

# REQUEST FOR LEGAL SERVICES

TO: COUNTY ATTORNEY'S OFFICE (AT01)

ATTENTION: Elizabeth Voss  
(CHECK ONE) Sandi Howard



FROM: Klayton Fees, E.I. (863-535-2281)  
(Name and Phone Number)

DATE: 5-30-2024

RETURN TO: Klayton Fees, E.I.

DIVISION: Roads & Drainage (TR01)

BOARD AGENDA DATE: 6/18/24

COUNTY MANAGER ITEM:

PROJECT: 1st Street NW Sidewalk Project

CSA/CONTRACT NUMBER: 2022-082-01

MODIFICATION NUMBER: 1

CHANGE ORDER NUMBER: \_\_\_\_\_

TYPE OF AGREEMENT: CSA Modification

NAME OF CONSULTANT/CONTRACTOR: AIM Engineering & Surveying, Inc.

*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: Sandi

Log-In Date: Recd 6/10/24

CAO Project Number: 24-321

Log-Out Date: 6/17/24

**Select Agenda Date:** June 18, 2024  
**Select a Category:** Contract  
**Select a Division:** Roads & Drainage Division  
**Select a Workflow:** Trans. Through Proc No Fiscal Impact (Trans)

**SUBJECT**

Approve Modification No. 1 to CSA No. 22-81-01 with AIM Engineering & Surveying, Inc. (Consultant) for Design Services for the 1<sup>st</sup> Street NW Sidewalk Project. (\$30,259.34 one-time expense).

**DESCRIPTION**

On February 21, 2023, the Board of County Commissioners approved CSA No. 22-82-01 with the Consultant to provide professional engineering services for new sidewalk along 1<sup>st</sup> Street NW between Dove Meadow Trail and Central Avenue NW, and along Central Avenue NW to connect to the existing sidewalk and provide connectivity to Kathleen Road, which includes a geotechnical investigation, utility coordination and subsurface utility exploration (SUE), permitting, structural wall design, sidewalk and drainage design and plan preparation at a total not-to-exceed fee of \$372,592.53.

During the permitting phase of the project, it was discovered that additional permitting will be necessary because of the ongoing litigation surrounding the State 404 Program. Therefore, an amendment to the Scope of Services is needed to allow the Consultant to perform these additional permitting services.

Modification No. 1 will increase the contract amount by \$30,259.34 as outlined in exhibit "A" for an overall contract amount of \$402,851.87.

**RECOMMENDATION**

Request the Board approve Modification No. 1 to CSA No. 22-82-01 with the Consultant to increase the contract amount by \$30,259.34 for the additional Design Services related to the permitting of the 1<sup>st</sup> Street NW Sidewalk Project., which will result in a new total contract amount of \$402,851.87.

**FISCAL IMPACT**

Funds are budgeted and available in the Transportation Millage Fund.

**CONTACT INFORMATION**

Klayton Fees, E.I.  
Project Manager  
Roads & Drainage / Project Management Section  
(863) 535-2281  
[klaytonfees@polk-county.net](mailto:klaytonfees@polk-county.net)

**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 #:** 22-82-01 Mod. 1 (Assigned by Procurement)

To be completed by the requesting Division:

Date: 5/30/2024 Division: Roads & Drainage Division

Project Manager's Name: Klayton Fees, E.I. Phone #: 863-535-2281

Project Name: 1<sup>st</sup> Street NW Sidewalk Project

Total Project Budget: \$2,250,000.00 Project # 5400012

Estimate of Construction Cost: \$2,000,000.00

Proposed Consultant: AIM Surveying & Engineering, Inc. Fee: \$ 30,259.34

Master Consultant Agreement # 22-82-01

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

Approved By: [Signature] Date 6/4/24  
Division Director/Designee

**Procurement Division**

Date Received: 6/7/24 Date Reviewed by Analyst: 6/10/24

Approved by: [Signature]  
(Procurement Director/Designee)

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

Date Received: 6/10/24 Date Reviewed: 6/17/24

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

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

Date Received: 2024 June 24 Date Reviewed: 2024 June 24

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)).

