



Consultant Services Authorization

Firm	Hazen and Sawyer, P.C.
Master Agreement No.	2024-013
CSA No.	2024-013-01
Project Name	Water Quality Laboratory Conceptual Design
Project Description	The consultant will provide professional services including project management, data collection, workshops, laboratory site and layout analysis, feasibility analysis, and the resultant Conceptual Design Report.
Projects Exhibits and Attachments	Exhibit "A"- Scope of Services Exhibit "B"-Fee Schedule (Master Agreement) Exhibit "C"-Reimbursable Cost Schedule (if applicable) Exhibit "D"-Insurance Documents
Duration (in days)	This authorization shall be in full force and effect until the Consultant completes all services as identified in Exhibit "A".
Compensation	\$ 197,390.00
Special Contract Conditions	NA
Insurance Requirements	Professional Liability
Liquidated Damages	\$ 0.00 Per Day
Budget Source/Availability	42111.680536150.5666000.6867012 (Water Quality Laboratory)

IN WITNESS WHEREOF, the parties hereto have executed this CSA on this ___ day of _____, 20__.

Attest:

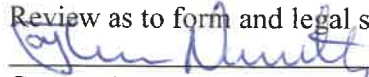
STACY M. BUTTERFIELD

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

County Attorney's Office Date _____

Attest:


Corporate Secretary

SEAL

Date: 6/10/2025



Hazen and Sawyer, P.C.
CONSULTANT COMPANY NAME


Authorized Corporate Officer

Holly Kremers, Associate Vice President
[Printed Name and Title]

Date: 6/12/25

Exhibit A

Consultant Services Authorization

2024-013-01

Water Quality Laboratory Conceptual Design

Hazen and Sawyer P.C. (Consultant) entered into a Master Consulting Agreement (Agreement) with Polk County, Florida (County) on January 9, 2024. Pursuant to this Agreement, the County has requested that the Consultant provide certain professional services in support of Water Quality Laboratory Conceptual Planning (Project) as further detailed in this Consultant Services Authorization.

A. Project Background and Description

The Polk County Utilities Division (PCU) currently contracts with third-party laboratories to perform water quality analyses associated with their potable water, wastewater, and reclaimed water systems throughout the County. PCU is interested in bringing these services in house by constructing, owning, and operating its own NELAC-certified water quality laboratory. There may be opportunity to collaborate with other Polk County divisions that require water quality analysis for operation and management of the laboratory as well.

The Project will include conceptual design for a PCU water quality laboratory facility, including benefit/feasibility analysis of which testing capabilities to include, as the conceptual design is driven in part by the tests performed within the laboratory. The County has requested that the Consultant provide engineering services in support of the Project.

B. Scope of Services

Upon authorization to proceed from the County, the Consultant will provide the following identified services identified in the Phases below. The Consultant shall ensure that all design, bid, and construction documents produced by the Consultant or their subconsultants for the County will be consistent with the Polk County Utilities Standards and Specifications Manual, latest edition, and other County requirements. This authorization shall be in full force and effect until the Consultant completes all services as described in the Consultant Services Authorization and any subsequent modifications hereto.

Phase 100 – Project Management

Task 101 – Project Management

This task consists of overall management of the Project including contract administration, budget management, invoicing, monthly status reports, scheduling, and coordination with the County and Consultant's subconsultants.

Task 102 – Kick-off Meeting and Progress Meetings

The Consultant will attend one kickoff meeting with the County. The Consultant will prepare a meeting agenda and meeting minutes. Meeting minutes shall be distributed within three working days of the date of the meeting.

At the project kickoff meeting a project directory will be developed that identifies the name, contact information and title of key designated representatives who may be contacted regarding this project as identified by the County. The project directory will include a list of person(s) responsible for each data request element.

Monthly progress meetings will be held with the County to review project status and upcoming activities. The meetings will be held virtually, with in-person meetings as needed. The Consultant will prepare meeting agendas and meeting minutes. Meeting minutes shall be distributed within three working days of the date of each meeting.

