><tr><td>INSURER B : N/A</td><td>N/A</td></tr><tr><td>INSURER C : Illinois Union Insurance Co</td><td>27960</td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : ACE American Insurance Company	22667	INSURER B : N/A	N/A	INSURER C : Illinois Union Insurance Co	27960	INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : ACE American Insurance Company	22667														
INSURER B : N/A	N/A														
INSURER C : Illinois Union Insurance Co	27960														
INSURER D :															
INSURER E :															
INSURER F :															
INSURED AECOM AECOM Technical Services, Inc. 7650 W. Courtney Campbell Causeway, Suite 700 Tampa, FL 33607-1462															

COVERAGES	CERTIFICATE NUMBER: LOS-002823922-04	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y	Y	HDO G48971714	04/01/2025	04/01/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	Y	Y	ISA H11370494	04/01/2025	04/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	Y	WLR C72792300 (AOS) SCF C72792312 (WI Retro)	04/01/2025	04/01/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
C	ARCHITECTS & ENG. PROFESSIONAL LIAB.			EON G21654693 005 *CLAIMS MADE*	04/01/2025	04/01/2026	Per Claim/Agg \$ 2,000,000 Defense Included

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Client Ref No: Contract 2025-052. Contract 2025-052 - Roads & Drainage Construction Engineering and Inspection (CEI) Professional Services (RFP 25-308)

Polk County, A Political Subdivision of the State of Florida are named as additional insured for GL & AL coverages, but only as respects work performed by or on behalf of the named insured and where required by written contract. Waiver of Subrogation is applicable where required by written contract with respect to GL, AL and WC. Contractual Liability is included in the General Liability coverage.

CERTIFICATE HOLDER Polk County, A Political Subdivision of the State of Florida 330 West Church St. P.O. Box 9005 Drawer AS05 Bartow, FL 33831-9005	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Marsh Risk & Insurance Services
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COMMERCIAL AUTO
CA 20 48 10 13**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****DESIGNATED INSURED FOR
COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: AECOM**Endorsement Effective Date:****SCHEDULE****Name Of Person(s) Or Organization(s):**

Any Person or organization against whom you have agreed to waive your right of recovery in a written contract, provided such contract was executed prior to the date of loss.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

**COMMERCIAL GENERAL LIABILITY
CG 20 10 12 19**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Any Owner, Lessee or Contractor whom you have agreed to include as an additional insured under a written contract, provided such contract was executed prior to the date of loss.	All locations where you are performing ongoing operations for such additional insured pursuant to any such written contract.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we

will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

**COMMERCIAL GENERAL LIABILITY
CG 20 37 12 19**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
Any Owner, Lessee or Contractor whom you have agreed to include as an additional insured under a written contract, provided such contract was executed prior to the date of loss.	All locations where you are performing ongoing operations for such additional insured pursuant to any such written contract.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable limits of insurance;
- whichever is less.

This endorsement shall not increase the applicable limits of insurance.

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: D. Gable

Step 1:

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

Consultant	Expertise	Experience	Personnel	Elevated for Consideration (Y/N)
AECOM	Y	Y	Y	Y
EISMAN & RUSSO	Y	Y	Y	Y
RS&H	Y	Y	Y	Y
WSB	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
EISMAN & RUSSO	Y	Y
RS&H	Y	Y
WSB	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	\$0.00	Y
EISMAN & RUSSO	\$0.00	Y
RS&H	\$0.00	Y
WSB	\$0.00	Y

Step 4:

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

The master agreements for RFP 25-308 are new and this is the first CSA. AECOM is selected to provide CEI services for this project. The other three firms have been selected for other projects and the CSA's are currently being worked on.

REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Heather Bryan
(CHECK ONE) Noah Milov



FROM: Doug Gable
(Name and Phone Number)

DATE: 9-16-2025

RETURN TO: Doug Gable

DIVISION: Roads & Drainage

BOARD AGENDA DATE: Oct 21, 2025

COUNTY MANAGER ITEM: ☐

PROJECT: Spirit Lake Rd roundabout

CSA/CONTRACT NUMBER: 2025-032-01

MODIFICATION NUMBER: CHANGE ORDER NUMBER:

TYPE OF AGREEMENT: CSA

NAME OF CONSULTANT/CONTRACTOR: AECOM

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:

Assigned Staff:

Noah

Log-In Date:

9/23/25

CAO Project Number:

25-630

Log-Out Date:

10/3/25