**EXHIBIT A  
SCOPE OF SERVICES  
1<sup>ST</sup> STREET NW  
SIDEWALK DESIGN  
CSA 22-082-01**

**SUPPLEMENTAL AGREEMENT**

**I. DESCRIPTION**

Polk County has requested that AIM Engineering and Surveying (AIM) to revise limits of sidewalk based on coordination with the CSX and provide additional permitting services, for a sidewalk design along 1<sup>st</sup> Street NW between Dove Meadow Trail and Central Avenue NW and along Central Avenue NW between 1<sup>st</sup> Street NW and 2<sup>nd</sup> Street NW in Lakeland.

This Consultant Supplemental Agreement (SA) is required to perform the following services:

- Sidewalk Design Update Services
- Permitting through USACE

**II. SERVICES**

**A. Design Services**

The proposed sidewalk design and plans shall be updated to reflect new sidewalk limits, from Dove Meadow Trail to Stroud Road along 1<sup>st</sup> Street NW and from Pine Avenue NW to 2<sup>nd</sup> Street NW along Central Avenue based on completed with CSX coordination.

**B. Permitting Services**

A federal court order was issued on Feb. 15, 2024, divesting the Florida Department of Environmental Protection (FDEP) of its authority to issue State 404 Program permits in Florida. Consequently, all activity under the State 404 Program was paused until further order of the court. Therefore, to keep the 1st Street NW project moving forward, an application to the US Army Corps of Engineers (USACE) for a Department of the Army Permit will be submitted to satisfy the requirements of Section 404 of the Clean Water Act. If the FDEP resumes its authority to issue the State 404 Program permit under order of the court or by any other means, AIM will complete the permitting process through FDEP and after receiving the appropriate permit and/or authorization to complete the project AIM will terminate efforts with the USACE.

**V. PROJECT SCHEDULE**

Permit applicants recently experienced unusually long timelines to receive permits through the USACE even for simple projects similar in nature to the 1st Street NW project. AIM will be responsible for timely submittals but cannot control agency review times.

**VI. COMPENSATION**

The Consultant will perform the above Scope of Services on an hourly rate fee basis up to the Not to Exceed Limit of the Authorization of **\$30,259.34**. In the event the Scope of Services requires modifications at the request of the County, or unforeseen circumstances require additional work, an amendment will be required to make necessary adjustments. The fee schedule for this Supplemental Agreement is shown in the attached Exhibit A-1.



# Consultant Services Authorization - Modification

Firm	AIM Engineering & Surveying, Inc.
Master Agreement No.	2022-082
CSA No.	2022-082-01 Mod. 1
Project Name	1st Street NW Sidewalk Project
Project Description	Design Engineering Services Through Construction, Including Permitting
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 (Original) Additional Compensation:	Total Cost Not to Exceed: \$ 372,592.53 Total Cost Not to Exceed: \$ 30,259.34
Special Contract Conditions	Same as original
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0 Per Day
Budget Source/Availability	14971.540152101.5666000.5400012

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  
Sandra B. Hoop 6/17/24  
County Attorney's Office Date

**Attest:**

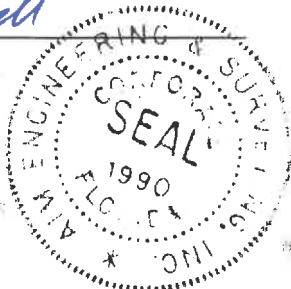
AIM Engineering & Surveying, Inc.  
CONSULTANT COMPANY NAME

Jordan D. Hall  
Corporate Secretary

Tracy A Levy  
Authorized Corporate Officer

SEAL

Date: 3/28/2024



Tracy A Levy, Treasurer  
[Printed Name and Title]

Date: 5/28/24



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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  
Sandra B. Howf 6/17/24  
County Attorney's Office Date