Phase 200 – Data Collection and Review

Task 201 – PCU Data Request

The Consultant will prepare a data request for the County to evaluate current water quality analytical needs throughout the County. The data request will include, but may not be limited to, the following:

- Third-party analytical testing completed for PCU facilities for the past 5 years, including tests completed, costs, data management, and turnaround time from delivery of sample to receipt of results
- Current and historical budget and actual costs (up to 5 years) associated with all laboratory sampling and testing currently performed and/or outsourced by PCU and other County Divisions

- List of all sampling and testing currently performed at PCU by regulatory requirement and frequency
- Past five fiscal years of PCU Annual Comprehensive Financial Reports (ACFR) and any line item budget or actuals
- Identification of other County Divisions that use water quality analysis and request for similar data from those entities
- Any analytical testing completed by PCU over the past 5 years, including tests completed, job descriptions of staff involved, workload, certifications, costs, data management, workflows, and any other SOPs, quality control records or financial reports
- Locations of all PCU facilities and systems where water quality samples are collected
- Salary and benefits for potential PCU laboratory staff with input from Polk County Natural Resources laboratory management
- Current PCU organizational charts, especially those including any staff currently performing analytical testing and staff who would supervise a potential new County-owned laboratory

Task 202 – Data Collection

The Consultant will collect additional reference data (including previous work by Consultant for other utilities) that will be used for this Project. This is expected to include the following:

- Anticipated regulatory changes that may affect water quality analysis requirements in the future and the anticipated testing, costs, and staffing requirements associated with those regulations
- Practices for laboratory management from nearby utilities and local governments, including distribution of surveys to management and laboratory staff regarding tests completed, job descriptions of staff involved, workload, certifications, costs, courier services, sample collection, data management, workflows, etc.
- Water quality analysis needs from neighboring utilities who may be interested in having the County provide analytical services (if desired by County)
- Current NELAC certification requirements
- Interviews with key stakeholders to discuss current and future needs, concerns, and interests related to a potential new County-owned laboratory providing additional

services to PCU, other County Divisions and neighboring utilities. May include tours of similar, nearby NELAC laboratories.

The Consultant will prepare a summary of data collected from outside sources for Project records.

Task 203 – Workshops

Workshops will be conducted to collect additional information from PCU staff and other County Divisions (as applicable) and to discuss future needs. Three in-person workshops will be held to support the Project. The workshops will be timed to discuss topics including challenges the County encounters with third-party analytical services and vision or specific accommodation requests to consider for the potential laboratory.

Workshop agendas and minutes will be prepared by the Consultant. Draft workshop minutes will be distributed within three working days of the date of each workshop.

Phase 300 – Laboratory Layout Analysis

Task 301 – Potential Laboratory Alternatives

The Consultant will evaluate potential alternatives for meeting the current and future needs and interests for analytical laboratory services, including comparing existing practices with a new County-owned laboratory. This evaluation will also include a hybrid approach of establishing a new County-owned laboratory more limited in scope while continuing to use third-party analytical laboratories for more specialized water quality testing. The Consultant will review the information collected through data collection and workshops in Phase 200 to populate a comparison matrix including the scope of each alternative, staffing requirements, workload, workflows, data management considerations, NELAC certification requirements, and operation and maintenance requirements. The Consultant will provide considerations for the types of water quality analyses that may be best completed in-house versus outsourced, including a discussion of analytical testing criticality, frequency, cost and time efficiencies, operational impacts, complexity, and specialty requirements.

A potential laboratory alternatives technical memorandum will be developed by the Consultant that includes a summary of options, considerations, and initial recommendations based on qualitative criteria.

A review and discussion of the potential laboratory alternatives will be conducted at one of the workshops identified in Task 203. Feedback received from PCU will help refine the scope of the financial analysis and qualitative conclusions in the Conceptual Design Report.