**Attest:**

AIM Engineering & Surveying, Inc.  
CONSULTANT COMPANY NAME

Jordan D. Shell  
Corporate Secretary

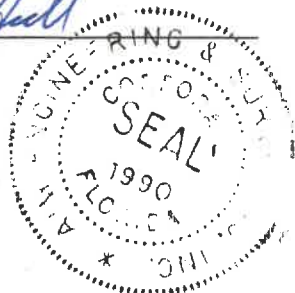
Tracy Berry  
Authorized Corporate Officer

SEAL

Tracy A Levy, Treasurer  
[Printed Name and Title]

Date: \_\_\_\_\_

Date: 5/28/24





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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  
Sandra B. Howf 6/17/24  
County Attorney's Office Date

**Attest:**  
Jason D. Hill  
Corporate Secretary

AIM Engineering & Surveying, Inc.  
CONSULTANT COMPANY NAME  
Tony Jew  
Authorized Corporate Officer

SEAL  
Date: \_\_\_\_\_



Tony A Levy, Treasurer  
[Printed Name and Title]

Date: 5/28/24



**EXHIBIT A-1  
ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT**

22-082-01  
Name of Project: 1st Street NW Sidewalk  
County: Polk

Consultant Name: AIM Engineering & Surveying, Inc.  
Date: 4/22/2024

Estimator: Anastasiya Semushkina, PE

Staff Classification	Total Staff Hours From "SH" Summary -	Project Manager	Senior Engineer	Chief Engineer	Project Engineer	Engineer	Engineer Intern	Design CAD Technician	Survey Project Manager	Senior Planner	Chief Planner	Chief Scientist	Clerical	SH		Average Rate Per Task
														By Activity	Cost By Activity	
3. Project General and Project Common Tasks	38	2	8	2	14	5	0	0	0	0	0	0	5	36	\$6,399	\$177.75
5. Roadway Plans	34	2	2	2	9	10	9	0	0	0	0	0	0	34	\$5,410	\$158.12
8. Environmental Permits, Compliance & Clearances	104	5	21	0	26	26	16	0	0	0	0	10	0	104	\$17,569	\$168.93
<b>Total Staff Hours</b>	<b>174</b>	<b>9</b>	<b>31</b>	<b>4</b>	<b>49</b>	<b>41</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>5</b>	<b>174</b>		
<b>Total Staff Cost</b>		<b>\$1,890.00</b>	<b>\$7,409.00</b>	<b>\$904.00</b>	<b>\$9,820.00</b>	<b>\$5,845.00</b>	<b>\$2,750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,280.00</b>	<b>\$370.00</b>		<b>\$25,378.00</b>	<b>\$168.84</b>

Check = \$25,378.00

**Salary Related Costs:**  
 OVERHEAD: 0%  
 OPERATING MARGIN: 0%  
 FCCM (Facilities Capital Cost Money): 0.00%  
 EXPENSES: 3.00%  
 Survey (Field - if by Prime) 0 days @ \$ 2,128.00 / day  
 SUBTOTAL ESTIMATED FEE: \$30,259.34  
 Subconsultant: Patel, Greene & Associates, LLC (PGA)  
 Subconsultant: Meridid CP/WG  
 SUBTOTAL ESTIMATED FEE: \$30,259.34  
 GRAND TOTAL ESTIMATED FEE: \$30,259.34

Survey Field Days by Subconsultant  
 4 - Person Crew:

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

Representing	Print Name	Signature / Date
Polk County		
AIM Engineering & Surveying, Inc.		

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.1	Public Involvement					
<b>3.1 Public Involvement Subtotal</b>					<b>0</b>	
3.2	Joint Project Agreements	EA	0	0	0	
3.3	Specifications Package Preparation	LS	0	0	0	
3.4	Contract Maintenance and EDMS	LS	1	12	12	1 hours per month for 15 months (design) for additional year, June 2024 - May 2025
3.5	Value Engineering (Multi-Discipline Team) Review	LS	1	0	0	
3.6	Prime Consultant Project Manager Meetings	LS	1	24	24	See listing below
3.7	Plans Update	LS	1	0	0	
3.8	Post Design Services	LS	1	0	0	Not Included
3.9	Digital Delivery	LS	1	0	0	
3.10	Risk Assessment Workshop	LS	1	0	0	
3.11	Railroad, Transit, and/or Airport Coordination	LS	1	0	0	
3.12	Landscape and Existing Vegetation Coordination	LS	1	0	0	
3.13	Other Project General Tasks	LS	1	0	0	
<b>3. Project Common and Project General Tasks Total</b>					<b>36</b>	

3.6 - List of Project Manager Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments
Roadway Analysis	EA	2	2	4	2 meetings to discuss changes in sidewalk limits x 1 hr x 2 people
Drainage	EA	0	0	0	
Utilities	EA	4	1	4	4 additional coordination meetings with UAO's x 1 hr
Environmental	EA	2	2	4	2 meetings to discuss Environmental permitting x 1 hr x 2 people
Structures	EA	1	4	4	1 meeting with Structural to discuss changes in sidewalk limits and updates to gravity wall limits x 2 hrs x 2 people
Signing & Pavement Marking	EA	0	0	0	
Signalization	EA	0	0	0	
Lighting	EA	0	0	0	
Survey	EA	0	0	0	
ROW & Mapping	EA	0	0	0	
Terrestrial Mobile LIDAR	EA	0	0	0	
ITS Analysis	EA	0	0	0	
Geotechnical	EA	0	0	0	
Progress Meetings	EA	0	0	0	
Phase Reviews	EA	0	0	0	
Field Reviews	EA	1	8	8	1 additional field review x 4 hrs x 2 people
<b>Total Project Manager Meetings</b>		<b>10</b>		<b>24</b>	Total PM Meeting Hours carries to Task 3.6 above

**Notes:**

1. If the hours per meeting vary in length (hours) enter the average in the hour/unit column.
2. Do not double count agency meetings between permitting agencies.
3. Project manager meetings are calculated in each discipline sheet and brought forward to Column D, except for Photogrammetry.

Representing	Print Name	Signature / Date
Polk County		
AIM Engineering & Surveying, Inc.		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
5.1	Key Sheet		Sheet	0	0	0	
5.2	Summary of Pay Items Including Quantity Input		Sheet	0	0	0	
5.3	Typical Section Sheets						
5.3.1	Typical Sections		EA	0	0	0	
5.3.2	Typical Section Details		EA	0	0	0	
5.4	General Notes/Pay Item Notes		Sheet	0	0	0	
5.5	Summary of Quantities Sheets		Sheet	0	0	0	
5.6	Project Layout		Sheet	0	0	0	
5.7	Plan/Profile Sheet		Sheet	0	0	0	
5.8	Profile Sheet		Sheet	0	0	0	
5.9	Plan Sheet		Sheet	3	4	12	3 sheets to be updated based on sidewalk limits change
5.10	Special Profile		Sheet	0	0	0	
5.11	Back-of-Sidewalk Profile Sheet		Sheet	2	3	6	2 BOS profile sheets to be updated based on sidewalk limits change
5.12	Interchange Layout Sheet		Sheet	0	0	0	
5.13	Ramp Terminal Details (Plan View)		Sheet	0	0	0	
5.14	Intersection Layout Details		Sheet	0	0	0	
5.15	Special Details		EA	0	0	0	
5.16	Cross-Section Pattern Sheet(s)		Sheet	0	0	0	
5.17	Roadway Soil Survey Sheet(s)		Sheet	0	0	0	
5.18	Cross Sections		EA	0	0	0	0
5.19	Temporary Traffic Control Plan Sheets		Sheet	0	0	0	
5.20	Temporary Traffic Control Cross Section Sheets		EA	0	0	0	
5.21	Temporary Traffic Control Detail Sheets		Sheet	0	0	0	
5.22	Utility Adjustment Sheets		Sheet	0	0	0	
5.23	Selective Clearing and Grubbing Sheet(s)						
5.23.1	Selective Clearing and Grubbing		Sheet	0	0	0	
5.23.2	Selective Clearing and Grubbing Details		Sheet	0	0	0	
5.24	Tree Disposition Sheet(s)						
5.24.1	Tree Disposition Plan Sheet(s)		Sheet	0	0	0	
5.24.2	Tree Disposition Plan Tables and Schedules		Sheet	0	0	0	
5.25	Project Network Control Sheet(s)		Sheet	0	0	0	
5.26	Environmental Detail Sheets		Sheet	1	12	12	coordinating and adding Environmental Detail Sheet for Bald Eagle Nest location
5.27	Utility Verification Sheet(s) (SUE Data)		Sheet	0	0	0	
<b>Roadway Plans Technical Subtotal</b>						<b>30</b>	
5.28	Quality Assurance/Quality Control		LS	%	7%	2	
5.29	Supervision		LS	%	5%	2	
<b>5. Roadway Plans Total</b>						<b>34</b>	