Task 302 – Site Analysis

The Consultant will perform a GIS-based routing analysis to determine travel times between the potential new laboratory location and the sample collection locations, with consideration for frequency of sample collections and anticipated additional sampling and testing required due to regulatory changes. The two potential sites that will be considered include the PCU Utilities Building and the County's Natural Resources Division laboratory property. The result of this analysis will be compared with the current travel times between existing laboratories used and the sample collection locations and will be used in the Phase 400 Financial/Economic Feasibility Analysis to determine the potential budgetary impact of the sampling site to new laboratory workflow.

Task 303 – Laboratory Layout Analysis

Once PCU has decided on a laboratory configuration based on the scenarios developed in Task 301, the Consultant will review staffing, analytical needs, equipment requirements, benchtop space requirements, functional movement considerations, and staffing requirements to provide a conceptual layout of the laboratory. The layout will be reviewed with PCU in a workshop identified in Task 203 and updated based on feedback received. The final layout will be used to develop the capital cost in the financial analysis.

The data and assumptions used to develop the conceptual layout, along with plan sheets showing the selected layout, will be included in the Conceptual Design Report.

Phase 400 – Financial/Economic Analysis

Task 401 – Financial/Economic Analysis

The Consultant will use the data collected and analyses completed in previous tasks to perform a financial analysis comparing PCU's current practice of using third-party water quality analytical services to a new County-owned and operated NELAC-certified laboratory including the hybrid alternative. The analysis will consider initial capital and long-term operating, staffing, data management, and maintenance costs, including those to achieve and maintain NELAC certification, as well as potential revenue from providing laboratory services to neighboring

utilities. Considerations related to economies of scale and fiscal requirements related to the enterprise fund will be evaluated.

A draft report will be prepared by the Consultant for the financial and economic feasibility analysis that includes a summary of data collected and basis for the analysis, including the potential laboratory alternatives, siting and laboratory layout analyses. After review and feedback from PCU, the information will be incorporated into the Conceptual Design Report.

Phase 500 – Conceptual Design Report

Task 501 – Draft Conceptual Design Report

Consultant will develop the draft Conceptual Design Report (CDR), which will summarize the work conducted in Phases 200-400 and present the findings of the potential laboratory alternatives, site analysis, laboratory layout analysis, and financial/economic analysis.

The Consultant will schedule a meeting with PCU to review the findings and conclusions of the draft CDR. The Consultant shall document any changes PCU may request. The meeting will be scheduled within 14 calendar days after submission of the draft CDR. The Consultant will prepare and distribute written meeting notes detailing any decisions rendered.

Task 502 – Final Conceptual Design Report

The Consultant will update the CDR based on PCU's comments and submit a final CDR, which will serve as the basis for proceeding with future detailed design.

C. Deliverables

The Consultant shall prepare and submit to the County, including electronic format when applicable, the following deliverables:

Task	Activity	Deliverable
102	Meetings	Meeting agenda and minutes
202-203	Data Collection and Workshops	Summary of data collected by Consultant from outside sources Workshop agendas and minutes

Task	Activity	Deliverable
301	Potential Laboratory Alternatives	Technical memorandum
303	Laboratory Layout Analysis	Laboratory layout plan sheets
401	Financial/Economic Feasibility Analysis	Draft report
501 - 502	Conceptual Design Report	Draft and final Conceptual Design Reports

D. Schedule

Consultant will proceed with the services identified herein immediately upon receipt of an executed copy of this Consultant Services Authorization and a formal Notice-to-Proceed from the County. The projected schedule for the performance of services described herein is included as Attachment A-1 and is dependent on the County's timing for scheduling and attending meetings and workshops, providing the data requested as part of Task 201, and reviewing deliverables, as well as the timing of data received from outside sources as part of Task 202. An updated electronic version of the Project schedule in Microsoft Project will be provided to the County within 10 working days from the issuance of the Notice-to-Proceed. Delivery of the schedule may be in other electronic formats so long as they accurately portray the approved scope of services with sufficient detail subject to staff approval. Should additional time be required beyond the schedule depicted in Attachment A-1, The Consultant will provide an updated Attachment A-1 (schedule) to the Utilities and Procurement Divisions. Following staff approval, the updated Attachment A-1 will be forwarded by Utilities staff to Procurement staff for inclusion in the contract file with no further administration action required for extension.