Representing	Print Name	Signature / Date
Polk County		
AIM Engineering & Surveying		

NOTE: Signature Block Is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
<b>Environmental Permits, Compliances and Clearances</b>						
8.1	Preliminary Project Research	LS	0	0	0	
<b>Permits</b>						
8.2	Field Work	LS	1	16	16	Onsite meeting with USACE to verify and inspect wetland limits
8.4	<b>Complete And Submit All Required Permit Applications</b>					
8.4.1	Complete and Submit All Required Wetland Permit Applications	LS	1	56	56	Complete and submit ENG 4345 Form and supporting documentation (32 hrs); Requests for Additional Information (24 hrs)
8.4.2	Complete and Submit All Required Species Permit Applications	LS	1	0	0	
8.5	Prepare Dredge and Fill Sketches (as needed)	LS	1	0	0	
8.6	Prepare USCG Permit Sketches	LS	1	0	0	
8.7	Prepare Water Management District Right-of-Way Occupancy Permit	LS	1	0	0	
8.8	Prepare Coastal Construction Control Line (CCCL) Permit Application	LS	1	0	0	
8.9	Prepare Tree Permit Information	LS	1	0	0	
8.10	Mitigation Design	LS	1	0	0	
8.11	Mitigation Coordination and Meetings	LS	1	0	0	
8.12	Other Environmental Permits	LS	1	0	0	
<b>Environmental Clearances/Reevaluations</b>						
8.13	Technical support to Department for Environmental Clearances and Reevaluations (use when consultant provides technical support only)					
8.14	Preparation of Environmental Clearances and Reevaluations (use when consultant prepares all documents associated with reevaluation)					
<b>Environmental Permits, Compliance, and Clearances/Reevaluations Technical Subtotal</b>					<b>72</b>	
8.17	Technical Meetings	LS	1	20	20	Meetings are listed below
8.18	Quality Assurance/Quality Control	LS	%	7%	5	
8.19	Supervision	LS	%	5%	4	
<b>Environmental Permits, Compliance and Clearances Nontechnical Subtotal</b>					<b>29</b>	
8.20	Coordination	LS	%	3%	3	
<b>8. Environmental Permits, Compliance and Clearances Total</b>					<b>104</b>	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	PM Attendance at Meeting Required?	Number
WMD	EA	0	0	0		0
NMFS	EA	0	0	0		0
USACE	EA	2	4	8	Assume 2 meeting with USACE reviewer x 2 hrs x 2 people	0
USCG	EA	0	0	0		0
USFWS	EA	0	0	0		0
FFWCC	EA	0	0	0		0
FDOT	EA	0	0	0		0
Other Meetings	EA	2	4	8	Assume 2 meetings with the County to provide updates	0
<b>Subtotal Technical Meetings</b>				<b>16</b>	<b>Subtotal Project Manager Meetings</b>	<b>0</b>
Progress Meetings with County regarding Permit Status	EA	2	2	4	PM attendance at Progress Meetings is manually entered on General Task 3	--
Phase Review Meetings	EA	0	0	0	PM attendance at Phase Review Meetings is manually entered on General Task 3	--
<b>Total Meetings</b>				<b>20</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>	<b>0</b>

Carries to 8.18

Carries to Tab 3

## Exhibit B



# AIM Engineering & Surveying, Inc.

Corporate Office  
2161 Fowler Street  
Suite 100  
Fort Myers, FL 33901

239-332-4569  
800-226-4569  
Fax: 855-731-7971  
[www.aimengr.com](http://www.aimengr.com)

*Successfully providing our clients and the community with quality planning, engineering and surveying since 1980.*

### SCHEDULE OF PROFESSIONAL RATES

	<u>Range of Direct Labor Rates</u>	<u>Range of Hourly Billing Rates</u>
	(Round to the nearest dollar)	
Clerical	\$19.00 - \$28.00	\$60.00 - \$88.00
Project Manager	\$53.00 - \$67.00	\$166.00 - \$210.00
Chief Engineer	\$51.00 - \$72.00	\$160.00 - \$226.00
Senior Engineer	\$67.00 - \$76.00	\$210.00 - \$239.00
Project Engineer	\$55.00 - \$67.00	\$173.00 - \$210.00
Engineer	\$43.00 - \$60.00	\$135.00 - \$188.00
Engineering Intern	\$34.00 - \$37.00	\$107.00 - \$116.00
Chief Planner	\$62.00 - \$62.00	\$195.00 - \$195.00
Senior Planner	\$42.00 - \$53.00	\$132.00 - \$166.00
Chief Scientist	\$41.00 - \$41.00	\$129.00 - \$129.00
Principal/Survey QA/QC Manager	\$56.00 - \$56.00	\$176.00 - \$176.00
Survey Project Manager	\$43.00 - \$60.00	\$135.00 - \$188.00
Mapping Manager	\$35.00 - \$35.00	\$110.00 - \$110.00
Design CAD Technician	\$28.00 - \$35.00	\$88.00 - \$110.00
Field Crew Supervisor	\$28.00 - \$37.00	\$88.00 - \$116.00
Survey Party Chief	\$27.00 - \$37.00	\$85.00 - \$116.00
Survey Instrument Man	\$19.00 - \$23.00	\$60.00 - \$72.00
Survey Rod Man	\$16.00 - \$20.00	\$50.00 - \$63.00
Three Person Survey Crew	\$62.00 - \$80.00	\$195.00 - \$251.00
Four Person Survey Crew	\$78.00 - \$100.00	\$245.00 - \$314.00
Five Person Survey Crew	\$94.00 - \$120.00	\$295.00 - \$377.00
Utility Crew Supervisor	\$40.00 - \$40.00	\$137.00 - \$137.00
Utility Locator	\$27.00 - \$27.00	\$85.00 - \$85.00
Utility Technician	\$17.00 - \$20.00	\$53.00 - \$63.00
CEI Senior Project Engineer	\$80.00 - \$84.00	\$251.00 - \$264.00
CEI Project Adiminstrator	\$45.00 - \$55.00	\$141.00 - \$173.00
CEI Senior Inspector	\$32.00 - \$34.00	\$100.00 - \$107.00
CEI Inspector	\$21.00 - \$28.00	\$66.00 - \$88.00



# AIM Engineering & Surveying, Inc.

Corporate Office  
2161 Fowler Street  
Suite 100  
Fort Myers, FL 33901

239-332-4569  
800-226-4569  
Fax: 855-731-7971  
[www.aimengr.com](http://www.aimengr.com)

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*Successfully providing our clients and the community with quality planning, engineering and surveying since 1980.*

## LABOR MULTIPLIER CALCULATION

Direct Labor	1.00
Payroll Burden/Fringe Benefits	0.49
Overhead/General/Administrative	<u>1.22</u>
Subtotal	2.71
Operating Margin (@ 16%)	<u>0.43</u>
Total Multiplier	3.14

**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**

- |   |   |                  |
|---|---|------------------|
| <b>1. Reproduction Cost</b>   |   |                  |
| <b>A. Regular Copying</b>   | 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>B. Blueprint Copy</b> .....  |   | \$10.00/page     |
| <b>2. Subcontractor Services</b>  |   | Actual Costs     |
| <b>3. Special Consultants</b>   |   | Actual costs     |
| <b>4. Computer Services</b>   |   | Non-reimbursable |
| <b>5. Travel Expenses</b>   | In accordance with Chapter 112.061, F.S.;                 |                  |
|   | and further defined in the Polk County Employee Handbook. |                  |
| <b>6. Postage, Fed Express, UPS</b>   |   | Actual Costs     |
| <b>7. Pre-approved Equipment</b><br>(includes purchase and rental of equipment used in project) |   | Actual Costs     |



AIMENGI-01

MPOLITE

# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 6/30/2023

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).