E. Compensation

This Consultant Services Authorization establishes a not-to-exceed cost of \$197,390.00. Compensation for the services performed under this Consultant Services Authorization shall be on an hourly, not-to-exceed basis using the current hourly rate schedule as set forth in Master

Consulting Agreement 2024-013. Other direct costs or expenses incurred in connection with this Consultant Services Authorization will not be invoiced as these expenses have been accounted for in the rate multiplier associated with the Master Consulting Agreement referenced above. A summary of the estimated labor costs is provided in Attachment A-2 for reference only. Each invoice submittal shall include a tabular summary of the originally estimated labor costs by phase in accordance with Attachment A-2, fees invoiced to date, and the balance remaining per phase. The transfer of funds between defined phases is not permitted unless approved in advance in writing by the County Utilities Director. To request consideration for such a transfer, the Consultant must submit satisfactory written justification to transfer unused funds from phases with completed tasks or tasks clearly tracking under budget to phases with tasks requiring additional funding. In addition, the transfer of funds shall not exceed the total authorized fee for the Project.

The not-to-exceed cost for this Consultant Services Authorization includes contingency funds in the amount of \$10,000.00. The contingency funds authorized for use on this Consultant Services Authorization may only be expended upon written approval from the County's Utilities Director. Adequate justification must be provided by the Consultant for the release of contingency funds. Any out-of-scope services performed requiring the release of contingency funds will be considered at-risk and may not be compensated until, or if, written approval is granted by the County's Utilities Director.

The Consultant will minimally provide a consultant invoice summary with each invoice, based on a mutually agreed-upon breakdown of phases and tasks in Attachment A-2 that reflect the effort and deliverables submitted to the County. The summary will depict the overall phases, associated budgets, amounts invoiced to date, and balance remaining. Invoices for compensation submitted by the Consultant will include the reviewed and approved consultant invoice summary, an updated Project schedule, notarized affidavits (as applicable), and the monthly status report.

Invoices for not-to-exceed projects shall be accompanied by time and task records for all billable hours appearing on the invoice. Additional documentation may be requested by the County and, if so requested, shall be furnished by the Consultant to the County Auditor's satisfaction. In addition, all invoices shall be submitted with the Consultant Services Authorization number, purchase order number, and the Polk County Utilities Project and Records Room numbers on the invoice.

The Consultant agrees that, in the event that design errors and / or omissions are discovered during construction, all services rendered by the Consultant to correct said design errors and / or omissions will be considered out-of-scope services and shall not be invoiced to the County.

F. County's Responsibilities

The County will provide the following information to the Consultant and / or perform the following services related to the Project in a timely manner:

- Data that will be requested as part of Task 201
- Contacts and introductions as needed to gather data from outside sources as part of Task 202
- Assistance with scheduling meetings and workshops
- Appropriate County staff and key stakeholder attendance at meetings and workshops
- Timely review of deliverables noting delay of draft review and/or data request requirements may delay deliverable deadlines
- All parties understand deliverable deadlines could be impacted by Florida's hurricane season

G. Services Not Included

The following services are not included in the Scope of Services for the Project:

- Detailed design of the laboratory facility
- Land acquisition assistance

The remainder of this page is intentionally left blank.