<b>PRODUCER</b> <b>Babb P&amp;C, Ltd</b> 850 Ridge Avenue Pittsburgh, PA 15212	<b>CONTACT NAME:</b> Margaret Polite <b>PHONE (A/C, No, Ext):</b> (239) 208-3454 <b>FAX (A/C, No):</b> (239) 333-1760 <b>E-MAIL ADDRESS:</b> mep@babbins.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A :</b> The Continental Insurance Company	<b>NAIC #</b> 35289
<b>INSURER B :</b> National Fire Insurance of Hartford	20478
<b>INSURER C :</b> Illinois Union Insurance Company	27960
<b>INSURER D :</b>	
<b>INSURER E :</b>	
<b>INSURER F :</b>	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: <b>General Aggregate</b>	X	X	7039639615	7/1/2023	7/1/2024	EACH OCCURRENCE \$ <b>2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>15,000</b> PERSONAL & ADV INJURY \$ <b>2,000,000</b> GENERAL AGGREGATE \$ <b>4,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>4,000,000</b>
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	7039639632	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>	X		7039639663	7/1/2023	7/1/2024	EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b>
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			7039639646	7/1/2023	7/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
A	<b>Inland Marine (C)</b>			7039639629	7/1/2023	7/1/2024	Limit \$ <b>125,000</b>
C	<b>Pollution</b>			G7361479A 001	7/26/2023	7/26/2024	Per Occ & Per Agg \$ <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Project: All work performed for the county

Polk County, a Political Subdivision of the State of Florida is included as Additional Insured on primary and noncontributory basis with regards to General Liability only as required by written contract, Includes ongoing and completed operations. Waiver of Subrogation in favor Additional Insured. Certificate Holder is included as additional Insured in regards to Auto Liability only as required by written contract, including Waiver of Subrogation. Waiver of Subrogation in regards to the Workers Compensation in favor of Certificate Holder, per attached form. Umbrella Follows form. 30 days notice of cancellation except 10 days non-payment.

**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  
*Margaret E. Polite*





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/5/2023

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 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).

<b>PRODUCER</b> Private Client Insurance Services 9736 Commerce Centre Ct. Fort Myers FL 33906	<b>CONTACT NAME:</b> Sandy Balzarini <b>PHONE (A/C, No, Ext):</b> 239-481-1949 <b>FAX (A/C, No):</b> 888-853-7192 <b>E-MAIL ADDRESS:</b> sbalzarini@pcis-fl.com														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Evanston Insurance Co.</td> <td>35378</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></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> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Evanston Insurance Co.	35378	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b> AIM Engineering & Surveying, Inc. 2161 Fowler Street, Suite 100 Fort Myers FL 33901	AIME-01														

**COVERAGES**                                      **CERTIFICATE NUMBER:** 929848224                                      **REVISION NUMBER:**

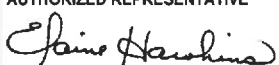
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$								
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$								
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$								
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				<table border="1"> <thead> <tr> <th>WC STATUTORY LIMITS</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </tbody> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATUTORY LIMITS	OTHER													
E.L. EACH ACCIDENT	\$													
E.L. DISEASE - EA EMPLOYEE	\$													
E.L. DISEASE - POLICY LIMIT	\$													
A	PROFESSIONAL LIABILITY		MKL77PL0005951	7/1/2023	7/1/2024	Each Claim 5,000,000 Policy Aggregate 5,000,000 Deductible 100,000								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION 10 Days

Polk County, a political subdivision of the state of Florida 330 West Church Street Bartow FL 33830	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 

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