Attachment A-1

ID	Task Name	Start	Finish	25	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1	Polk County Utilities- Water Quality Conceptual Design	8/11/25	5/11/26												
2	Phase 100 - Project Management	8/11/25	5/11/26												
3	101 - Project Management	8/11/25	5/11/26												
4	102 - Kick-Off and Progress Meetings	8/11/25	5/11/26												
5	Phase 200 - Data Collection and Review	8/11/25	3/25/26												
6	201 - PCU Data Request	8/11/25	10/10/25												
7	202 - Data Collection	8/11/25	11/5/25												
8	203 - Workshops	11/19/25	3/25/26												
12	Phase 300 - Laboratory Siting and Layout Analysis	9/8/25	2/2/26												
13	301 - Potential Laboratory Analysis	9/8/25	12/8/25												
14	302 - Site Analysis	10/6/25	12/5/25												
15	303 - Laboratory Layout Analysis	11/3/25	2/2/26												
16	Phase 400 - Financial/Economic Analysis	11/3/25	3/5/26												
17	401 - Financial/Economic Analysis	11/3/25	3/5/26												
18	Phase 500 - Conceptual Design Report	2/6/26	5/8/26												
19	501 - Draft Conceptual Design Report	2/6/26	4/7/26												
20	502 - Final Conceptual Design Report	4/8/26	5/8/26												

PCU - Water Quality Laboratory Conceptual Design Schedule
Date: 6/12/25

Summary Task Duration
Workshop

Attachment A-2
Consultant Services Authorization
Water Quality Laboratory Analysis

Task Number	Tasks	Vice President	Associate Vice President	Senior Principal Engineer / Scientist	Principal Engineer / Scientist	Assistant Engineer I	Senior Designer	Admin Assistant	Labor Hours	Labor Dollars	Total Dollars
	(Estimated Hourly Rates*)	Various	Various	Various	Various	Various	Various	Various			
	Phase 100 - Project Management	\$315	\$305	\$183	\$160	\$110	\$125	\$95			
101	Project Management	4	38	80	14	8	4	2	150	\$31,300	\$31,300
102	Kick-off and Progress Meetings	0	12	40	0	0	0	0	52	\$10,980	\$10,980
	Phase 200 - Data Collection and Review	4	26	40	14	8	4	2	98	\$20,320	\$20,320
201	PCU Data Request	6	42	68	56	22	4	4	202	\$39,404	\$39,404
202	Data Collection	2	6	12	8	4	0	0	32	\$6,376	\$6,376
203	Workshops	0	12	16	32	8	0	0	68	\$12,588	\$12,588
	Phase 300 - Laboratory Siting and Layout Analysis	4	24	40	16	10	4	4	102	\$20,440	\$20,440
301	Potential Laboratory Alternatives	4	64	76	42	0	40	8	234	\$47,168	\$47,168
302	Site Analysis	2	24	36	2	0	0	4	68	\$15,238	\$15,238
303	Laboratory Layout Analysis	0	4	4	16	0	0	0	24	\$4,512	\$4,512
	Phase 400 - Financial/Economic Analysis	2	36	36	24	0	40	4	142	\$27,418	\$27,418
401	Financial/Economic Analysis	4	36	56	36	48	0	8	188	\$34,288	\$34,288
	Phase 500 - Conceptual Design Report	4	36	56	36	48	0	8	188	\$34,288	\$34,288
501	Draft Conceptual Design Report	2	40	60	20	28	32	12	194	\$35,230	\$35,230
502	Final Conceptual Design Report	2	32	48	16	24	24	8	154	\$28,134	\$28,134
	Contingency	0	8	12	4	4	8	4	40	\$7,096	\$7,096
		18	180	280	148	78	48	22	774	\$187,390	\$197,390

*Actual hourly rates based on 3.05 multiplier for each staff member per MSA

Exhibit "B"



Hazen and Sawyer
1000 N. Ashley Dr. Suite 1000
Tampa, FL 33602 • 813.630.4498

November 7, 2023

Eric Phillips
Polk County Utilities
1011 Jim Keene Blvd.
Winter Haven, FL 33880

Re: RFP 23-448, Utilities Design Services & Regulatory Support Services

Dear Eric,

The following are Hazen and Sawyer's proposed rates for the 2023-2024 fiscal year for the referenced contract:

Labor Category	Raw Rate Range	Billing Rate Range
Vice President	\$98 - \$108	\$298.90 - \$329.40
Associate Vice President	\$95 - \$105	\$289.75 - \$320.25
Senior Associate	\$72 - \$95	\$219.60 - \$289.75
Associate	\$60 - \$76	\$183.00 - \$231.80
Senior Principal Engineer/Scientist	\$40 - \$68	\$122.00 - \$207.40
Principal Engineer/Scientist	\$42 - \$56	\$128.10 - \$170.80
Engineer/Scientist	\$41 - \$51	\$125.05 - \$155.55
Assistant Engineer II/Scientist	\$37 - \$48	\$112.85 - \$146.40
Assistant Engineer I	\$30 - \$40	\$91.50 - \$122.00
Senior Field Coordinator	\$40 - \$58	\$122.00 - \$176.90
Field Coordinator	\$30 - \$40	\$91.50 - \$122.00
Senior Principal Designer	\$54 - \$65	\$164.70 - \$198.25
Principal Designer	\$45 - \$55	\$137.25 - \$167.75
Senior Designer	\$38 - \$48	\$115.90 - \$146.40
Designer	\$30 - \$40	\$91.50 - \$122.00
Administrative Assistant	\$25 - \$35	\$76.25 - \$106.75

The billing rates use a multiplier of 3.05 based on the following calculation:

Direct labor	100.0%
Fringe	62.8%
Overhead	<u>130.2%</u>
Subtotal	293%
Profit @ 2.4%	7%
Direct Contract Costs	<u>5%</u>
Total	<u>305%</u>

Detailed descriptions of the various labor categories are provided in Attachment A.

If you have any questions, please feel free to contact me. We look forward to working with you on this contract.

Sincerely,



Holly Kremers, PE, ENV SP
Associate Vice President

Enclosure



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/10/2025

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
Ames & Gough
8300 Greensboro Drive
Suite 980
McLean, VA 22102

CONTACT
NAME:
PHONE
(A/C, No, Ext): (703) 827-2277 FAX
(A/C, No): (703) 827-2279
E-MAIL: admin@amesgough.com
ADDRESS:

INSURED

Hazen and Sawyer, P.C.
498 Seventh Avenue
New York, NY 10018

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Continental Casualty Company (CNA) A, XV	20443
INSURER B :	National Fire Insurance Company of Hartford A(XV)	20478
INSURER C :	Continental Insurance Company A(XV)	35289
INSURER D :	American Casualty Co of Reading, PA A(XV)	20427
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	7036845683	3/29/2025	3/29/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp./Coll. Ded \$ 1,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	7036845635	3/29/2025	3/29/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	7036845649	3/29/2025	3/29/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> <input type="checkbox"/> Y / N N / A	7036845652	3/29/2025	3/29/2026	Per Claim/Aggregate 5,000,000
A	Professional Liab.		AEH008231489	3/29/2025	3/29/2026	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: 2024-013-01 Water Quality Laboratory Conceptual Planning

Polk County, A Political Subdivision of the State of Florida is included as additional insured with respect to General Liability, Automobile Liability and Umbrella Liability when required by written contract. General Liability, Automobile Liability and Umbrella Liability are primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and when required by written contract. General Liability, Automobile Liability, Umbrella Liability and Workers Compensation policies include a waiver of subrogation in favor of the additional insureds where permissible by state law and when required by written contract. 30-day Notice of Cancellation will be issued for the General Liability, Automobile Liability, SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

Polk County, A Political Subdivision of the State of Florida
330 W. 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



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Ames & Gough		NAMED INSURED Hazen and Sawyer, P.C. 498 Seventh Avenue New York, NY 10018	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:

Umbrella Liability, Workers Compensation and Professional Liability policies in accordance with policy terms and conditions.

Umbrella Liability coverage sits excess over General Liability, Automobile Liability and Employers Liability coverage.

Pollution Liability coverage is provided and included within the Professional Liability policy noted above. It shares the limits of the Professional Liability policy.